

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

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

Minutes of October 24, 2017 Board Meeting

IN ATTENDANCE:

Authority: Kevin Carroll
William Dunn
George Meldrum
Andy Strine
Elizabeth (Beth) McGinn (Absent)

Dan Daly (Non-Voting Member) (Absent)
Gregg Sutton (Executive Director)
Jane Sabo (DEHMRA Assistant)

Legal Counsel: Bill Denman

Other Attendees: Susan Hairgrove, St. Jones Landing
Jen Allen, First State Manufactured Housing Association
Robert Ray, Sandhill Acres
Connie Kinnick, DMHOA
Bill Kinnick (DMHOA)

I. Call to Order:

Mr. Carroll called the meeting to order at 1:31 p.m. He noted that Ms. McGinn was absent but that a quorum was present.

II. Review and Approval of Minutes:

Mr. Carroll asked the Board if anyone had any comments or corrections to the September 12, 2017 meeting minutes, and if not, requested the Board to consider approval of the minutes. Mr. Dunn made a motion to approve the minutes. The motion was seconded by Mr. Meldrum. The Board approved September's meeting minutes, 4:0:1 with Ms. McGinn in absentia.

III. Executive Directors Report:

Mr. Sutton noted that since the last meeting, the following has been accomplished:

- The new printer-copier has arrived and it is already paying dividends as we were able to print the Board packages for this meeting on our new copier as opposed to paying to have them printed at Windswept or Staples and mailing them. We are also doing front and back copying which is saving us on paper
- Over 180 annual registration notices have been mailed out to community owners and to date, we have received 105 back from community owners

- Attended a community meeting on September 14th in Bear, Delaware for Glasgow Court residents hosted by State Senator Brian Townsend, Representative Viola, and Councilman Tackett. Also present at that meeting were Board Chair Mr. Kevin Carroll, and Board members William Dunn and Andy Strine. This meeting was a Question and Answer session discussing the potential rezoning and development of Glasgow Court with possible change-in-use implications. No date was set for the change-in-use but residents expressed their concerns over having to move again after being relocated in Phase 2 of Glasgow Court's last change-in-use.
- Received an email from the Deputy Attorney General's office inviting DEMHRA to participate in a Manufactured Housing Workshop to be held in Sussex, Kent, and New Castle Counties respectively.
- Prepared a power-point presentation for the workshops
- Gave a presentation at the Sussex County Manufactured Housing Workshop in Sussex County at the Georgetown Public Library on Monday, October 23rd. Also in attendance were Mr. Kevin Carroll, Board Chair as well as Board members Beth McGinn and Dan Daly.

IV. Chair's Report:

Mr. Carroll mentioned that he also attended the community meeting in Bear for the Glasgow Court residents and the meeting was well attended both by the community and elected officials. He stated that the forum was set up differently in that the residents were encouraged to walk around the room to talk to the participants and that the actual presentation didn't take place for an hour to an hour and a half. He stated that he offered constructive feedback to the organizers suggesting that the information be placed at the front end of the presentation vs. on the back end so that it can reach the maximum amount of participants. He also drove to Georgetown on October 23rd for the Sussex County Manufactured Housing Workshop. He stated that approximately two dozen people were in attendance which was substantially less than previous workshops that were held at the Indian River Fire Department in Long Neck. Mr. Dunn referred back to the community meeting held in Bear on September 14th adding that most of the residents were concerned about the timing of this announcement after having been moved to another area of Glasgow Court as a part of Phase 1 and now being told that they will have to move again in as early as two years. A discussion ensued between Board members regarding the possibility of allowing the residents, with the consent of the community owner, to opt out of their leases prior to the next phase. Mr. Carroll noted that this would have to be coordinated with community owner before any consideration would be given. Mr. Carroll concluded his report by stating that the next Board meeting would be in December.

V. Financial Activity & Report

A. Approval of Financial Report

Mr. Sutton reviewed the financial report and Trust Fund expenditures for the month of August 2017. He stated that the September financial summary was not finalized yet and that it would be available by the next Board meeting. This report was presented for information purposes only so a vote was not required.

B. Approval of other Financial Matters:

Approval of Legal Counsel invoices

Mr. Sutton reviewed the invoices from Mr. Denman for August and September of 2017. Mr. Strine made a motion to approve the legal counsel invoices which was seconded by Mr. Meldrum. The motion passed 4:0:1 with Ms. McGinn in absentia.

C. Approval of Arbitrator Invoices

- **Reger, Rizzo, and Darnall LLP:** Docket # 5-2017- Mr. Strine made a motion to approve the invoice which was seconded by Mr. Meldrum. The motion passed 4:0:1 with Ms. McGinn in absentia.
- **Weber-Gallagher: Docket # 6-2017** – Attorney Mary Sherlock presented the court reporter’s invoice for \$775.00. Mr. Dunn made a motion to approve this invoice which was seconded by Mr. Meldrum. The motion passed 4:0:1 with Ms. McGinn in absentia.

VI. Reports

A). Arbitration Matters

1. **Docket # 9-2016 (December Corporation vs. Wild Meadows HOA)** Awaiting mediation results
2. **Docket # 2-2017 (Terry Saunders vs. Donovan Smith)** Appealing rent increase in Superior Court
3. **Docket # 5-2017** Bon Ayre’s rent increase above CPI-U was rejected

B). Compliance Matters

1. Cloverleaf appears to be the only MHP that is not in compliance. They have been contacted on numerous occasions by telephone, emails, and letters, yet they are still delinquent in paying the assessments.
2. Mr. Denman will be provided documentation to send to Cloverleaf in order to settle this delinquency.

VII. Unfinished Business:

A. Arbitration fees for 2016-2017

Discussed under Financial Matters

B. Update on Phase 2 of the St. Jones Relocation Plan

At the July 27, 2017 Board meeting, the Board approved a request for an abandonment payment for Virginia Serrano who lived at 53 Marshview Drive. Since she has an outstanding tax liability that exceeds her delinquent taxes, she must authorize the Authority to release the entire \$1,500.00 abandonment benefit to be paid towards her delinquent taxes.

C. Update on Lighthouse Cove Relocation Plan

There was one application presented at this meeting for relocation assistance.

VIII. New Business:

A. Application for Approval of Abandonment Benefits (Lighthouse Cove):

Richard Rubick, 38789 Lighthouse Cove Lane, Fenwick Island: Mr. Rubick applied for the \$1,500.00 abandonment benefit. The Board reviewed his request based on the documents he provided. Mr. Meldrum made a motion to approve the abandonment benefit. The motion was seconded by Mr. Dunn. The motion passed 4:0:1 with Ms. McGinn in absentia.

B. Approval of Excel Business Systems Invoice

At the September 12, 2017 meeting, the Board approved the purchase of a new printer copier. Mr. Sutton presented an invoice for that copier. Mr. Strine made a motion to approve the invoice

which was seconded by Mr. Meldrum. The motion passed 3:1:1 with Mr. Dunn abstaining and Ms. McGinn in absentia.

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

X. Executive Session: By motion, and duly seconded by a vote of 4:0:1, one being absent, the Board moved into Executive Session at 2:38 pm to discuss pending litigation for the purpose of receiving legal advice pertaining to such matters. Mr. Dunn made the motion to come out of Executive Session at 2:50 pm. Mr. Strine seconded the motion. The motion to come out of Executive Session was approved 4:0:1 with one being absent.

XI. Next Meeting Date – Adjournment:

The Board set the next meeting date as December 12, 2017. As there was nothing further to discuss, the Board adjourned at 2:50 pm.

Respectfully submitted,

Gregg Sutton
Executive Director