

DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

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

Minutes of April 23, 2020 Board Meeting via Conference Call

In accordance with Governor Carney's emergency order, this meeting was conducted via teleconference.

CALL-IN PARTICIPANTS:

Mr. Sutton called the roll and all members and other attendees participated as follows:

Authority:

Mitch Crane
William Dunn
Andy Strine
George Meldrum
Jill Fuchs

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

Legal Counsel:

Melissa Rhoads

Other:

Brian Eng – Department of Justice
William Kinnick - Delaware Manufactured Home Owners Association
Jennifer Allen – First State Manufactured Housing Association
Gary Fritz
Lillian Reynolds
Gerry Brainard

I. Call to Order:

Mr. Crane called the meeting to order at 1:30 p.m. All members were present.

II. Review and Approval of Minutes:

A motion to approve the March 5, 2020 and March 26, 2020 (Special Meeting) was made by Mr. Meldrum and seconded by Ms. Fuchs. The motion carried 5-0.

III. Executive Director's Report:

Mr. Sutton noted that since the last regular Board Meeting March 5, 2020, and a special Board Meeting on March 26, 2020 via conference call, the following has occurred:

- Mr. Sutton met with Doreen Irwin of Keller-Williams to look at a possible office space at 1981 S. State Street.
- Mr. Sutton arranged for Board Chair Mr. Crane and Board Member Mr. Strine to visit location at 1981 S. State Street.

- A special Board Meeting was called on March 26, 2020 to discuss and vote on the selection of new office.
- The new office lease agreement and subsequent lease was signed on April 3, 2020
- Action Item log created of things to be taken care of prior to move.
- Move-in date to new office to occur within two months.
- New fillable payment coupons have been posted to the DEMHRA website.
- A log was created to record time-sensitive correspondence.
- Prepared a list of frequently asked questions (FAQ's) to be posted on the DEMHRA website.

IV. Chair's Report:

- Mr. Crane stated that due to the Governor's emergency order, this meeting was conducted via teleconference, however he hoped that our next board meeting will be at our new location in our own conference room.
- Mr. Crane thanked Mr. Strine for his assistance with preparing the details for the lease agreement.
- Renovations for the new office includes (office lighting, painting, new carpeting) should be completed in time for a June move-in date.
- Rent was waived/abated until September since DEMHRA is paying for the renovation costs.
- Mr. Crane reiterated that this new location will better suit our needs as it is ADA compliant, has more storage space, and our own conference room.
- As this is her last board meeting, Mr. Crane thanked Ms. Fuchs for her service to the Board and to the manufactured housing community. He apologized that a reception could not be held for her due to the Governor's emergency order.

V. Approval of Financial Matters:

A. Recent Financial Activity:

Mr. Sutton reviewed the Financial Reports for February and March 2020. Mr. Sutton stated that these reports are for informational purposes only and therefore do not require a vote.

B. Legal Counsel Invoice:

The Board reviewed the February invoice from Ms. Rhoads in the amount of \$ 2,292.25, and the March invoice in the amount of \$4,927.60.

C. Arbitrator Invoices:

The Board reviewed the invoice from Moore & Rutt for legal fees for Docket 07-2018 (Writ of Prohibition, Wild Meadows) in the amount of \$5,200.60.

Keller-Williams Invoices:

The Board reviewed the invoices from Keller Williams for \$3,000.00 (deposit and 1st month's rent.

A motion to approve the above invoices collectively was made by Mr. Dunn and seconded by Mr. Meldrum. The motion carried 5-0.

VI. Unfinished Business:

A. Lakeside and Riverwinds Communities Update – Lakeside has not contacted the Division of Revenue to register their Trust Fund Account. Mr. Crane instructed Mr. Sutton to call and let them know they are not compliant, and to give them 10 days to respond. If they do not respond within those 10 days, they will face legal action.

B. FAQs for Website:

After a review of the FAQs by the Board, DMHOA President, Mr. Kinnick requested that Mr. Sutton add to the FAQs, the DMHOA website link where tenants could get additional information regarding assistance with emergency home repairs.

C. DEMHRA Office Relocation and Approval of Lease Summary:

The lease summary was reviewed. The tentative move-in date is June 1, 2020. As soon as the date is solidified, the current landlord will be given proper notice. Since the current lease expires May 31, 2020 and has no other stipulations, no problems are foreseen.

Mr. Strine provided an update on the renovations. He should have a hard completion date by the end of April. Signage would be coordinated with the new owner. Mr. Strine can provide the name of a signage contractor close to the new office, if requested.

VII. New Business:

A. L&W Professional Liability Insurance Application Review:

Mr. Sutton indicated that the application was completed and returned to L&W Insurance April 15, 2020.

B. CPI-U Update:

As of March 11, 2020, the CPI-U rate is 1.504%.

C. Rent Increases During Pandemic:

There is nothing in the Statute that addresses this.

D. On-Line Remittance Forms:

This was previously discussed.

E. Action Items:

Action items with a timeline for the relocation included: notifying the City of Dover to create a new account transferring the electric at 1981 S. State Street to DEMHRA with an effective date of May 1, 2020; notifying the post office of the change of address; purchasing a new address stamper, identifying files to be boxed and moved, contacting a mover; preparing a list of furniture to be purchased; transferring Comcast equipment to new office; and asking our cleaning person if she would be interested in cleaning the new office.

VIII. Public Comments:

Mr. Kinnick inquired if Cool Branch has registered with DEMHRA. The community was sold in March. The community file has no documentation. Mr. Sutton will follow-up.

Mr. Daly and Ms. Fuchs will be resigning from the Board as they are both retiring. Mr. Crane reminded them if they haven't already done so, contact the appointing authorities to begin a search for their replacements. Mr. Crane thanked them for serving on the DEMHRA Board. Mr. Crane suggested that we need to establish emergency procedures so that we have a plan in place in case of another public emergency.

Ms. Fuchs expressed concern that DEMHRA may need to add additional staff to handle an increased workload and more responsibilities.

DEMhRA counsel, Ms. Rhoads has been working from home and is available but said she is limited in what she can do in executing legal actions against community owners. She stated that the courts are backed up due to the Governor's Emergency Order relating to the pandemic.

- IX. 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.

As there were no items to discuss, the Board did not go into Executive Session.

X. Next Meeting Date – Adjournment

The Board set the next meeting date as June 4, 2020 at 1:30 p.m. Mr. Crane did not accept a motion to adjourn as all the topics in the agenda were addressed. The meeting was adjourned at 2:08 p.m.

Respectfully submitted,

Gregg Sutton
Executive Director