

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

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

Minutes of May 12, 2016

IN ATTENDANCE:

Authority: Kevin Carroll
William Dunn
Andy Strine
George Meldrum
Joelle Polesky (Non-Voting Member)
Susanne Lantz (Executive Director)

Absent: Dorothy Boucher

Legal Counsel: Bill Denman

Other Attendees: William Kinwick, Tenant Village of Coolbranch (DMHOA)
Jennifer Allen, FSMHA
Susan Hairgrove, Property Manager K-4 Management
Ken and Sharen Holm, Tenants St. Jones Landing MHP

I. Call to Order:

Mr. Carroll called the meeting to order at 1:31 p.m.

II. Review and Approval of Minutes:

Mr. Carroll asked the Board if anyone had any comments or corrections of the April 5, 2016 meeting minutes, and if not, requested the Board to consider approval of the April 5, 2016 meeting minutes. Mr. Carroll requested that an amendment be made from Boards to Board's on Page 1. Ms. Polesky requested amendment to replace the word personal with personnel. Ms. Lantz agreed to make the corrections. Mr. Meldrum made the motion to approve the meeting minutes as amended and Mr. Strine seconded the motion. The Board approved the meeting minutes as amended 4:0:1 absent.

III. Executive Directors Report:

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

- Has made changes to the Intro Packet for New Board Members and emailed it to Ms. Boucher - Ms. Boucher's review is pending.
- Sent another Notice of Sale to the tenants in Kings Cliffe MHP
- Has requested the new owner of White Oak MHP to set up an account with DOR and sent a new registration form. The owner is in the process of doing that.

- Cancelled the Office Credit Card
- Has created a job description for the Executive Director Position
- Employment ads were posted online and in the two newspapers
- Is training the Office Assistant on matters that are important
- Is working on a Pending List to be distributed to the Board

IV. Chair's Report:

Mr. Carroll has received Ms. Lantz's resignation and thanked her for everything she has done and added she was irreplaceable. Mr. Carroll will forward every job application as received to Ms. Boucher and Mr. Dunn. Mr. Strine suggested that the Authority conduct phone interviews beforehand and then schedule interviews when and as appropriate. Mr. Carroll stated this was a good idea.

V. Approval of Financial Activity & Report March 2016

Ms. Lantz reviewed the financial statements and stated the Operating Account was replenished by \$40,000 as was the Petty Cash back to \$500. Mr. Strine made the motion to approve the financial statements as presented and Mr. Meldrum seconded the motion. The motion carried 4:0 with one absent and one non-voting.

A. Approval of other Financial Matters:

1) Approval of Legal Counsel Invoices for March and April 2016:

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

2) Approval of Court Reporter Invoices for Dockets 1 and 2-2016:

Ms. Lantz stated the Court Reporter invoice was extremely reasonable as the arbitrator had chosen an independent Court Reporter. Mr. Carroll thought it was worth keeping those individuals in mind for further arbitrations. Mr. Strine made the motion to approve the Court Reporter invoices and Mr. Dunn seconded the motion. The motion carried 4:0 with one absent.

3) Approval of Arbitrator Invoices for Dockets 1 and 2-2016:

Ms. Lantz presented the invoices for the arbitrator for the Briarwood and Mobile Gardens arbitration. Mr. Strine made the motion to approve the invoices and Mr. Meldrum seconded the motion. The motion carried 4:0 with one absent.

VI. Reports

A) Compliance Matters:

1. Arbitration Matters and Status:

Ms. Lantz stated the Barclay Farms arbitrations were still on hold. The Angola Beach and Estates hearing was also still on hold awaiting the outcome of the lawsuit filed by the Attorney General's office that was now in the Supreme Court. The Briarwood MHP and Mobile Gardens MHP rent dispute was completed and the arbitrator had decided against the proposed rent increase above the CPI-U.

2. Park Compliance Issues Arising, Pending and Resolved:

Ms. Lantz explained that Layton's Riviera has not paid into the Trust Fund since last year, they are four quarters behind. The Board decided at the last meetings to continue monitoring the situation. Mr. Denman stated that the property was going through a foreclosure and he recommended waiting until the sale is scheduled at which time we would collect the assessments.

Ms. Lantz stated White Oak MHP has changed hands and the sale went through last

month. The previous owner is up to date on payments. The new owner has been in touch, returned the registration form and is working to set up an account with the DOR.

3. Judgments Filed and Unsatisfied:

Pine Ridge: Ms. Lantz explained that the daughter is paying off the judgment against her father per settlement, on a monthly basis. The last payment is due in February 2017.

Oakway Inc/Dackerg: Mr. Denman suggested to address this matter in Executive Session. The Board agreed.

VII. Unfinished Business:

1. Information Packet for New Board Members:

Ms. Lantz stated she had sent the draft of the information packet to Ms. Boucher whose input was still pending.

2. List for Legislature:

Ms. Lantz stated she had not included the list, per Mr. Carroll's instructions. Mr. Carroll was going to email the Legislators regarding changing the annual registration requirement. Mr. Dunn suggested dealing with the county tax issue with a legislative change. Ms. Lantz agreed. Mr. Carroll thought the Board should look into this.

VIII. New Business:

1. Approval and Review of Tenant Applications St. Jones MHP:

Harris: The tenant has applied to be relocated to Bridgeville and stopped by this morning to bring a new proposal from B&O Mobile Home Transporting which she would prefer to use. Mr. Dunn made the motion to approve and Mr. Meldrum seconded the motion. The application was approved 4:0 with one absent.

Worthy: The tenant has applied for \$4,500 in non-relocatable benefits, but has not given a good explanation why the home cannot be moved. Mr. Strine disagreed. Ms. Lantz stated she would recommend approval as it was less than paying the amount to relocate it. Mr. Denman explained that a tenant cannot just say they do not want to live in that home anymore. Mr. Carroll did not think the letter from the tenant was satisfactory. Mr. Denman suggested getting input from the Compliance Investigator. Ms. Lantz suggested getting input from the mover. The Board discussed the application and decided to table it until the next meeting. Ms. Hairgrove agreed to ask the mover to make the determination if the home could be moved.

2. NCC Tax Info Request:

Ms. Lantz discussed a form that has been sent by the county tax office for use in notifying the county of a transfer of a home. This form is used to determine who has to pay the property tax on the home. For some of the homes in Glasgow Court, tenants have abandoned the home, and should no longer be paying the property taxes. As long as the park did not demolish the home, the county is suggesting that the tenants are required to pay the property taxes. Ms. Polesky did not think this was Demhra's obligation. Mr. Denman thought the Executive Director should fill out this form and sign it, so as to let the county know that the home has been abandoned, and by law, is being transferred to the Community Owner. Ms. Polesky wondered who the actual owner was. Mr. Denman stated that by statute, when a home is abandoned, the tenant relinquishes title and

requires that the home be transferred to the Community Owner in order to facilitate the demolishing of the home. Mr. Denman suggested that the Authority might want to consider creating an additional form that the tenants could sign with the abandonment application and send that to the tax office. Mr. Denman said Ms. Lantz could send the form to the tenant that had just called and request that the tenant sign the form. Ms. Lantz agreed. Mr. Dunn said he had spoken to Representative Baumbach, and this is an issue in each county. Mr. Carroll thought the park should be on the hook for this. Ms. Lantz stated this was the first time the Authority had seen these issues.

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

X. Executive Session:

Mr. Carroll made the motion to go into Executive Session at 2:26 p.m. to discuss personnel issues and pending litigation. Mr. Dunn seconded the motion. Unanimous approval was given by all members present by voice vote.

Mr. Meldrum made the motion to come out of Executive Session at 2:45 p.m. Mr. Dunn seconded the motion. Unanimous approval was given by all members present by voice vote.

XII. NEXT MEETING DATE - ADJOURNMENT:

Mr. Dunn made the motion to set Ms. Lantz's consulting fee to \$25.00/hr on an as needed basis, once she leaves her position as the Executive Director next Friday. Mr. Meldrum seconded the motion. The motion carried 4:0, with one absent.

Mr. Carroll made the motion to increase Ms. Dabrowski's hours and compensation to \$16.00/hr for the duration of the transition until the new Executive Director has been hired. Mr. Dunn seconded the motion.

Mr. Carroll requested that the Board be available for a special meeting when and if necessary in order to hire Ms. Lantz's replacement. The Board set the next meeting date to June 28, 2016.

Mr. Strine made the motion to adjourn the meeting. Mr. Dunn seconded the motion. The motion carried 4:0 with one absent. As there was nothing else before the Board the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Susanne Lantz
Executive Director