

**Manufactured Housing Ownership & Dealer Regulation Committee**  
**Meeting Minutes**  
**October 11, 2005**

**Present:       Committee Members**

Robert Wagner, Textron Financial  
Bryan Peck, CU Factory Built Lending  
Chuck Lynch, Skyline Corporation  
Lee Peterson, Oregon Department of Revenue  
*Alternate* Kelly Gladden, Washington County Collector's Office (*Diane Belt*)  
Theresa Swearingen, Marion County Assessor's Office  
Les Toth, Manufactured Housing Retailer  
Pat Schwoch, Representing Manufactured Home Owners  
Paul Brewer, Manufactured Home Park Owner  
Jyl Meier, Lawyers Title Insurance Corp.

**Guests/Interested Parties:**

Tim Nicol, IBEW 280  
Johanna Matanich, Oregon Department of Justice  
Don Miner, OMHA  
Ron Northcraft, Douglas County Assessor's Office

**Staff:**

Mark Long, BCD Administrator  
Joan Fraser, BCD Deputy Administrator  
David Tatman, DFCS Acting Administrator  
Nancy Boysen, DFCS Acting Deputy Administrator  
Dale Laswell, DFCS  
Rich Baumann, BCD Policy & Technical Services  
Albert Endres, BCD Manufactured Home Program  
Sherry Mitchell, BCD Manufactured Home Ownership Program  
Gary Basin, BCD Administrative Projects Manager

**1. Opening Comments and Introductions**

Mark Long welcomed the group and asked for introductions of the Committee Members, Interested Parties and Staff attending the meeting. Mr. Long explained that the purpose of the committee is to provide input to the Department of Consumer and Business Services Building Codes Division on operational and policy issues relating to the Manufactured Housing Ownership and Dealer Regulation programs. Mr. Long also updated the group on what is currently happening in the ownership program and with the LOIS system (LOIS is the name of the computer system).

It is expected that this committee will need to meet two more times this year to address operational issues and three times in 2006 to address policy issues. The LOIS system is working, but some modifications need to be made.

**2. Overview and Scope of Committee/Ground Rules**

Mr. Long explained that the initial goal of the committee is to make some modifications in operational issues in the ownership program. The LOIS program has been functioning since

May 1, 2005. The committee will assist in identifying problem areas and prioritize them with the goal of having the modification complete by January 1, 2006. Modifications to the system maybe an on-going process.

### **3. Program Update**

Joan Fraser discussed updates in the program. The division is in the process of recruiting a manager for Ownership Program. The division is also working with the counties to finalize the Intergovernmental Agreement (IGA) that allows for the disbursement of a portion of the money collected on transactions processed at the county offices. This IGA is currently being reviewed by the counties. This process is expected to be finalized by November 1, 2005.

Ms. Fraser discussed the LOIS system as it relates to data items collected in the LOIS system and on forms completed by customers. Outside stakeholders are requesting collection of additional data, but our statute sets requirements for specific data collected for entry resulting in an ownership document. Ms. Fraser discussed the "Data Items on Ownership Document" sheet distributed in the committee packets. This sheet lists the statutory data collection requirements along with items requested by outside users. Our forms and the LOIS system would need to be changed to include optional items so that they could be entered into LOIS if submitted by the customer. Ms. Fraser asked the committee to review optional items and submit via e-mail to Rich Baumann or bring them or submit them to staff at the next committee meeting so that the changes could be implemented by the beginning of next year.

Discussion was held by the committee and interested parties regarding the "optional" items. Mr. Long indicated that the division is only able to require the items written in statute. We want to create a mechanism where counties have the ability to collect data on transfers by ensuring that customers go to county offices rather than going directly to the division and by-passing the county.

Discussion was also held regarding whether the Manufacturers Certificate of Origin (MCO) is required when entering a new home into the LOIS system. The division will research this issue. The division will provide an update at the next committee meeting.

Ms. Fraser distributed and discussed the county "Refusal Form". The division wants counties to have optional information requested along with ensuring that taxes are collected before changes are made in the LOIS system. In order to do this a mechanism needs to be created where the customer cannot go around the county offices by coming to the division. The refusal form would be required when documents are submitted to the division for processing. If forms were submitted to the division along with the refusal form, the transactions would be processed at the division and would not include the optional items requested by outside parties, nor would the tax rolls be cleared.

### **4. Review Draft Forms**

Ms. Fraser discussed form revisions as forwarded to the committee before the meeting. Due to the amount of time left in the meeting, Ms. Fraser asked that the committee completes their review of the revisions and sends suggestions to Sherry Mitchell so that the forms can be finalized at the next committee meeting.

### **5. Archiving Status**

Ms. Fraser discussed the responsibility for retaining documents as processed by each of the various user groups. The division has determined that transactions are processed on behalf of the

state. It is state's responsibility to retain physical documents. The division is currently exploring options for retention.

Ms. Fraser will give an update at next meeting.

At the close of the meeting, Mr. Long asked the committee to agree on and prioritize a list of issues. The top three issues are:

1. MCO issue
2. Data elements
3. General Forms

Additional issues are:

1. Refusal statement form for counties
2. Security Interest Change form – owner signature
3. Consistency of Serial Number entry (used homes)
4. Duplicate home entry
5. Data entry protocols
6. Document retention

## **6. Future Meetings**

Committee members requested that the meetings be lengthened to two and one-half hours. Morning meetings would be preferable. The November meeting is scheduled for Friday November 18, 2005. The December meeting was moved, with agreement by the committee, to Tuesday, December 13, 2005.

**Updated:** The November meeting was rescheduled to Wednesday, November 16, 2005, 1:30 – 4:00.

*Exhibits:*

- A. Data Items on Ownership Document
- B. Draft County Refusal Form
- C. Form Changes from Douglas County
- D. Draft Notice of Sale/Change of Ownership Form
- E. Draft Notice of Sale/Change of Ownership Form (*expanded version*)
- F. Draft Multipurpose Change Form (*expanded version*)
- G. Draft Multipurpose Change Form
- H. Draft Trip Permit
- I. Draft Certificate of Possessory Lien Foreclosure
- J. Draft Inheritance Affidavit
- K. Draft Affidavit to Establish Ownership