

PUBLIC MEETING NOTICE

Pursuant to 29 Del. Code 10004, the Board of Directors of the Delaware Manufactured Home Relocation Authority shall convene on **July 23, 2019** commencing at **1:30 P.M.** at 110 N. Main Street, Ground Floor, Camden, Delaware.

Agenda for Meeting July 23, 2019

- I. Call to Order – 1:30 P.M.
- II. Minutes of Board Meetings Dated June 4, 2019
 - A. Review, Discussion and Approval
- III. Executive Director’s Report
- IV. Chair’s Report
- V. Approval of Financial Matters
 - A. Recent Financial Activity & Report (Information Only)
 - B. Approval of Legal Counsel Invoices
 - C. Approval of Docket 07-2018 Arbitrator Invoice
 - D. Approval of Book & Associates Invoice for FY Ending 6/30/18
- VI. Reports:
 - A. Compliance Matters (Executive Director)
 1. Delinquent Parks Report
 2. Compliance Investigator Report
 - B. Arbitration Matters and Status
 1. Open Dockets for Arbitration Matters and Status 2017, 2018, 2019
 2. Open Dockets for Arbitration Costs 2017 & 2018
- VII. Unfinished Business
 - A. Update on White Oak MHP Relocation Plan
 - B. Update on Right of First Offer (Sales, Closings, Change in Use of Land)
 - C. Update on Reimbursements for Minquadale and Timber Acres.
 - D. Update on Board Appointments for Messrs. Meldrum and Daly
 - E. Update on Procedure for Requesting Certificate of Occupancy Prior to Mover Payments
 - F. Update on Demolition Permits

- H. Approval of Mr. Carroll's draft letter to Senator McBride and Representative Cooke correcting the record that DEMHRA has not taken a position on Timber Acres and Minquadale assessment fee resolution

VIII. New Business:

- A. Independent Auditor's Report
- B. Application for Relocation Benefits for Key Properties Lot # 12 (White Oak MHP).
- C. Right of First Offer Letter from Leisure Point Community
- D. Determine if the previous owners of Pom Run and Layton's Riviera should be removed from Trust Fund Accounts if what they owed prior to new ownership of the properties cannot be recovered.
- E. Approval of Mr. Strine's documentation for outlining when payment for relocation benefits can be released to movers.
- F. Approval of Mr. Strine's documentation regarding increasing the benefits for movers for relocation fees.
- G. Discuss plan for Mr. Denman's replacement when he retires.
- H. Develop plan to recoup Trust Fund money from Glasgow Court for permit non-compliance.
- I. Approve A. Strine's checklist to property owners to go along with initial letter sent when there is a change in use of land.
- J. Update on House Bill 46
- K. Discuss Possible Board Retreat
- L. Action Items

IX. Public Comments, if any

X. Executive Session

The Board may discuss, in Executive Session, pending arbitration cases, personnel matters, and litigation for the purpose of receiving legal advice relating to such matters.

XI. Next Meeting - Adjournment

Pursuant to 29 Del. Code Section 10004(e)(2), this Agenda may be changed to include additional items (including executive sessions) or the deletion of items (including executive sessions) which arise at the time of the Authority's meeting.

