

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**

**1979 S. State St.  
Dover, DE 19901**

**Minutes of August 27, 2020 Board Meeting**

**IN-ATTENDANCE:**

Authority: Mitch Crane  
William Dunn  
George Meldrum  
Richard Hrycyshyn  
Andy Strine  
Pat Malone (Non-Voting Member)

Gregg Sutton (Executive Director)  
Jane Sabo (DEHMRA Assistant)  
Lorraine Hrycyshyn (Office Assistant)

Legal Counsel: Melissa Rhoads

Other: Jennifer Allen – First State Manufactured Housing Association  
David Weglinski, Wild Meadows  
Tom Braksatof, Wild Meadows

William Kinnick, DMHOA  
Brian Eng – DOJ  
Lavincent Harris – DOJ

**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 July 16, 2020 minutes was made by Mr. Meldrum and seconded by Mr. Hrycyshyn. The motion carried 5-0.

**III. Chair's Report:**

- Mr. Crane had everyone introduce themselves.
- He also noted the new equipment purchased for the Board Room (telephone with speaker and a Smart TV), for video conferencing. He added that the conference room could also be used for community meetings.
- Upon the advice of the Board attorney, Mr. Crane acknowledged that no further action would be taken on the Fieldwood Community.
- Mr. Patrick Malone from the Attorney General's Office was recognized as the newest board member, replacing Dan Daly who retired.
- Mr. Crane also received emails from Attorney Michael Morton and community owner Robert Tunnell III outlining their plans for conducting rent justification meetings in order to be in

compliance with the Governor's Emergency Order. Mr. Crane stated that based on the information he received from Mr. Morton, they were in compliance with the Governor's Emergency Order.

- The Executive Session will take place after the regular meeting to discuss personnel matters.

#### **IV. Executive Director's Report**

Mr. Sutton noted that since the last regular Board Meeting July 16, 2020, the following has occurred:

- Introduced and welcomed Mrs. Lorraine Hrycyshyn, new office assistant. With the addition of Mrs. Hrycyshyn, we now have an administrative assistant and office coverage five (5) days a week.
- We survived a tornado and lost power for 2 days, however our services were not compromised, as we are hard wired,
- We now have a hands-free phone, and smart TV, for ZOOM and conference calls.
- Executive Director's Handbook is being updated,
- Handouts of Chapter 70 were distributed to all board members and the Board attorney.
- Website had errors and omissions but is now correct and up to date.
- Mr. Meldrum agreed to continue on the Board for another term. He will contact his appointing authority.
- Mr. Sutton added that he was appointed by the Governor of Delaware as a Commissioner for the Delaware Commission of Veterans' Affairs.

#### **V. Legal Counsel Report:**

Ms. Rhoads provided an update on 10 delinquent accounts as follows:

Countryside Mobile Estates – After the suit was filed, it was believed that had paid. However, it has been subsequently discovered that they were confused with another park with a similar name. They should still be served.

Village of Cool Branch – Resolved, and dismissed

Minquadale Village – Suit filed, not yet served. Filing an alias to attempt to serve additional addresses.

Leisure Point is resolved, and dismissed.

J&J – After suit and motion for default were filed, Mr. Case paid. The new owner, his grandmother established an account and also paid. The account is still showing as delinquent so lawsuit will not be dismissed until delinquency is resolved.

Appleby – Motion for default to be heard on August 28, 2020.

Woodland – no response to final demand letter. No payment so suit filed.

Forest Park – no response to final demand letter. No payment so suit filed.

Magnolia Crossing – still trying to reach out to new owner

#### **VI. Approval of Financial Matters**

##### **A. Recent Financial Activity & Report (Information Only)**

Mr. Sutton reviewed the Financial Report for July 2020. This report was for informational purposes only and has been posted on the DEMHRA website.

##### **B. Legal Counsel Invoice:**

The Board reviewed the July invoice in the amount of \$1,783.60. A motion was made to approve the invoices by Mr. Dunn seconded by Strine. The motion was carried 5-0.

**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 \$220.00.

Excel Business Systems invoice in the amount of \$120.00.

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

**VII. Reports:**

**A. Compliance Matters (Executive Director):**

**1. Delinquent Parks Report:**

The following parks were referred to legal counsel for action. They are now delinquent two quarters:

Bay City, Bethany Crest, Big Oaks, Burgundy Villa, Carey Estates, Cedar Village, Country Acres, Dackerg, Forest Park, Fox Pointe, Granada Court, Hecker Properties, Holiday Acres, Holly Hill, Kings Cliffe, Lakeside, Oak Gove, Oakway, Sandhill MHP, Spring Creek Rentals, Stage Village, THP, Timber Acres, Vanessa MHP, Wilson Avenue, and Woodside.

A motion for an amendment was made to refer all above 2<sup>nd</sup> qtr. delinquent accounts to legal counsel by Mr. Dunn and seconded by Mr. Meldrum. Motion passed 5-0.

**2. Compliance Investigator Report:**

Mr. Ray Absher contacted Mr. Sutton regarding the purchase of a property on Towers Road in Seaford and whether or not the community was in good standing with DEMHRA. Mr. Sutton sent a Compliance Investigator and confirmed there are 7 homes owned by an elderly gentleman, named Mr. Bill Tower. The property has never been registered as a community with DEMHRA and therefore is not in compliance with Chapter 70. Mr. Sutton is going to send a letter to Mr. Tower regarding compliance and payments.

**B. Arbitration:**

**1. Open Dockets for Arbitration Matters and Status:**

**Docket 07-2016 & 08-2016 (Combined), Rehoboth Bay**

This docket was re-opened and has been appealed to Superior Court.

**Docket 10-2017 & 04-2019 (Combined), Wild Meadows**

This docket has been appealed to Superior Court and is stayed until discovery dispute is settled.

**Docket 07-2018, Wild Meadows Writ of Prohibition**

This docket is awaiting dismissal from Superior Court

**Docket 03-2019, Murray Manor**

This docket has been appealed to Superior Court

**Docket 01-2020, Winterset Farms**

Pending, docket, recently opened.

**Docket 02-2020 Canterbury Crossing**

Pending Docket just opened.

**2. Open Dockets for Arbitration Costs:**

Mr. Sutton reviewed costs incurred to date which was for informational purposes only.

**VIII. Unfinished Business:**

**A. Magnolia Crossing (Past Ownership Timeline):**

Was sold on July of 2020, DEMHRA and Attorney General's Office have not been notified.

DMHOA and DEMHRA have never been notified of intent to sell. The name of the new owner is CTM 2 LLC, however Mr. Mulligan still manages property.

Mr. Kinnick suggested DOJ be notified. Mr. Lavincent Harris, an investigator from the DOJ added that the Div. of Revenue should also be notified.

Mr. Crane suggested:

1. Consumer Protection should be notified,
2. Contact present owner regarding noncompliance Chapter 70.

**B. Countryside** – sold to Mr. Matthew Davis on June 17, 2020. DEMHRA was never notified of sale of community. Mr. Sutton will send the community owner a letter advising of noncompliance.

**C. Ridgewood Manor** – Has No HOA. Right of First Offer sent, and will follow up October 2020.

**D. Woodland Manor** – is now known as Serenity Estates

**E. Cool Branch** – is now known as Hometown Village of Cool Branch LLC>

**F. Lynch's MHP**– as of August 17, 2020 park has been sold lawyers are still working on it.

**G. Vanessa MHP** – Mr. Gibbs is the owner and he said property had not closed yet and was in the Court of Chancery.

**H. Magnolia Estates** - Mr. Kinnick from DMHOA apprised Mr. Sutton that he had a phone call from one of the residents that the park had two ownership changes in the last two years. The Division of Revenue provided a timeline of ownership. It is unclear whether the park is now owned by Magnolia Estates or Magnolia Crossing.

**I. Update on Right of First Offer (Sales, Closings, Change in Use of Land):**

Ridgewood Manor is for sale and Right of First Offer letters have been sent to the tenants. No HOA was formed in the last 30 days.

**J. Glasgow Court:**

Mr. Kinnick asked about Glasgow Court – Homeowners are still in limbo because of change of land use.

Mr. Crane addressed the terms - land use change vs. change of land use.  
Mr. Kinnick was advised to put all concerns in writing and submit to our legal counsel so research can be done, and community can be correctly advised.

**K. BDO Engagement Letter Update:**

This was previously discussed.

**L. Village of Cool Branch Update (Referred to Legal for Non-Compliance to Register with DEMHRA):**

This was previously discussed.

**IX. New Business:**

- A. Countryside Hamlet sold without notifying DEMHRA.
- B. Title 25 Chapter 70 Revisions
- C. Better communications and Audio/Visual Equipment for conference room-discussed previously
- D. Docket #07-2018 Wild Meadows Appealed to Supreme Court

**E. Action Items:**

- Cool Branch-Closed
- Magnolia Crossing-discussed previously

**X. Public Comments:**

Mr. Kinnick discussed his public comments regarding Glasgow Court and Magnolia Meadows.

**XI. Executive Session:** The Board went into Executive Session to discuss a personnel matter.

**XII. Post Executive Session:** The Board reconvened after a vote to come out of Executive Session. By a 5-0 vote, the Board approved a salary increase for the DEMHRA Assistant.

**XII. Next Meeting Date: Adjournment**

The Board set the next meeting date as October 1<sup>st</sup> at 1:30 p.m.  
The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Gregg Sutton  
Executive Director