

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**

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

**Minutes of November 10, 2015**

**IN ATTENDANCE:**

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

Absent: Joelle Polesky

Legal Counsel: Bill Denman

Other Attendees: Ann and Bob Fillmore, Tenant Angola Beach & Estates  
Jill Fuchs, Tenant Barclay Farms  
Jennifer Allen, FSMHA

**I. CALL TO ORDER:**

Mr. Carroll called the meeting to order at 2 p.m.

**II. REVIEW AND APPROVAL OF MINUTES:**

Mr. Carroll asked the Board to approve the September 29, 2015 meeting minutes. Mr. Strine made the motion to approve the meeting minutes and Mr. Dunn seconded the motion. The Board approved the meeting minutes unanimously.

**III. Executive Directors Report:**

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

1. Received a Subpoena and attended the hearing in Wilmington
2. Received two petitions for arbitration from Barclay Farms and one for Angola Beach & Estates
3. Worked closely with Glasgow Court to get moves scheduled and process the remainder applications
4. Sent communities annual registration notices
5. Assisted auditor with reviewing files
6. Received and dealt with Notification of Sale for Magnolia Crossing MHP
7. Delivered Exhibits of hearing of Dockets 3, 4 and 5-2015 (Bon Ayre) to Superior Court

**IV. Chair's Report:**

Mr. Carroll stated the Opinion of the Attorney General's Office has been received and was included in

the Board Package. On the agenda is a topic titled Resiliency, Orientation and Operations that Ms. Boucher would lead. Mr. Carroll wanted the Board to take a look at how things were done and let Ms. Lantz know what could be improved. The Auditor's Report was distributed and reviewed.

#### **V. Approval of Financial Activity & Report August 2015:**

Ms. Lantz reviewed the financial statements. Ms. Boucher had a question regarding restricted Funds. Mr. Denman stated they are restricted and can only be used as statutorily outlined. Mr. Strine made the motion to approve the financial statement as presented and Mr. Meldrum seconded the motion. The motion carried.

#### **A. Approval of other Financial Matters:**

##### **1) Approval of Legal Counsel Invoices for September and October 2015:**

Ms. Lantz reviewed the invoices from Mr. Denman. Mr. Meldrum made the motion to approve the invoices as presented and Ms. Boucher seconded the motion. The motion carried.

##### **2) Approval of BDO Invoice September and October 2015:**

Ms. Lantz stated the invoices were pretty much standard. Mr. Strine made the motion to approve this and Mr. Meldrum seconded the motion. The motion carried.

##### **3) Approval of Audit Invoice Ray Book & Associates for Audit FYE June 30, 2015:**

Mr. Carroll explained the Authority was required by statute to have an annual audit. Mr. Strine made the motion to approve the auditor's invoice and Mr. Meldrum seconded the motion. The motion carried.

#### **VI. Reports**

##### **A) Compliance Matters:**

##### **1. Annual Registration Report – Parks Registered:**

Ms. Lantz stated as of October 30, 2015, 84 communities have returned the annual registration form. The Board discussed the annual registration and how things could be improved. The matter will be added to the agenda for consideration at the next Board Meeting. Ms. Boucher also thought the Board should come up with suggestions on things that the Authority could request from the Legislators. Ms. Lantz explained that she had discussed this briefly with Mr. Carroll and thought this was a great idea. Mr. Carroll also agreed and stated this could be added to the next agenda for further discussion.

##### **2. Arbitration Matters and Status:**

Ms. Lantz explained what had been received and who had been appointed.

##### **3. Park Compliance Issues Arising and Resolved:**

Ms. Lantz stated Magnolia Crossing had been sold and she has tried to find out who the new owner is. Mr. Strine suggested sending the Compliance Investigator out to the park. Ms. Allen stated she had received an email from someone that she believes might be the new owner of that park. Ms. Allen and Ms. Lantz agreed to connect to share that information.

Ms. Lantz stated Countryside MHP was sold in February; she had spoken to the new owner who has returned the registration form and he had set up an account for the Trust Fund assessments. Ms. Lantz stated he is three quarters behind in payments, Mr. Denman had already sent a letter. Mr. Denman suggested he could send another letter. The Board agreed.

#### **VII. Old Business:**

##### ***1. Glasgow Court Update:***

Ms. Lantz stated in the Board Package is a list of approved tenants and when the benefits were

paid. Some tenants had not yet been moved or were waiting for their benefit check. Ms. Lantz stated about 21 tenants, including today's applications, needed to be relocated. Two tenants had been approved for abandonment benefits, but Ms. Lantz had yet to receive the required final documents and therefore was not able to issue a benefit check. The tenants had moved and Ms. Lantz had no forwarding address.

## **2. Lakeland Park Update:**

Ms. Lantz stated as far as she knows there were two more tenants that had not applied for benefits. Included in the Board Package was a document that showed who had been approved and what had been paid out to date.

## **VIII. New Business:**

### **1. Review and approval of new tenant applications Glasgow Court:**

**Carroll:** Ms. Rivera was applying to relocate her double wide within Glasgow Court for \$12,000, as quoted by the mover. Mr. Dunn made the motion to approve and Mr. Strine seconded the motion. Mr. Carroll, Mr. Dunn, Mr. Strine and Mr. Meldrum voted to approve the application. Ms. Boucher voted no. The motion carried 4:1.

**Boyer:** Mr. Boyer was applying for non-relocatable benefits in the amount of \$4,000. Ms. Lantz explained that Mr. Boyer had previously been approved to be relocated for \$8,000, but both movers had then found the home could not be moved. Mr. Boyer had contacted Ms. Lantz stating he had another mover who thought they could move him. Ms. Lantz thought it would be better to approve this application, just in case the third mover also would state the home could not be moved. Mr. Strine made the motion to approve this application contingent that the home could not be moved. Mr. Dunn seconded the motion. Mr. Carroll, Mr. Dunn, Mr. Strine and Mr. Meldrum voted to approve the application. Ms. Boucher voted no. The motion carried 4:1.

**Stevens:** Ms. Lantz stated the Authority had previously paid for their appraisal in the amount of \$200 which would be deducted from any benefit. The tenants now want to relocate their home within Glasgow Court. Since the Authority had paid for the appraisal Mr. Strine made the motion to approve \$7,800 for the move. Mr. Meldrum seconded the motion. Mr. Carroll, Mr. Dunn, Mr. Strine and Mr. Meldrum voted yes. Ms. Boucher voted no. The motion carried 4:1.

**Resendiz:** Mr. Resendiz was applying to relocate his home within Glasgow Court for \$8,000. Mr. Dunn made the motion to approve the application and Mr. Meldrum seconded the motion. Mr. Carroll, Mr. Strine, Mr. Dunn and Mr. Meldrum voted to approve the application. Ms. Boucher voted no. The motion carried 4:1.

**Contreras/Diaz:** Ms. Contreras and Mr. Diaz are applying to relocate within Glasgow Court for \$8,000. Mr. Strine made the motion to approve and Mr. Carroll seconded the motion. Mr. Carroll, Mr. Strine, Mr. Meldrum and Mr. Dunn voted to approve the application. Ms. Boucher voted no. The motion carried 4:1.

**Flores/Perez:** Mr. Flores and Mr. Perez are applying to relocate within Glasgow Court for \$8,000. Mr. Strine made the motion to approve and Mr. Meldrum seconded the motion. Mr. Strine, Mr. Carroll, Mr. Dunn and Mr. Meldrum voted to approve the application. Ms. Boucher voted no. The motion carried 4:1.

### **2. Review and approval of new landlord applications Lakeland MHP:**

**Lakeland Demo Request for Mosley Home:**

The park is requesting benefits for demolishing the Mosley Home in the amount of \$3,000. The tenant has not been able to get a clean title and therefore could not apply for benefits. Ms. Hairgrove, from Lakeland MHP, explained the situation. The Board discussed the matter and expressed concern over paying demolition expenses to a landlord without evidence that that the landlord owned the home or had the written consent of the tenant. Mr. Strine stated he would recuse himself from any vote, due to his conflict. Mr. Carroll stated the Board should not vote on the application at this time. The Board decided to revisit this at the next meeting.

**Lakeland Demo Request for Amy Snyder Home:**

Ms. Lantz stated this was similar to the Mosley home. The park was requesting benefits in the amount of \$3,000 to demolish Ms. Snyder's home, but Ms. Snyder had not applied for benefits and could not do so, as she had not title to the home. Ms. Hairgrove explained the situation. Ms. Lantz stated Glasgow Court had similar issues that tenants were gone and there was no title and the tenants might never apply for benefits. The Board discussed this matter. Mr. Carroll stated the Board should not vote on the application at this time and would revisit this at the next meeting.

**3. *Audit Report FYE June 30, 2015:***

Mr. Carroll stated the report was added to the package and the hard copy handed out at the meeting. Mr. Meldrum made the motion to accept the audit report and Mr. Dunn seconded the motion. The motion carried by unanimous vote.

**4. *Capitalization Policy:***

Ms. Lantz stated during the audit the suggestion was made for the Authority to develop a policy regarding the Authority purchasing furniture or office equipment and setting a depreciation value. Mr. Strine suggested the amount of \$1,000 starting with this fiscal year. Mr. Carroll made the motion to set the amount to \$1,000 and Mr. Strine seconded the motion. The motion carried 5:0. Ms. Lantz stated she would inform BDO.

**5. *Resiliency, Orientation and Operations (Ms. Boucher):***

Ms. Boucher stated she looked through old minutes and noticed that due to the nature of the change in the Board, realized that if Ms. Lantz moved on or was unavailable, the Board would find itself in a precarious position. Ms. Boucher suggested a Procedure Manual that the entire Board could work on. Mr. Carroll agreed and thought Ms. Boucher should take the lead and work with Ms. Lantz and it could be discussed throughout the upcoming year. Mr. Carroll thought certain matters could be revisited, for example the assessment, etc. Ms. Lantz stated she had a Procedure Manual that just needed to be updated, she had been in that position when she first started.

**6. *Magnolia Crossing MHP:***

Ms. Lantz stated this was already discussed.

***IX. Unfinished Business:***

***1. Attorney General Opinion Landlord Benefits Abandoned Homes prior to Change of Land Use:***

Mr. Carroll stated he had sent Mr. Morton and email regarding the opinion, but has not heard back.

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

**X. Executive Session:**

Mr. Denman stated the Authority was going into Executive Session for Mr. Denman to discuss existing litigation and potential litigation regarding the Rent Justification Procedures. Mr. Denman thought the Authority's Minutes should reflect the reasons. Ms. Boucher stated she also wanted to discuss personnel matters. Mr. Carroll suggested putting this off until the next meeting. Ms. Boucher agreed.

Mr. Dunn made the motion to go into Executive Session at 3.25 p.m. Mr. Meldrum seconded the motion. Unanimous approval was given by all members present by voice vote.

Mr. Strine made the motion to come out of Executive Session at 3.40 p.m. Mr. Dunn seconded the motion. Unanimous approval was given by all members present by voice vote.

#### **XI. NEXT MEETING DATE - ADJOURNMENT:**

Mr. Dunn made the motion to appoint an arbitrator in the Angola Beach dispute in connection with the November 3, 2015 petition. Mr. Strine seconded the motion. The motion carried. Ms. Boucher abstained due to her being a tenant in the community.

The Board set the next meeting date to January 7, 2016.

As there was nothing else before the Board the meeting was adjourned at 3.50 p.m.

Respectfully submitted,

Susanne Lantz  
Executive Director