

NDMHA NEWS

N.D. Manufactured Housing
Association

December 2011

Letter From the President

We are gearing up for our Annual Membership Meeting January 18, 2012 at the Kelly Inn in Bismarck. One exciting addition to this year's meeting is that the state will be holding installation training in conjunction with our Annual Meeting. This should work great and may increase our attendance. Please go to ndmha.com for registration forms and other info.

This is a great time for us to encourage any new folks to join our organization. I look forward see everyone in January. Have a Merry Christmas and Happy New Year!

Lance Kennedy



NDMHA President

MEMBERSHIP DRIVE UPDATE

2012 NDMHA Membership Dues are due before January 10, 2012. A big THANK YOU to everyone who has already paid dues for 2012. Response to the first request was amazing! A second request was mailed to unpaid members on December 7, 2011. If you do not know if you paid your membership dues, please contact the NDMHA office at 701.223.6671 or ndmha@midconetwork.com.

A new Membership Directory will be completed and printed before the Annual Membership Meeting on January 18, 2012. Please remember directories are mailed to many local and US businesses.

Please remember that only current NDMHA members are indicated on NDMHA's website.

Thank you for your cooperation and assistance.

Inside this issue:

Letter from the President 1

Membership Update 1

Tentative Agenda 2

Inspector/Installer Training 3

INSERTS

Registration Form

Inspector/Installer Registration

January 18, 2012 Tentative Agenda

- 8:30 Registration - Buffet Breakfast
- 9:30 Welcome & Opening Remarks
President: Lance Kennedy
- North Dakota Manufactured Housing Association Annual Business Meeting
- Review Minutes of Annual Meeting Held January 12, 2011
 - Present Treasurer's Report
 - Present Nominations From the Nomination Committee for the Board of Directors Positions Expiring this Year
 - Open Floor for Further Nominations
 - Open Floor for Further Discussion
- 10:30 Coffee Break
- 10:45 Governmental Affairs Session
Presented by: Thomas Kelsch – Kelsch Law Firm
Bill Delmore – Kelsch Law Firm
Kent French – NDMHA Governmental Affairs Committee Chair
- Review of 2011 General and Special Sessions Legislation
 - Presentation of Comparison of North Dakota and South Dakota Licensing Laws and Regulations
 - Discuss Federal Laws and Regulations regarding employee compensation
 - Discuss possible Legislation the Association would be interested in sponsoring
- 11:30 Website Updates
Presented by: Ted Hanson – KKBold
- Per click campaign
 - Updates to website
- 12:00 Luncheon
- 1:00 Housing Finance Agency
Presented by: Mike Anderson, Executive Director – North Dakota Housing and Finance Agency
Discussion Items – To be determined – *Please check website for updates*
- 2:45 Break
- 3:00 Dept. of Commerce
Presented by: Cal Steiner
- Dept of Commerce Manufactured Home Installation Program Update
- 4:00 Park Operator Discussion
Presented by: Larry Gullickson
Jim Farnsworth
- This is an informal forum. Please bring your issues and concerns
- 5:00 Social – Cash Bar
- 6:00 Banquet
Entertainment – Mylo Hatzenbuhler, The Original Rock and Roll Farmboy

Installer/Inspector Training

By: Cal Steiner

Dates have been set for the **Mandatory Installer/Inspector training** required of all **New** and **Existing** Registered Installers and Certified Inspectors.

Existing Registered Installers and Certified Inspectors may choose from one of the following, (those who currently have a registration card and number are considered an Existing Installer or Inspector). No registrations or fees are required for currently licensed installers or inspectors at this time. You will be invoiced in the spring. All you need to compete and return is the enclosed training registration form.

Dickinson on January 9, 2012;

Williston on January 10, 2012;

Bismarck on January 17 or 18, 2012;

Fargo on January 19, 2012.

New (Prospective) Installers and Inspectors, those without a state registration card: A full-day training and test will be held for the new installers and inspectors on Tuesday, January 17th in Bismarck. **If you are not currently registered or certified and have never held a state registration, you must attend this session if you want to be registered to set manufactured homes in North Dakota.** It will begin at 8:00 a.m. and end at 5:00 p.m. (CST). The test will be given at 3:30 p.m. You must include \$100 for registration. This will be valid through June 30, 2012. You will also be invoiced for the 2012 – 2013 year this spring

New Installers/Inspectors - the following information is REQUIRED to be submitted with your application:

- Copy of contractor's liability insurance in the amount not less than \$100,000 with provision to notify the DCS upon cancellation.
- Copy of letter of credit, certificate of deposit, or surety bond in the amount of \$10,000 with provision to notify the DCS upon cancellation.
- Copy of valid driver's license or copy of birth certificate.
- Registration/Certification Application form (which can be found on www.ndmhip.com Look under Forms) with the \$100 fee which is good until July 1, 2012.
- The enclosed Training Registration form.

All participants must complete and return the enclosed Training Registration Form.

The Registration and Certification fee is set by law in the Manufactured Home Installation Program administrative rules. The fee set for the training is to help offset the cost of the training and the cost of the facility.

Please bring your **North Dakota Model Manufactured Home Installation Guideline manual to the trainings.** If you need a copy, please send an additional **\$25** and make a note on your application. New installers must have a copy at the training in Bismarck.

Please make sure that you send your application in by the due date, January 2, 2012 as these are the only in-state trainings that will be offered. This is especially crucial for installers, as they must be registered in order to install new manufactured homes in the state of North Dakota.

If it is impossible for you to attend one of these sessions, contact Rory Hoffmann or Cal Steiner for further guidance. Should you have any questions, don't hesitate to contact (701-391-4382) (701) 227-7415, (701) 290-1852, or email rjhoffmann@nd.gov or csteiner@nd.gov or call Sue at (701) 328-5300.

Registration Form for the 2012 Manufactured Home Registered Installer and Certified Inspector Training

*(Please complete and submit this form with your
check payable to the Department of Commerce)*



Cal Steiner,
Manufactured Home Program Manager
PO Box 2057
Bismarck, ND 58502-2057
701-227-7415 or 701-290-1852
csteiner@nd.gov / www.ndmhip.com

Name	Company		
Address	City	State	Zip
E-mail Address	Telephone	Registration Number	

Check appropriate box:

- Dickinson** **Existing Installer and Inspector Session only**
Monday, January 9, 2012
8:00 a.m. to 12:00 p.m.(MST)
Ramada Grand Dakota Lodge - 532 15th Street West, Dickinson (701-483-5600)
Registration # _____
- Williston- Existing Installer and Inspector Session only**
Tuesday January 10, 2012
8:00 a.m. – 12:00 p.m. (CST)
Airport International Inn, 3601 2nd Avenue West; Hwy 2 & 85 North, Williston (701-774-0241)
Registration # _____
- Bismarck - First Time (Prospective) Installers or Inspectors or (Existing) Installer and Inspectors**
Tuesday January 17, 2012
8:00 a.m. 5:00 p.m. (CST) for prospective attendees
8:00 a.m. – 12:00 p.m. (CST) for existing installers and inspectors
Great River Energy, 1611 East Century Avenue, Fort Union Room, Bismarck
Registration # _____
- Bismarck** **Existing Installer and Inspector Session only**
Wednesday January 18, 2012
1:00 p.m. to 5:00 p.m.
Kelly Inn 1800 N 12th St Bismarck, ND 58501 701-223-8001
Registration # _____
- Fargo** **Existing Installer and Inspector Session only**
Thursday January 19, 2012
8:00 a.m.to 12:00 p.m. (CST)
BEST WESTERN PLUS Kelly Inn & Suites 1767 44TH ST S Fargo, ND 58103 701-282-2143
Registration # _____

Registration Payment is ONLY due from prospective installers/inspectors who are taking the full day training in Bismarck on Jan. 17 at 8 AM. If training manual is needed, \$25 must accompany registration.

<input type="checkbox"/> Registration and Training Fee	\$100.00
<input type="checkbox"/> Training Manual (if needed, otherwise bring your old manual)	<u>25.00</u>
Total	\$100.00 or \$125.00

Make checks (or money orders) payable to: Department of Commerce
Complete this form and send payment by: January 2, 2012
Mail to: Cal Steiner/Manufactured Home Training
 ND Department of Commerce
 PO Box 2057
 Bismarck, ND 58502-2057

**NORTH DAKOTA MANUFACTURED HOUSING ASSOCIATION
2012 MEMBERSHIP MEETING**

January 18, 2012
Kelly Inn-(800) 635-3559 or (701) 223-8001
Bismarck, ND

Reserve your room before **January 1, 2012** to get the NDMHA Room Rate

Registration Form

Please return **before** January 11, 2012
NDMHA
PO Box 2681
Bismarck, ND 58502

Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

E-Mail: _____

January 18, 2012

	Breakfast	Lunch	Mixer	Banquet
NAME(S): Please Print				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
SPOUSE/GUEST: Please Print				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REGISTRATION FEE – Registration fees are non-refundable.

TOTAL

Pre-registered Members @ \$75.00

Pre-registered Spouse or Guest (includes Banquet) @ \$75.00

Banquet Only Tickets @ \$30.00

- Dealer members will receive **four** complimentary tickets for the banquet.

- Manufacturer members will receive **two** complimentary tickets for the banquet.

Dealer and Manufacturer members please indicate the name of your guest/s and check the line under banquet.

TOTAL REGISTRATION FEE ENCLOSED
