



Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting
November 10, 2025

Ronnie Richards, Chair

Jim Brady, Member

Joe Christian, Member

Joe Gonzalez, Member

Keith C. Thompson, Member

Texas Department of Housing and Community Affairs
Manufactured Housing Board Meeting
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ROLL CALL

	<u>Present</u>	<u>Absent</u>
Ronnie Richards, Chair	_____	_____
Jim Brady, Member	_____	_____
Joe Christian, Member	_____	_____
Joe Gonzalez, Member	_____	_____
Keith C. Thompson, Member	_____	_____
Number Present	_____	
Number Absent		_____

_____, Presiding Officer

MANUFACTURED HOUSING BOARD MEETING
TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
George H.W. Bush State Office Building, Board Room 4.300
1801 Congress Ave., Austin, Texas 78701
November 10, 2025 10:30 a.m.

AGENDA

CALL TO ORDER, ROLL CALL

Chair

CERTIFICATION OF QUORUM

Chair

The Board of the Manufactured Housing Division of the Texas Department of Housing and Community Affairs (TDHCA) will meet to consider and possibly act upon:

ACTION ITEMS

Item 1.	Consideration and action to approve the minutes of the board meeting on September 19, 2025.	Chair
Item 2.	Presentation, discussion and action to approve adoption of amendments to 10 Texas Administrative Code, Chapter 80 for publication as adopted in the Texas Register. <i>Public Comment (Speakers limited to 3 minutes per person)</i>	Jim Hicks
Item 3.	Presentation, discussion and action concerning TDHCA, Manufactured Housing Division v. Austin Mobile Home Company, LLC d/b/a Falcon Ranch Homes in the Matter of the complaint, Docket Number: 332-25-13832.MHD. <i>The Board may go into executive session for consultation with attorney on the above order pursuant to Sec. 551.071, Texas Government Code.</i> <i>Public Comment (Speakers limited to 3 minutes per person)</i>	Amy Jones

Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

REPORT ITEMS

1. Executive Director's Report to include issues relating to operations, budget and performance of the Manufactured Housing Division. Jim Hicks

PUBLIC COMMENT (Speakers limited to 3 minutes per person)

Chair

EXECUTIVE SESSION

Chair

Note: The Board may go into executive session (close its meeting to the public) on any agenda item if appropriate and authorized by the Open Meetings Act, Texas Government Code, Chapter 551.

- (a) If necessary, the Board will go into executive session to discuss Personnel Matters pursuant to Sec. 551.074, Texas Government Code.
- (b) If necessary, the Board will go into executive session for Consultation with Attorney pursuant to Sec. 551.071, Texas Government Code.

RECONVENE

Chair

Reconvene in public session and take action on any matters coming out of Executive Session.

ADJOURN

Chair

To access this agenda or request information, please visit our website at www.tdhca.texas.gov/mhd or contact Sharon Choate, TDHCA/MHD, 1801 Congress, Suite 11.400, Austin, Texas 78701, 512-475-2206, sharon.choate@tdhca.texas.gov.

Individuals who require auxiliary aids, services or translators for this meeting should contact Sharon Choate, at 512-475-2206 or Relay Texas at 1-800-735-2989 at least two days before the meeting so that appropriate arrangements can be made.

**MINUTES OF THE REGULAR MEETING OF THE
MANUFACTURED HOUSING BOARD**

On Friday, September 19, 2025, at 10:30am, there was a regular meeting of the Manufactured Housing Board (the "Board") held at the George H.W. Bush Office Building, Room 11.102, 1801 Congress Avenue, Austin, Texas. Ronnie Richards presided. Jim Brady, Joe Christian, Joe Gonzalez, and Keith Thompson constituting a quorum, attended. The following Manufactured Housing Division (the "MHD") staff attended: Jim Hicks, Amy Jones, Eric Franklin, Greg Crowe, and Sharon Choate.

Ronnie Richards called the roll and confirmed the presence of a quorum.

Ronnie Richards asked for a motion to approve the minutes from the board meeting on October 25, 2024. Upon motion of Keith Thompson and duly seconded by Joe Gonzalez, the motion was unanimously approved.

Greg Crowe presented the FY 2026 Operating Budget to the board and recommended approval. Upon motion of Keith Thompson and duly seconded by Joe Christian, the FY 2026 Operating Budget was unanimously approved.

Greg Crowe presented the proposed FY 2026 Administrative Services Agreement between the Manufactured Housing Division and TDHCA and recommended approval. Upon motion of Jim Brady and duly seconded by Keith Thompson, the agreement was unanimously approved.

Jim Hicks presented and discussed for approval the proposed amendments to 10 Texas Administrative Code, Chapter 80 for publication as proposed in the Texas Register for public comment. Upon motion of Joe Gonzalez and duly seconded by Joe Christian, the proposal of amendments was unanimously approved.

Jim Hicks presented and discussed for approval adoption of revisions to the Application for Statement of Ownership, Application for Statement of Ownership for Disaster Relief Housing, issued Statement of Ownership to include section for Beneficiary Designation, and a new Affidavit of Fact for Beneficiary Designation. Upon motion of Jim Brady and duly seconded by Joe Gonzalez, the amendments were unanimously approved.

The action item relating to TDHCA, Manufactured Housing Division v. Austin Mobile Home Company, LLC d/b/a Falcon Ranch Homes in the matter of the complaint, Docket Number: 332-25-13832.MHD was tabled until the next board meeting.

The action item relating to discussing the executive director's compensation was not discussed because it was no longer required.

Jim Hicks delivered the Executive Director's Report.

The board did not go into an executive session.

There being no further business to come before the board, the meeting was adjourned at 12:14pm.

Sharon Choate, Secretary

Approved:

Ronnie Richards, Presiding Chair

Agenda Action Item No. 2

Preamble for Adoption of Manufactured Housing Rules

Administrative Rules of the Texas Department of Housing and Community Affairs

10 Texas Administrative Code, Chapter 80

The Manufactured Housing Division of the Texas Department of Housing and Community Affairs (the "Department") adopts amendments with a non-substantive change 10 Texas Administrative Code, Chapter 80, §80.31 and §80.32 relating to the regulation of the manufactured housing program. The rules are adopted for clarification purposes. The text to the adopted rules with a non-substantive change will not be republished in the *Texas Register*. The proposed amendments were published in the October 3, 2025, issue of the *Texas Register* (50 TexReg 6393).

The adoption of the rules is effective thirty (30) days following the date of publication in the *Texas Register*.

SUMMARY OF COMMENTS AND DEPARTMENT RESPONSES:

Comment: The Department received a comment from the Office of the Governor suggesting removing the semicolon in the proposed new sentence in §80.32(n) between "or ownership change; or the date."

Department Response: The Department agrees with the suggestion and removed the semicolon.

The Department did not receive a request for a public hearing to take comments on the rules.

The following is a restatement of the rules' factual basis:

10 Tex. Admin. Code §80.31(c) is adopted without changes to remove an inaccurate reference to having the data plate on the reverse side of the Manufacturer's Certificate of Origin (MCO).

10 Tex. Admin. Code §80.32(n) is adopted with a non-substantive change to provide clarification regarding not accepting any document that is executed in blank or allow any alteration to a completed document without the consumer initialing.

The amendments are adopted under §1201.052 of the Texas Occupations Code, which provides the Director with authority to amend, add, and repeal rules governing the Manufactured Housing Division of the Department and §1201.053 of the Texas Occupations Code, which authorizes the board to adopt rules as necessary and the director to administer and enforce the manufactured housing program through the Manufactured Housing Division.

No other statutes, codes, or articles are affected by adoption of the amended rules.

The agency hereby certifies that the adoption has been reviewed by legal counsel and found to be within the agency's legal authority to adopt.

Adoption of Manufactured Housing Rules

Administrative Rules of the Texas Department of Housing and Community Affairs

10 Texas Administrative Code, Chapter 80

§80.31. Manufacturers' Responsibilities and Requirements.

(a) – (b) (No change.)

(c) A manufacturer shall use the Manufacturer's Certificate of Origin (MCO) prescribed by the Department set forth on the Department's website for homes sold to retailers in Texas, ~~on the reverse side of which shall be the data plate.~~

(d) – (e) (No change.)

§80.32. Retailers' Responsibilities and Requirements.

(a) – (m) (No change.)

(n) Notwithstanding the date of sale, transfer, or ownership change or the date of installation on the application for a Statement of Ownership, a retailer may not request or accept any document that is executed in blank or allow any alteration to a completed document without the consumer's initialing and dating such changes to indicate agreement to them. Where information is not available, a statement of that fact (*e.g.*, TBD – to be determined, not available, N/A, not applicable, or the like) may be entered in the blank. A consumer must be provided with copies of all documents they execute.

(o) – (w) (No change.)

Agenda Action Item No. 3

There are no supporting documents to provide to the public for these action items.