



Ohio Manufactured Homes Commission

5100 Parkcenter Avenue, Suite 103, Dublin, Ohio 43017

OMHC BULLETIN

Date: October 1, 2013

To: OMHC Licensed Manufactured Home Community Operators

From: Janet Williams, Executive Director

Re: **Annual Inspection of Communities and Follow up**

We are nearing the one year mark when the transfer of the annual inspections of the communities went from the local health districts over to the Ohio Manufactured Homes Commission. It has been a learning curve for us all and with that there has been some bumps along the way. We are continually reviewing the process and striving to make it a successful endeavor for both the Commission and the Communities. Through feedback from communities, inspectors and our own staff we have encountered some frequently asked questions that we would like to share the answers with you all as we continue to improve the process.

The Annual Inspection Themselves: Each licensed community in the State of Ohio will receive ONE inspection per year and this inspection will be performed by the local health district, a third party agency or OMHC staff. Regardless who is conducting the inspection, they are done so at the direction of the Commission and become part of your permanent file with the Commission. During annual license renewal, inspection reports are reviewed and the timely manner in which the operator corrected the violations. Repeated violation issues may have a direct impact of renewal of license to operate a park.

Copies of the Inspections: Once an inspection has been completed, a copy of that report will be sent to the community operator and the Commission. Again, all inspections become part of the permanent file for that community with the Commission.

How to Correct Violations: From time to time, inspections will result in violations being found that the operator/owner must ensure are corrected. As per the inspection report states, "Based on an inspection this day, the listed violations must be corrected within 30 days of this report or immediately if life safety issue noted. Failure to comply within the specified time limit may result in fines, revocation, or suspension of your Park License. Pursuant to 4781.121 OMHC may impose a fine of \$1,000 per violation per day until corrected." The community operator must submit evidence to the Commission that the violations have been corrected. You may do so by submitting photographs of the repair or paid invoices detailing the work done. Photographs must show the site number in question along with the repair performed. Photos must also be date and time stamped. A re-inspection will not be conducted unless the OMHC feels one is warranted.

Life Safety Issues: As stated above, life safety issues must be corrected immediately. When the Commission receives a copy of the report and there are life safety violations noted, the Commission will contact the community directly to verify the violation(s) has been corrected. Examples of life safety issues are vacant homes with broken windows or missing doors that would allow a child or an animal to gain entry into the home and become trapped or injured, broken or inoperable sewer lines, down power lines or trees, broken playground equipment, or any other violations that may cause severe injury.

When to Call the Local Health Department: The local health districts still have jurisdiction over health and safety issues in their district. When you encounter a health or safety issue, you must report it to your local health district first and then notify us as well so that we may follow up on the issue and verify it has been addressed through the proper agency.