

AGENDA

MANUFACTURED HOUSING BOARD
Thursday, November 12, 2025
Virginia Housing Center
4224 Cox Road Glen Allen, Virginia 23060

The meeting will begin at the conclusion of the public hearing
scheduled for 10:00 AM

- I. Roll Call
- II. Approval of September 26, 2024 Meeting Minutes
- III. Public Comment
- IV. New Business
 - a. Proposed Regulations Status Update
- V. Old Business (Reminder List for Next Code Cycle)
 - a. Future Regulations for Discussion:
 - i. Elimination of the salesperson license (Article 4)
 - ii. Termination of employment (13VAC6-20-150)
 - iii. Felony (13VAC6-20-170 B5)
 - iv. Inspection prior to sale (13VAC6-20-80 A&B)
 - v. Transaction Recovery Fund Cost/Fees - possible reduction (Part VII)
- VI. Construction Regulation Administrator's Report (Brian Hilderbrand)
 - a. Significant changes to the HUD Standards (24 CFR Parts 3280, 3282, 3285, and 3286)
 - b. Update on the cases being processed by SBCO staff
 - c. Update on the Off-Site Construction training being provided throughout the Commonwealth
- VII. Secretary's Report
 - a. Manufactured Housing Board Policy #2 (Annual readoption in accordance with §2.2-3708.3)
 - b. Manufactured Housing Board Policies #3-#5 (new policies) - SBCO staff is drafting these policies to be presented to the Board at a future meeting for consideration
 - c. Transaction Recovery Fund Balance Report (September 30, 2025)
 - d. OAG Payment Balance Report (FY 2025 Debtor Balance Report)
 - e. Staff proposed next meeting date - January 8, 2026
 - f. Staff proposed location - Virginia Housing Center (VHC)
- VIII. Adjournment

VIRGINIA MANUFACTURED HOUSING BOARD

Carey L. Allen, Vice-Chair
(Public Representative)

Walter Cleaton
(Director's Designee)

Stephan Geiser
(Manufactured Home Dealer Representative)

Keith W. Hicks
(Public Representative)

Daniel J. McCormick
(Public Representative)

Mark Pressley
(Public Representative)

Robbie B. Rutherford
(Manufactured Home Dealer Representative)

Michael J. Sandkuhler, Chair
(Manufacturer Representative)

Jamey Young
(Manufacturer Representative)

1 **VIRGININA MANUFACTURED HOUSING BOARD**
2 **MEETING MINUTES**
3 **September 26, 2024**
4 **Virginia Housing Center**
5 **4224 Cox Road, Glen Allen, Virginia 23260**
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Members Present

Mr. Michael Sandkuhler, Chair
Ms. Carey L. Allen, Vice-Chair
Mr. Stephen Geiser
Mr. Keith W. Hicks
Mr. Daniel J. McCormick (arrived after public
comment)
Mr. Robbie B. Rutherford
Mr. Jamey Young

Members Absent

Mr. Mark Pressley
Mr. James W. Roncaglione

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9 Call to Order

The meeting of the Manufactured Housing Board (“Board”) was called to order at approximately 10:00 a.m. by Chair Sandkuhler.

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12 Roll Call

The roll was called by Secretary Travis Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was also present.

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16 Approval of Minutes

The draft minutes of the August 15, 2024 meeting in the Board members’ agenda package were considered. Ms. Allen moved to approve the minutes as presented. The motion was seconded by Mr. Hicks and passed with Mr. Young abstaining.

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21 Public Comment

Chair Sandkuhler opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak. With no one coming forward, Chair Sandkuhler closed the public comment period.

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25 New Business

Linda Sharp: Case No. D-2023-01:

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27 A hearing convened with Chair Sandkuhler serving as the presiding officer. The hearing was related to the structure listed as HUD Label Numbers PFS1297125 and PFS1297126, Serial Number 023-000-H-A006578AB manufactured on 12/02/2021, and purchased by Linda Sharp of 5594 Tidewater Trail, Church View, Virginia 23032.

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33 The following persons were sworn in and given an opportunity to present testimony:

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36 Linda Sharp, Owner

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37 Brian Hilderbrand, Construction Regulation Administrator for
38 DHCD
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40 After testimony concluded, Chair Sandkuhler closed the hearing and
41 stated a decision from the Manufactured Housing Board members
42 would be forthcoming and the deliberations would be conducted in
43 open session. It was further noted that a final order reflecting the
44 decision would be considered at a subsequent meeting and, when
45 approved, would be distributed to the parties, and would contain a
46 statement of further right of appeal.
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48 Decision: Linda Sharp: Case No. D-2023-01:
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50 After deliberations, Mr. Rutherford moved to award Linda Sharp
51 \$20,000 (\$13,000 for the cost of a new roof and \$7,000 for storage of
52 her belongings, displacement for eight months, home inspections costs,
53 and other damages) because Champion Home Builders, Inc. was in
54 violation of 13 VAC6-20-170 #5, failing to provide warranty service to
55 correct a defect introduced at the Manufacturing Facility of structure
56 listed as HUD Label Numbers PFS1297125 and PFS1297126, Serial
57 Number 023-000-H-A006578AB manufactured on 12/02/2021, and
58 purchased by Linda Sharp of 5594 Tidewater Trail, Church View,
59 Virginia 23032. The motion was seconded by Mr. Hicks and passed
60 unanimously.
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62 Old Business

Future Regulations for Discussion:

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64 No action taken (Reminder list for next code cycle)

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66 1. Elimination of the salesperson license (Article 4)
67 2. Termination of employment (13VAC6-20-150)
68 3. Felony (13VAC6-20-170 B5)
69 4. Inspection prior to sale (13VAC6-20-80 A&B)
70 5. Transaction Recovery Fund Cost/Fees – possible reduction
71 (Part VII)
72

73 Committee Reports None
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75
76 Construction Regulation Administrator's Report Brian Hilderbrand, Construction Regulation Administrator, provided
77 an update on the cases being processed by SBCO staff. He also
78 provided an update on the Off-Site Construction training being
79 provided throughout the Commonwealth. Lastly, he provided an
80 update on the regulation reduction process.
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82 Secretary's Report Mr. Luter informed the Board of the current caseload and that the next
83 meeting was scheduled for November 6, 2024.

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Adjournment

Mr. Luter distributed three draft policies for review and consideration at a future meeting.

There being no further business, the meeting was adjourned by proper motion at approximately 12:30 pm.

Chair, Virginia Manufactured Housing Board

Secretary, Virginia Manufactured Housing Board

Brief summary of the significant
changes to the HUD Standards (24
CFR Parts 3280, 3282, 3285, and
3286)

2025 Changes to HUD Standards for Manufactured Homes

24 CFR Parts 3280 and 3285

Effective September 15, 2025

The following changes represent the largest set of updates to the Manufactured Housing Program in three decades. Editorial changes made are not included in this document.

24 CFR Part 3280

- Updated 3280.4 “Incorporated by Reference” section.
- 3280.103 (c) (2) Reduced distance of kitchen exhaust to range or cooktop from a maximum of 10 feet to a maximum of 3 feet.
- 3280.105 (b) (2) Added new language that at least one exterior egress door must provide a minimum of 32 inches wide by 74-inch-high clear opening and door seals and/or doorstops are not permitted to reduce the opening.
- 3280.112 Added new language increasing hallway widths from 28 inches to 30 inches in homes with inside widths of 14 feet.
- 3280.203 (c) (ii) Added language to clarify that non horizontal surfaces above the horizontal plane formed by the range hood are not required to be limited combustible material.
- 3280.204 Changes and added language defines areas below metal range hood requiring limited combustible material. (6” horizontal and 6” vertical) Also limits flame spread index for finish material >2” in width to 200.
- 3280.214 Added Section clarifies that Fire Sprinkler Systems are not required in Manufactured Homes and provides requirements for when manufacturers provide a Fire Sprinkler System as an optional feature.
- 3280.215 Added section for Multi-dwelling unit Manufactured Homes. Section includes extensive provisions for fire resistant rated assemblies.
- 3280.216 Added section for Draftstopping Multi-dwelling unit Manufactured Homes.
- 3280.305 (k) (2) Added provisions for accessible attic areas.
- 3280.307 (f) Added language requiring a Water Resistive Barrier (WRB) behind exterior cladding and a means of draining water that enters the assembly.
- 3280.309 Added section requiring vinyl siding to be listed and labeled as conforming to ASTM D3679, polypropylene siding be listed and labeled as conforming to ASTM

D7254, and vinyl siding and soffit installations must be in accordance with the manufacturer's installation instructions which must be based on ASTM D4756.

- 3280.404 (b) Updates referenced standards for Egress Windows and adds language requiring Egress Windows to have a minimum clear horizontal dimension of 20", a minimum clear vertical dimension of 24", and have a clear opening of at least 5 square feet. Also adds language requiring all such windows and devices to show evidence of certification by affixing a quality certification label to the product from an independent product certification body accredited to ISO/IEC 17065
- 3280.607 (b) (3) (v) & (vi) New sections eliminating the need for alternative construction letters for Wheelchair Accessible Showers.
- 3280.611 (c) (5) Increased distance from fixture traps to the vents.
 - 1 ¼" fixture drain - 5 ft.
 - 1 ½" fixture drain - 6 ft.
 - 2" fixture drain – 8 ft.
 - 3" fixture drain – 12 ft.
- 3280.707 (a) Allows Heat Producing appliances, and vents, roof jacks and chimneys to be listed or certified for Residential Use eliminating the requirement for them to be listed or certified for Manufactured Home Use.
- **3280.801 (a) Subpart I incorporates by reference NFPA 70 2014 including Part II of Article 550 of NFPA 70, and covers the electrical conductors and equipment installed within or on manufactured homes and the conductors that connect manufactured homes to a supply of electricity. However, Articles 550.4(A) and 550.4(B) of NFPA 70 shall not apply. Wherever the requirements of 3280 differ from NFPA 70, the 3280 Standards apply.**
- 3280.801 (b) (NEC 210.12) Arc Fault Breakers are now required for general lighting circuits. Smoke alarms installed on a dedicated circuit do not require arc fault protection.
- NEC 210.8 (A) (7) GFCI protection is required where receptacles are installed within 6 feet of the outside edge of **any** sink. 3280.806 (b) exempts receptacles installed for appliances in dedicated spaces.
- NEC 210.8 (A) (8) GFCI protection is required where receptacles are installed within 6 feet of a bathtub or shower stall.
- NEC 210.52 (1) Foyers that are not part of a hallway and have an area of 60 square feet or more are required to have a receptacle on each wall space 3 feet or more in width.

- NEC 210.52 (2) Where both outlets of a duplex receptacle are controlled by a switch, an additional unswitched receptacle must be installed to meet the outlet spacing requirement.
- NEC 210.52 (D) Bathroom receptacles must be located on a wall or partition that is adjacent to the basin or basin countertop, located on the countertop, or installed on the side or face of the basin cabinet. In no case shall the receptacle be located more than 12 inches below the top of the basin. Receptacle outlets listed for the application are permitted to be installed in the countertop.
- 3280.806 (d) (8) Added language requiring additional receptacles at balconies, decks and porches with an area greater than 20 square feet. (Beyond NEC requirement)
- NEC 314.27 Outlet boxes used exclusively for lighting must be capable of supporting a luminaire weighing a minimum of 50 lbs.
- NEC 334.80 Requires derating the ampacity when more than 2 current-carrying conductors are installed through the same opening in wood framing.
- NEC 338.10 (B)(4)(a) Type SE Service-entrance cable where installed in thermal insulation, the ampacity shall be in accordance with the 60 degree C (140 degree F) conductor temperature rating.
- NEC 404.2 (C) Requires grounded circuit conductor for controlled lighting circuit to be provided at the switch. Neutral conductor required at switches that serve habitable rooms and bathrooms. Not required for switched receptacles or when light is controlled by automatic means.
- NEC 406.5 Screws used for attaching receptacles to a box required to be type provided with a listed receptacle or must be machine screws having 32 threads per inch or part of listed assemblies in accordance with the manufacturer's instructions.
- NEC 406.9 (B)(1) 15 and 20 Amp, 125- and 250-volt receptacles installed in wet locations (outdoors) must have a weatherproof enclosure whether or not the attachment plug cap is inserted. Outlet box hoods installed for this purpose must be identified as Extra Duty. All 15- and 20- amp, 125- and 250-volt non-locking type receptacles must be listed weather resistant type.
- NEC 406.12 Tamper-resistant receptacles are now required.
- NEC 422.5 Devices required to have GFCI Protection must be readily accessible.
- NEC 800.156 A minimum of one (1) communications outlet must be installed in a readily accessible area and cabled to a service provider demarcation point.

24 CFR Part 3285

- 3285.5 Added definitions for Peak cap assembly, Peak cap construction, Peak flip assembly, and Peak flip construction.
- 3285.503 (b) Changed language for fireplaces and wood stoves from must be listed “for manufactured homes” to must be listed “for residential use”.
- 3285.506 New section that outlines the on-site testing and certification requirements for optional fire sprinkler systems.
- 3285.603 (d)(3) Changed language allowing use of heat tape and requiring heat tape and pipe heating cable to be listed and certified for its intended purpose.
- 3285.603 (e)(1) Reworded water system on-site testing instructions, now to be in accordance with the piping manufacturer’s instructions.

Manufactured Housing Board Policy #2

Title: Remote Participation of Manufactured Housing Board Members

Authority: Section 2.2-3708.3 of the Code of Virginia and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Code of Virginia Section 2.2-3700—3715.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

Policy Statement: **DEFINITIONS**

- a. **“BOARD”** means the Manufactured Housing Board or any committee, subcommittee, or other entity of the Manufactured Housing Board.
- b. **“Member”** means any member of the Manufactured Housing Board.
- c. **“Remote participation”** means participation by an individual member of the Manufactured Housing Board by electronic communication means in a public meeting where a quorum of the Board is physically assembled, as defined by Va. Code § 2.2-3701.
- d. **“Meeting”** means a meeting as defined by Va. Code § 2.2-3701.
- e. **“Notify”** or **“notifies,”** for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the Board must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

PROCESS TO REQUEST REMOTE PARTICIPATION

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the Board Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the Board Secretary of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the Board has assembled for the meeting, the Board shall vote to determine whether:

- a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
- b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

RECORDING IN MINUTES:

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the Board shall record in its minutes (1) the Board's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.
- b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.
- c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

CLOSED SESSION

If the Board goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

STRICT AND UNIFORM APPLICATION OF THIS POLICY

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.

**Approval
and Review:**

This Board policy was reviewed and approved on 10/13/2022.

Supersession:

This Board policy was re-adopted on 11/12/2025.

**Board Chair
at Last Review:**

Michael J. Sandkuhler

DHCD Director:

Maggie Beal



Department of Housing and Community Development

Virginia Manufactured Housing Transaction Recovery Fund (09253)
Quarterly Cash Balance Report
As of September 30, 2025

Beginning Balance - July 1, 2025		968,019.21
Revenue:		
Manufactured Home Assessment Fees	6,075.00	
Interest	<u>0.00</u>	
Total Revenue	6,075.00	
Expenses:		
Postage	0.00	
Travel	0.00	
Fiscal Services	0.00	
Individual Claims & Settlements	<u>0.00</u>	
Total Expenses	0.00	
Ending Balance:		<u>974,094.21</u>

Debtor Balance Report**Detail**

Interest As Of: 06/30/2025

Client: Department of Housing & Community Development
Main Street Centre 600 East Main Street, Suite 300
Richmond, VA 23219

Member: None

Status: All

Report Group: None

Sort Order: Debtor Name

Type: All

Debtor Name Claim No.	Ref. Acct. No.	Open Date	Initial Balance	Last Pmt Date	Principal Balance	Interest Balance	Fees Balance	Costs Balance	Other Balance	Current Balance
C & K Homes, Inc. 202000073.001	T-2018-06-Transaction Fund	01/16/2020	1,338.05		0.00	0.00	0.00	0.00	0.00	0.00
Court: RICGD - City of Richmond General District Court -- For: Final Order 12-13-18 -- Debtor2: Dennis Ray Kidd -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 07/31/2020 531 - CLOSED-UNCOLLECTIBLE - NO JUDGMENT -- Status Code: 531 -- Status Date: 07/31/2020 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
C & K Homes, Inc. 202000073.002	D-2018-06-Disciplinary Fine	01/16/2020	10,400.00		8,000.00	3,002.30	2,400.00	0.00	0.00	13,402.30
Court: RICGD - City of Richmond General District Court -- For: Final Order entered 1-23-19 -- Debtor2: Dennis Ray Kidd -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 07/31/2023 531 - CLOSED-UNCOLLECTIBLE - NO JUDGMENT -- Status Code: 531 -- Status Date: 07/31/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
Glenwood Walker 201702015.001	T-2014-14 Transaction Recovery	11/29/2017	28,600.00	06/01/2023	22,000.00	8,089.97	5,345.00	0.00	0.00	35,434.97
Court: RICGD - City of Richmond General District Court -- For: Claimant: Terry Tatum-Final Order-3-30-15 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 02/13/2023 302 - JUDGMENT -- Status Code: 302 -- Status Date: 02/13/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund -- Last Payment Date: 06/01/2023 -- Last Payment Amount: \$25.00										
Glenwood Walker 201702015.002	D-2014-14 Disciplinary	11/29/2017	2,600.00		2,000.00	735.45	600.00	0.00	0.00	3,335.45
Court: RICGD - City of Richmond General District Court -- For: Claimant: Terry Tatum-Final Order 3-30-15 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 05/16/2019 302 - JUDGMENT -- Status Code: 302 -- Status Date: 05/16/2019 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund										
Glenwood Walker 201702016.001	T-2016-01 Transaction Recovery	11/29/2017	20,800.00	06/01/2023	16,000.00	5,883.53	3,935.00	0.00	0.00	25,818.53
Court: RICGD - City of Richmond General District Court -- For: Claimant:Elia Devora-Final Order 6-30-16 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 02/13/2023 302 - JUDGMENT -- Status Code: 302 -- Status Date: 02/13/2023 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund -- Last Payment Date: 06/01/2023 -- Last Payment Amount: \$25.00										
Glenwood Walker 201702016.002	D-2016-01 Disciplinary	11/29/2017	3,250.00		2,500.00	919.32	750.00	0.00	0.00	4,169.32

Debtor Balance Report

Detail

Interest As Of: 06/30/2025

Client: Department of Housing & Community Development
Main Street Centre 600 East Main Street, Suite 300
Richmond, VA 23219

Member: None

Status: All

Report Group: None

Sort Order: Debtor Name

Type: All

Debtor Name	Open Date	Initial Balance	Last Pmt Date	Principal Balance	Interest Balance	Fees Balance	Costs Balance	Other Balance	Current Balance
Claim No.	Ref. Acct. No.								
Court: RICGD - City of Richmond General District Court -- For: Claimant:Elia Devora-Final Order 6-30-16 -- Debtor2: Glenwood A. Walker -- Judgment Date: 05/16/2019 -- Originator: RBM - Robert B. McEntee, Jr. -- Responsible: NWW - Nanora W. Westbrook -- Status: 05/16/2019 302 - JUDGMENT -- Status Code: 302 -- Status Date: 05/16/2019 -- Type: MHTRF - Manufactured Home Trans. Recovery Fund									
GRAND TOTAL:		<u>66,988.05</u>		<u>50,500.00</u>	<u>18,630.57</u>	<u>13,030.00</u>	<u>0.00</u>	<u>0.00</u>	<u>82,160.57</u>
TOTAL COUNT:	6								