

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

110 N. Main Street, Suite G
Camden, DE 19934

Minutes of February 23, 2016

IN ATTENDANCE:

Authority: Kevin Carroll
Dorothy Boucher
William Dunn
Andy Strine
Joelle Polesky
Susanne Lantz (Executive Director)

Absent: George Meldrum
Bill Denman (Legal Counsel)

Other Attendees: William Kinwick, Tenant Village of Coolbranch (DMHOA)
Larry Dougherty, Tenant Barclay Farms
Jennifer Allen, FSMHA
Susan Hairgrove, Property Manager K-4 Management

I. Call to Order:

Mr. Carroll called the meeting to order at 1:31 p.m.
Mr. Carroll explained that Mr. Meldrum was out sick and Mr. Denman had another commitment and would try to make it to the meeting.

II. Review and Approval of Minutes:

Mr. Carroll asked the Board if anyone had any comments or corrections of the January 7, 2016 meeting minutes, and if not, requested the Board to consider approval of the January 7, 2016 meeting minutes. Mr. Dunn made the motion to approve the meeting minutes and Ms. Boucher seconded the motion. The Board approved the meeting minutes 3:0 with 2 absent (Mr. Strine and Mr. Meldrum).

III. Executive Directors Report:

Ms. Lantz noted that since the last Board Meeting she:

Sent out a Notice of Sale to the tenants in White Oak MHP
Rescheduled Bon Ayre Rent Increase Meeting
Updated software on Ms. Dabrowski's Laptop
Gathered information for Mr. Carroll and Mr. Denman's review regarding a potential FOIA request
Is working with Mr. Carroll on letters for soliciting attorneys for arbitrations from Superior Court website
Working with Glasgow Court on final pending relocations

IV. Chair's Report:

Mr. Carroll reminded the Board that the Bon Ayre oral argument was being heard in Superior Court February 24, 2016.

Mr. Carroll stated Ms. Lantz had just received a petition for arbitration from three communities without any checks attached. Mr. Carroll emphasized that it was a problem when parties waited until the last minute to request arbitration. The Board discussed this issue and decided that Ms. Lantz and Mr. Carroll would try to reach out to the petitioners and request they file separate petitions for each respective community.

V. Approval of Financial Activity & Report September, October and November 2015:

Ms. Lantz reviewed the financial statements. Mr. Strine moved to approve the financial statement as presented and Ms. Boucher seconded the motion. The motion carried 4:0 with 1 absent.

A. Approval of other Financial Matters:

1) Approval of Legal Counsel Invoices for December 2015 and January 2016:

Ms. Lantz reviewed the invoices from Mr. Denman. Mr. Strine made the motion to approve the invoice as presented and Mr. Dunn seconded the motion. The motion carried 4:0 with 1 absent.

2) Approval of BDO Invoice February 2016:

Ms. Lantz presented the invoice for approval. Mr. Strine moved to approve the invoice and Mr. Dunn seconded the motion. The motion carried 4:0 with 1 absent.

VI. Reports

A) Compliance Matters:

1. Arbitration Matters and Status:

Ms. Lantz explained that the Barclay Farms and Hometown Angola Beach arbitrations were still pending. The arbitrators in each respective arbitration had agreed to a stay in the hearing awaiting the outcome of the Attorney General's lawsuit against Hometown America.

2. Park Compliance Issues Arising and Resolved:

Ms. Lantz stated that neither Dackerg nor Layton's Riviera had paid their Trust Fund assessment and were now three quarters behind. At the last Board Meeting it had been decided to keep an eye on the non-payments. Ms. Lantz asked the Board what the Board wanted to do? Ms. Boucher made a motion to keep monitoring the non-payment issue. Mr. Strine seconded the motion. The motion carried 4:0 with 1 absent.

B) Compliance Investigation (Thomas McDermott)

1. Pine Ridge MHP:

Ms. Lantz explained that the DOR had brought to her attention that the tenants payment of the Trust Fund assessment fluctuated from some payments to no payments by the tenants. Ms. Lantz sent out Mr. McDermott after discussing it with Mr. Carroll. Mr. Strine believed it was up to the park. Mr. Carroll stated the problem was that if tenants did not pay into the Trust Fund they could not reap that benefit.

C) Compliance Investigator Timesheet and Mileage:

Ms. Lantz explained the timesheet and mileage.

VII. Old Business:

1. Glasgow Court Update:

Ms. Lantz explained that there are four more tenants that needed to be relocated. One of the tenants is fighting it every step of the way, the other tenant is deceased and the family is taking

the necessary steps to get his estate settled. The Board thought that the issues needed to be dealt with by the Community Owner.

VIII. Unfinished Business:

1. Review and approval of tenant applications Lakeland MHP:

Mosley: Mr. Carroll stated that Mr. Denman had met with Ms. Mosley and helped her fill out her application for abandonment benefits. Mr. Carroll stated that Mr. Denman's email was clear that he had researched the ownership of the home and was satisfied and supported that she receive her benefit. Mr. Dunn made the motion to approve Ms. Mosley's application for abandonment benefits in the amount of \$1,500. Ms. Boucher seconded the motion. The motion carried 3:0 with 1 absent and 1 abstention (Mr. Strine).

Lakeland Demo Request for Mosley Home:

Ms. Lantz stated the application to dispose of the Mosley home needed to be reviewed. Ms. Lantz stated that again, Mr. Denman had reviewed and researched the information and was satisfied that this application could be approved. Mr. Dunn made the motion to approve the benefit of \$3,000 for disposal of the Mosley home. Ms. Boucher seconded the motion. The motion carried 3:0 with 1 absent and 1 abstention (Mr. Strine).

Lakeland Demo Request for Mosley Home:

The Board reviewed the application for the Snyder home. Mr. Carroll stated the tax records clearly show that Ms. Snyder was not the owner of the home. Mr. Carroll did not think this application was complete and could not be approved. Ms. Hairgrove stated the owner of the home passed away 10 years ago and Ms. Snyder did not change the title into her name. Mr. Dunn thought the Executor of the Estate should be found. Ms. Polesky noted that there were legal ways to go about clearing the title.

2. Consolidation and \$250 fee requirement:

Mr. Carroll stated the Board had discussed this before and he had concerns that one group had to pay while other tenant groups whose arbitrations were consolidated into that first arbitration did not have to pay. Ms. Boucher did not think consolidations worked every time since each park has different issues. Mr. Carroll observed that arbitrations were not cheap.

Mr. Carroll wanted the Board's input. Ms. Boucher thought if it was the same park and different groups in the park it could be consolidated, otherwise not. Mr. Strine stated separate communities should be arbitrated separately. The Board discussed the matter and decided not to pursue at this time.

3. List of Items to Request from Legislature:

Ms. Boucher, Mr. Strine and Ms. Lantz were on the Legislative Committee. Mr. Carroll explained that this would be an ongoing conversation over the next few months. Mr. Carroll did not think it was necessary to submit anything to the Legislature at this time. Ms. Boucher suggested that before the end of the Legislative Session it would be advisable to get the annual registration request to Representative Baumbach for consideration. Mr. Strine agreed and stated the law had a section that he believed it should be changed regarding our setting the meeting for the rent increase when it was not the Authority doing that. Ms. Lantz thought the Legislature did not know what the Authority would like discussed unless the Authority submitted it to the Legislature. Mr. Carroll stated he would look into drafting an email to the Legislature.

4. Arbitrators Solicitation and Fees:

Mr. Carroll stated draft letters are in the package. The goal is to solicit more attorneys with Superior Court Mediation training. Mr. Carroll stated the letters would be sent out shortly.

Mr. Carroll stated it would also be a reminder for the attorneys that had signed up that the Authority was still interested in their services.

IX. New Business:

1. Notice Sale of White Oak MHP:

The sale was discussed.

X. Public Comments: The tenants present at the meeting were given an opportunity to make comments.

XI. Executive Session:

The Board did not go into Executive Session.

XII. NEXT MEETING DATE - ADJOURNMENT:

The Board set the next meeting date to April 5, 2016.

As there was nothing else before the Board the meeting was adjourned at 2.50 p.m.

Respectfully submitted,

Susanne Lantz
Executive Director