



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
MANUFACTURED HOUSING BOARD



Janet T. Mills
Governor

Joan F. Cohen
Commissioner

**Manufactured Housing Board Public Board Meeting
76 Northern Ave Gardiner, Maine 04345
Wednesday, February 12th, 2025**

MINUTES

MEMBERS PRESENT

Theresa Desfosses, Chair
Thatcher Butcher, Vice-Chair
Patricia Banks
Austin Gregory
Margaret Jones
Kimberly Nason
Geoffrey Smith

MEMBERS ABSENT

Susan MacKay
Harvey Wallingford

STAFF PRESENT

Peter T. Holmes, Executive Director
Elizabeth Stivers, Assistant Attorney General
Helen Tutwiler, Secretary Specialist
Ryan Chandler, Senior Manufactured Housing Inspector
Jessica Parlin, Manufactured Housing Inspector

1.) CALL TO ORDER

Board Chair, Theresa Desfosses declared a quorum and called the meeting to order at 9:00 a.m.

2.) AGENDA MODIFICATIONS AND APPROVAL

None

3.) MINUTES REVIEW AND APPROVAL

Review and Approval of December 11, 2024, minutes

Geoffrey Smith made a motion to accept and seconded by Thatcher Butcher

Vote: 7 in favor.

4.) HEARINGS

2023-MFG-19445 Champion Home Builders Inc.

During hearing Chair, Theresa Desfosses left due to an emergency, Vice Chair, Thatcher Butcher proceeded in her place.

Condition #1 - By motion made by Geoffrey Smith and seconded by Margaret Jones and adopted unanimously upon a vote of 6 in favor and 0 opposed, the Board found that the Board Staff had proven by a preponderance of the evidence that the Licensee failed to attach the Maine manufacturer's warranty seal to 27 homes delivered to a licensed dealer in the State of Maine;

Vote: 6 in favor, 0 opposed.

Condition #2 - By motion made by Geoffrey Smith and seconded by Kimberly Nason and adopted unanimously upon a vote of 6 in favor and 0 opposed, the Board found that the Board Staff had proven by a preponderance of the evidence that Licensee engaged in a prohibited practice by knowingly distributing manufactured housing that was not in compliance with the regulations and standards authorized by law, specifically by selling, transporting and delivering 27 manufactured homes that did not have the State of Maine Manufacturer Warranty Seal affixed by the manufacturer as required

Vote: 6 in favor, 0 opposed.

Condition #3 - By motion made by Geoffrey Smith and seconded by Margaret Jones and adopted unanimously upon a vote of 6 in favor and 0 opposed, the Board found that the Board Staff had proven by a preponderance of the evidence that the Licensee violated Board rules by selling and delivering in the State of Maine 27 HUD code homes that did not display a State of Maine Manufacturer Warranty Seal.

Vote: 6 in favor, 0 opposed.

Finding that the Licensee had shipped such a large number of homes without the State of Maine Manufacturer Warranty Seal, by motion made by Geoffrey Smith and seconded by Austin Gregory and adopted upon a vote of 5 in favor and 1 opposed, the Board imposed a WARNING and a civil penalty of \$1,500 for each of the 27 instances of failure to attach the State of Maine Manufacturer Warranty Seal, for a total civil penalty of \$ 40,500

Vote: 5 in favor, 1 opposed.

Motion made by Austin Gregory and seconded by Geoffrey Smith to allow the Chair to review and sign the Decision & Order

Vote: 6 in favor.

Hearing ended at 1:50 pm

5.) COMPLAINT PRESENTATION(S) AND BOARD ACTIONS

Motion to postpone until next board meeting

6.) BOARD ACTIONS

None at time

7.) DISCUSSIONS

Peter Holmes gave memo to the board for discussion on Requirement for Dealer Offices. Discussion to be continued. Postpone until next board meeting.

8.) SENIOR INSPECTOR'S REPORT

None given at time

9.) EXECUTIVE DIRECTOR'S REPORT

10.) PUBLIC OPPORTUNITY TO COMMENT

Julie Smith from Maine Manufactured Housing Association introduced herself to Board.

11.) ADJOURNMENT

A motion was made by Austin Gregory and seconded by Geoffrey Smith to adjourn the meeting at 2:40 pm.

Vote: 6 in favor.