

**Building Codes Division
Manufactured Home Document Ownership Advisory Committee
September 19, 2007**

Present: **Committee Members**
Bryan Peck, CU Factory Built Lending
Lee Peterson, Oregon Department of Revenue
Theresa Swearingen, Marion County Assessor's Office
Jyl Meier, Representing Title/Escrow Companies
Pat Schwoch, Representing Manufactured Home Owners
Paul Brewer, Representing Manufactured Home Park Owners

Absent: Diane Belt, Washington County Collector's Office
Dallas Boggs, Representing Manufactured Housing Retailers (Dealers)

Guests/Interested Parties:
Don Minor, OMHA
Ron Northcraft, Douglas County Assessor's Office
Janice Lance, First American Title Company

BCD Staff: Roseanne Nelson, BCD Manufactured Home Ownership Program Manager
Liz Browder, BCD State Inspection Services Regional Inspection Manager
Celina Patterson, BCD Policy Analyst
Coleen Hanson, BCD Manufactured Home Ownership Program Coordinator
Amanda Hauth, BCD Manufactured Home Ownership Program Assistant

Opening Comments:
Roseanne Nelson started the meeting and asked everyone to review the minutes from the March 14, 2007, meeting. The committee approved the minutes with no changes.

Items from Previous Meeting

Gary Basin updated the committee on new legislation, House Bill 2233 and Senate Bill 440 that will take effect on January 1st. House Bill 2233 will formally recognized the Department of Revenue as a security interest holder. Senate Bill 440 mandates additional detailed information be provided on homes, this information will print on the ownership documents.

Steve Jackson talked about performance issues with the Lois System. Users having issues with the system should contact Amanda Hauth, if she can't resolve it, Amanda will forward the issue to IT. Steve talked about the approximate 500 new users that will acquire access to the system within the next few months. They are looking to separate the firewall users from the public to help manage security problems and a faster performance level. Steve also requested that users update their passwords every 6 months to a year and to deactivate the users that are no longer active.

Program Updates:

Theresa Swearingen brought up the issue of the Lois System kicking users off after they have been logged in 8 hours. Steve Jackson stated it is part of how the system updates information and suggested logging off during your lunch break and log back in when you come back.

Bryan Peck brought up the issue of the J-initiator and Microsoft Internet Explorer 7. Steve Jackson stated the IT department has ways of getting users on by tweaking their settings and to contact them if there are any issues with Explorer 7.

Roseanne Nelson introduced Amanda Hauth, Coleen Hanson, and Liz Browder to the committee.

Ms. Nelson updated the committee on the imaging project. The cost to send documents to an outside vendor for scanning proved to be too costly. The department is looking into other options.

Ms. Nelson stated a communication piece regarding the mandatory supplemental information will be sent out to all dealers, title/escrow companies, and counties. A drop-down list with all the different options for the supplemental information will be available when adding the information to the system.

Jyl Meier gave an update from the August 15, 2007, assessors conference. The Lois user manual put together by the counties was reviewed at the conference.

Pat Schwoch had a concern regarding information from the Lois system that is available to the public. Ms. Nelson reminded the committee that the information in the Lois system is public record. If a homeowner does not want to have their information public, they can get a court order to have a block placed on their home information.

Jyl Meier had a question as to whether or not counties can go in and remove a tax block for a different county. Theresa Swearingen stated that another county can go in and remove another county's hold, but the county wanting the hold removed would need to contact the county that the home is located in to verify that taxes are satisfied.

Ms. Nelson went over the LOIS system modification/enhancement requests. The following list was reviewed:

1. Bill of Sale pre-fill with LOIS information.
2. Combine MFD Unit & Section Tabs.
3. County Home Change Report to list all owner rather than just the first owner.
4. When trustee is chosen as owner type, have LOIS auto fill the suffix box with the abbreviation "TRE."
5. Add copy/paste options when right clicking on a field. Oracle does not support this feature. Users will need to highlight the information and user "Ctrl C" and "Ctrl V" functions.

6. Smarter searches (bring up “similar” entries instead of requiring exact match).
Committee discussed this and the options of finding duplicate homes. Steve Jackson told committee that they will look into different options that will help prevent duplicate homes being entered into the system.
 7. No blanking out the ownership on exempt county homes. Committee agreed to have ownership tab appear on exempt homes, but to have a message stating to refer to the deed records for the most current ownership information.
 8. Add “landfill” as a siting type.
 9. Flip transaction history so the latest transaction is listed first.
 10. Flip list of documents on the documents tab so that the latest document shows first.
 11. Add city or county behind park name on the park drop down list.
 12. Retrieve supplemental report by home id# to be able to produce the supplemental report for a home that has an exempt status other than active.
 13. For county and title/escrow users – when adding a purged home, flooring lender does not need to show up on screen.
 14. For BCD users – get rid of dummy trip permit process by building a utility so we can add a delivery date and have the pending site become current.
 15. Remove update button on new site tab. Button serves no purpose.
 16. On payment tab – no charge should automatically put dollar amount to zero.
 17. Permit completion tab – section removal date and section delivery date are most time the same. Click a button to auto fill if the dates are the same. Delivery date will automatically default to what is placed in the removal date section, but have the option to overwrite if it is a different date.
 18. Pending site – when a trip permit has been issued and the move has not happened within 45 days, roll back to original information and zero out trip permit so pending site goes away. Further options will be looked at.
 19. On payment tab, under documents to generate, allow counties to print out pending county exempt letter to send on out on their own without having to contact BCD.
 20. A request was made to add the dealer name, manufacturer serial number, HUD numbers, secured party name and type to the Data Download report.
 21. A request was made to change the verbiage on the Notice of Sale security interest holder’s acknowledgement from “I acknowledge this sale but do not release my interest” to I acknowledge the change of ownership, but do not release my interest.”
 22. The Notice of Sale pre-fill form needs to have a correction in the 4th paragraph of the buyer’s acknowledgement of sale. It states a trip permit should be purchased from the county clerk. Should be changed to county assessor.
 23. On the Multi-purpose Change form from the Lois System there is a numbering problem. There is no number 8.
- BCD will move forward with the changes that can be made to the system and if a fix is not readily available, will look at options.

Coleen Hanson updated the committee on the numerous ownership documents that are returned to BCD on a daily basis. Gary Basin suggested waiting a space of time before the documents go out instead of immediately sending them out to prevent so many from being returned to BCD. This most likely happens because people have not moved into their homes yet.

Mr. Minor asked if any counties were dropping the use of the Lois system. Ms. Nelson stated that all counties renewed their contracts and will continue to process their counties paperwork, except for Wheeler County who has an agreement with a neighboring county to process theirs.

Conclusion of meeting

Meetings concluded at 11:30 a.m.