



**Ohio Manufactured Homes Commission**  
5100 Parkcenter Ave Suite 103  
Dublin OH 43017

## Are you ready for your annual inspection?

Annual community inspections are conducted from April 1—September 30. Look inside to find common violations and the proper way of reporting corrections to our office.

### Home Installation Requirements

Are you aware of your obligations as a park owner/operator when it comes to a manufactured home being installed into your community? ORC 4781.121 states that any person having committed a violation to ORC Chapter 4781 may be fined up to \$1000 per day per violation. Know your responsibilities! Make sure you read the article on Home Installation Requirements.

We are here to help!

**PHONE NUMBER**  
**614-734-6010**



## Who we are and what that means for you!

The Ohio Manufactured Homes Commission began licensing in September of 2006 with the introduction of the federally mandated Model Home Standards enacted by HUD. Each state was required by HUD to develop a program that would regulate the installation of manufactured homes. If the state chose not to develop a program of their own, the federal government would control the regulation in that state. Ohio chose to develop a program and hence forth the Ohio Manufactured Homes Commission was born. The State of Ohio laws and rules pertaining to manufactured home installation must be approved by HUD and passed through both the Senate and House of Representatives. In July of 2010, legislation was passed that shifted the role of regulatory enforcement of dealers, brokers and salespeople of manufactured homes from the Bureau of Motor Vehicles to the OMHC. Then in December of 2012, the House and Senate passed legislation that transferred all regulatory enforcement of manufactured home communities from the Ohio Department of Health to the OMHC. This enabled licensing fees to be

equal throughout the state and ensure that all annual community inspections be conducted in the same manner and followed up on accordingly.

Our office is located in Dublin Ohio and our hours of operation are Monday—Friday from 8am to 5pm. We are closed on Saturday, Sunday and all governmental holidays. You can find several informative bulletins and forms on our website at [www.omhc.ohio.gov](http://www.omhc.ohio.gov).

### Our Staff

Janet M Williams **Executive Director**

Angel Legge **Program Administrator**

Debbie Beaty **Licensing Specialist**

Michelle Johnson **Admin Professional**

Rick Graham **Admin Professional**

Qiana Jones **Fiscal Specialist**

Jared Rose **Investigator / Inspector**

Gary Whitaker **Investigator / Inspector**

If you have any questions or concerns we are here to help. Please do not hesitate to give us a call! We look forward to working with you!

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## Most Common Violations

Below is a list of the most common violations found in communities throughout the state regardless of age, size or location.

- **Lot numbers not visible on the home.** Every site must be identified using 4in letters or larger. They must be easily readable from the street.
- **Rules , Emergency Number and License not displayed in a conspicuous place.** Every community must have written rules and those rules must be posted where they can be accessed at any time, such as a mailbox area or common area. Along with those rules you must post an emergency contact number and a copy of your community license.
- **One Year Leases.** Every resident MUST be offered a written minimum one year lease. A signed statement showing the resident was offered the lease and declined it must be in the file if there is not a written lease. If a resident chooses to sign a lease, you must continue to offer to renew the lease at least 30 days prior to the expiration of the current lease.
- **Street Conditions.** Streets must be in good repair and potholes must be corrected as needed. After very harsh winters like this past one, potholes are inevitable. However, they must be properly repaired in a timely fashion.



When the OMHC became the regulatory agent for communities in the State of Ohio that brought the duty of annual inspections to our agency as well. The local health districts were given the first right of refusal to conduct those inspections on our behalf and most of the health districts came on board. So for many of you, you will continue to see the same inspectors from the health department as you have in years past. The difference is, the health department inspectors are only *conducting* the annual inspection. For those counties where the local health district chose not to participate in the program, certified inspectors through our agency conduct those inspections. Once the inspection is complete, the community and the Commission will receive a copy of the report and the Commission will handle all follow up of violations.

In year's past, follow up of annual inspections were done differently throughout the state. Some health departments required re-inspections, some required contact from the owner in regards to corrections and some merely rechecked the violations at the next year's inspection. Our agency wants to make sure all violations found during annual inspections are addressed appropriately and in a timely fashion.

Please read the following information on annual inspections and how they are handled. Make sure you are aware of

what is expected of you and if you have any questions, please give us a call. Do not make your first contact with our staff be in person when an investigator shows up in your community because you failed to respond to your inspection...

### Step 1

The annual inspection is conducted and the report is sent to our office as well as to the owner the community at the address listed on the license application. The reports are sent via mail so it is imperative that you have the correct mailing address on your license renewal application and if there are any changes to your mailing address, it is important to notify our office!

### Step 2

Once you receive your inspection report, the clock starts. You will have 30 days to correct any violations noted on the report. If there are life safety issues (items that pose an immediate threat of harm to residents, their guest or community staff) these items must be taken care of *immediately*. If you need more than 30 days to properly correct a violation, notify our office as soon as possible. Communication is the key.

### Step 3

You must provide our office proof of corrected violations within that 30 day time period.

## What Community Owner/ Operators Really Need to Know About Annual Inspections

Did you know Inspection Reports are public record?

You may send in photographic evidence showing the violation has been corrected or copies of receipts showing the repairs have been made. For example, if you have house numbers that are missing, once you replace the house numbers, take a picture of the numbers on the home and send those pictures to our office. You may mail the pictures regular mail to our address or you may email the pictures to [communityinspections@omhc.state.oh.us](mailto:communityinspections@omhc.state.oh.us).

When sending in violation corrections to our office, make sure you have them marked as to who they belong to. It is often that we receive pictures but nothing else notifying us where or who they came from and for what community they are for. We have over 1600 communities in the state of Ohio so to receive

proper credit for the violation corrections be sure to list at minimum the community name and the county in which the community is located. Manager's name, community address and phone number is always appreciated as well.

Once you complete Step 3 and done so in a timely fashion you are good until the next year's inspection rolls around.

If you fail to complete Step 3, the following explains what happens next....

**"Be proactive.**

**Conduct your own inspections monthly!"**



Swimming Pools and other facilities are still regulated by the local health districts. The key to knowing who inspects what is who do you pay your licensing fee to, that is who inspects and regulates that function.

If we have not received your violation corrections within the 30 day time period, you will receive a notice from us notifying you that those corrections were not received and that your inspection has been forwarded to the investigator for your county for further action. Again, communication is key to this process. If you can not complete the corrections within 30 days, please call our office before the deadline and we can work something out with you. Our job is to make sure the communities in the State of Ohio are maintained in a clean safe manner. That is the ultimate goal and we will work with any community owner who has that same goal. Community appearance and safety is one of the many items a community owner is dealing with and we are very understanding of that. We appreciate all the work that goes into owning and operating a community and we are not here to make any aspects of that more difficult. We want manufactured home communities in the State of Ohio to be an affordable attractive place to live. No matter the size, location or age of a community, it can be clean and a good place for a family to call home. We are here to help make that happen.

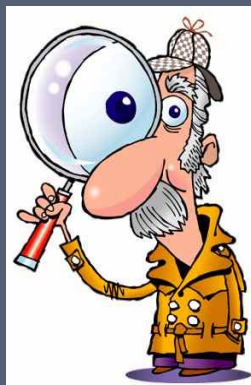
One of the items that are being monitored on inspection reports are vacant sites. Each report will list the vacant sites by lot numbers. It is very important to double check this information when you receive your report. Frequently, wrong site numbers are listed as vacant due to vacant sites not being marked and inspectors having to guess what the site number is. If there is any incorrect information on vacant site numbers, report that information to our office as soon as possible. This information is compared to the inventory list you supplied to us previously vs home placement forms sent to our office.

**Are you aware of the Home Placement Form and when it is required to send it to our office?**

A home placement form is to be filled out every time anything on a site changes. For example, a home is placed on a site, a home is removed from a site, a shed is placed, replaced or removed, a deck is built, replaced or removed etc. Each time a change is made to a site of that nature, the park operator is required to fill out the Home Placement Form and send to our office within two days of the changes being made. You can find this form on our website at [www.omhc.ohio.gov](http://www.omhc.ohio.gov) under Forms / Park Owner Operator. These forms may be sent to our office via fax, email or regular mail. If you have any questions in regards to Home Placement / Removal forms please contact our office.

**Question about a violation written on the inspection report?**

Sometimes a violation on a report is not clear or you may need more information before you can properly address the violation. If this occurs or any other problems or concerns about the inspection report arises, **contact our office**, not the inspection agency that conducted the inspection. Remember that the inspection agency conducting the inspection is doing



so on our behalf. All inspections are done at our instructions and standards. The agency that performed the inspection will not be out to conduct a re-inspect or follow up on any matters unless instructed to do so by the Commission. Again, that is handled by our office and all questions and contact need to be made through the Commission only.

**Most Common Violations Continued...**

- **Tight Fitting Lids on Trashcans.** All trash must be placed in trash cans with tight fitting lids. Trash bags can not be placed outside on porches, decks or on sites without being placed inside a receptacle.
- **Animals running at large.** Domestic animals must be on a leash at all times when outside. We are very aware of the stray cat problem and do not expect community owners to be free of stray cats but what we do expect is that measures are taken to try to reduce the number of stray cats. For example, trash needs to be secured in receptacles with tight fitting lids. Also, do not allow residents to feed stray cats. There is always that person who feels if they do not feed them, they will starve. But in reality, they will not. The cats will move on to the next food source. As a community owner, it is your responsibility to make sure residents are not aiding in the stray cat population by engaging in acts that harbor stray cats. Education is key.

Stray cats are always a hot topic among community owners. If anyone has any success stories on how to manage the stray cats in their area humanely please share those stories with us! We will spread the word out to the public.



## Upcoming Industry Events

- Are you or any of your staff licensed installers?

Are you in need of continuing education before your installer license expires? The following is the list of dates for the remainder of the continuing education classes for 2014. Don't be caught without your required CE when your license is up for renewal!

May 28, 2014

October 29, 2014

Call 614-799-2340 to schedule your class today! Class size is limited so sign up soon!

Human trafficking is one of the fastest growing criminal enterprises worldwide. Each year an estimated 1,078 Ohio children become victims and 3,016 more are at-risk. Ohio recently passed landmark legislation to address human trafficking. Learn the facts and warning signs today! Visit [www.humantrafficking.ohio.gov](http://www.humantrafficking.ohio.gov) for more information. To report a trafficking tip, call the **National Human Trafficking Hotline Resource Center at 1-888-3737-888**, a national, toll-free hotline, available to answer calls from anywhere in the country, 24 hours a day, 7 days a week, every day of the year.

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OMHC Issue 01 Spring 2014



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