

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**

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

Pursuant to 29 Del. Code 10004, the Board of Directors of the Delaware Manufactured Home Relocation Authority convened a hybrid meeting on **August 25 2022**, commencing at **1:30 P.M.** at 1979 S. State Street, Dover, DE 19901.

**Minutes of August 25, 2022 Board Meeting**

**IN-ATTENDANCE:**

Authority: Mitch Crane  
William Dunn  
Patrick Malone (Non-Voting Member) Via Zoom  
  
Willie Savage (Executive Director)  
Lorraine Hrycyshyn (DEMHRA Assistant)

Other: Dletmar Panzig, Southern Meadow

Via Zoom: Melissa Rhoads, Legal Counsel  
Jen Allen, First State Manufactured Housing Association  
Richard Hrycyshyn

**I. Call to Order:**

- Mr. Crane called the hybrid Zoom meeting to order at 1:30p.m. All were in attendance except Mr. Strine, and Mr. Meldrum. There was a quorum present.

**II. Review and Approval of Minutes:**

A motion to approve the July 25, 2022 minutes was made, two corrections of dates, one on page 3 and one on page 5 were made and seconded. The motion carried 3:0 with two in absentia.

**III. Chair's Report:**

- Mr. Crane introduced the new Executive Director, Willie Savage.

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

- The office has approved and processed 76 rent certifications.
- The website has been updated to reflect the change in the executive director position.
- The office assistants are still working modified hours to assist the Executive Director as he continues to learn. Mr. Savage does not anticipate the modified hours will be needed for another full month.
- Mr. Crane noted that Mr. Sutton was asked to stay on as a consultant
- Mr. Savage advised Mr. Sutton has not invoiced DEMHRA for consultation, to date.
- Mr. Crane asked Mr. Savage to keep a record of Mr. Sutton's hours and he would be compensated.
- There were no questions for Mr. Savage.

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

- Only one matter being brought to litigation-Laws MHP is in the process of paying. The lawsuit will be dismissed when their payments are reflected on Christine Hambelton's report.
- Pine Haven has paid, and is currently in the process of selling the park to Blue Water, who will start paying assessments in September 2022
- THP payments were located- account is up to date.
- Dackerg MHP has also been paid.  
County Seat Gardens MHP – efforts to contact the owner continue.
- Any violations that might prevent a community from increasing rent should be reported to DEHMRA and the DE DOJ by DNREC and DE Department of Health.
- Bill Dunn raised the question if Murray Manor has such a violation. Melissa asked if Murray Manor has requested a rent increase? Bill Dunn responded their new leases are due in September. Mr. Crane said that this has been a standing issue and does not know what ruling has come. He suggested Ms. Rhoads might want to follow up.
- Mr. Crane asked Ms. Rhoads if it would be best of DEMHRA contacted these agencies whenever we receive a rent increase request, and find out if there have been violations or should we rely upon those agencies to inform us.
- Ms. Rhoads answered that from this point forward they should be informing us, but you have to be accurate, and we don't know about this last year. They have not been obligated to inform us.
- Mr. Crane asked her if she could compile a list of those agencies that she thinks might be in a position to inform us these things and then we could send them a letter indicating to notify us if any existing violations and any future violations? MS. Rhoads responded yes.
- Regarding Murray Manor, Ms. Rhoads' current reading of Chapter 70 does require us to take any action until Murray Manor seeks a rent increase
- Mr. Crane asked if this would include violations that occurred prior to the enactment of this bill, or not. Ms. Rhoads "Yes, as the lookback period is one year."

#### **V1. Approval of Financial Matters:**

##### **1. Recent Financial Activity & Report (Informational Purposes Only):**

The July 2022 Financial Report was reviewed and posted on the DEMHRA Website.

Mr. Savage reviewed the July 2022 financial report. It has been posted on the DEMHRA website. Petty cash was replenished.

**2. Approval of Legal Counsel Invoices:**

The Board reviewed the July invoice from Tighe and Cottrell in the amount of \$4,060.15.

**3. Approval of Other Invoices:**

The Board reviewed the July Invoice from LinkedIn in the amount of \$164.22, an invoice from Indeed in the amount of \$264.17, and The Spanish Group June Invoice in the amount of \$267.03.

Approval all the above invoices was made collectively and carried 3.0.

**VII. Reports:**

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

**Community Owner Registration Update:**

- Out of 180 communities, 49 have not sent in their registration forms.
- In regard to the communities not returning their registrations, Mr. Crane asked what the plan was in handling them. When the registrations are sent out September of last year, the deadline for return of last year was December. Mr. Crane feels when the registrations are late, we should send a letter giving the communities 10 days or we will take legal action. They are required by law to file their registration forms,

**Delinquent Parks Report:**

- Fords MHP paid.
- Countryside Mobile Estates, Hecker Properties, Holiday Acres, and Sandhill MHP, are all now two quarters late and have been referred for legal action.

The board is in favor 3.0 to send them for legal Action.

**B. Arbitration Matters:**

**1. Update on Status of Arbitrator Costs for Open Dockets:**

**Wild Meadows HOA vs. RHP Properties/Wild Meadows MHC (Docket 07-2018):**

8/15/2022 - A settlement was reached in Superior Court and is now closed.

**Wild Meadows HOA vs. RHP Properties/Wild Meadows LLC (Docket 04-2019):**

8/15/2022 – No Pending Date

**Wild Meadows HOA vs. RHP Properties/Wild Meadows LLC (Docket 04-2020):**

8/15/2022 – No Pending Date

**Shady Park HOA vs. Shady Park MHC LLC (Docket 01-2021):**

8/15/2022 – No Pending Date

**Ridgewood Manor vs Ridgewood Manor II LLC (Docket 02-2021):**

8/15/2022 – No Pending Date

**Canterbury Crossing HOA vs Canterbury Crossing MHP (Docket 03-2021):**

8/15/2022 – No Pending Date

**Pot-Nets Lakeside HOA vs Tunnel Companies (Docket 04-2021):**

8/12/2022 – Post-hearing briefing rescheduled - parties provided good cause for extension

**Richard Ruben vs Bon Ayre LLC (Docket 01-2022):**

8/08/2022 – Closed – Parties Settled – final invoice will be sent

**2. Arbitrator Costs:**

Arbitrator costs were listed on the spreadsheet given to the Board.

**VIII. Unfinished Business:**

**A. Parks for Sale:**

Canterbury Crossing – 8/23/22 – Property has not been sold.

Colonial East – Sold to RHP Properties. Trust Fund account set up.

Country Acres – 8/23/22 – Still for Sale – Not sold yet

Enchanted Acres – 8/23/22 – Property has not been sold

Oak Forest – 8/4/22 – Sold to Tortella Realty. Trust Fund Account must be set up

Pine Haven – Settlement delayed until September, 2022

Silver Oaks – Signed Contract – Tentative Settlement September, 2022

Sussex East - Sold to RHP Properties. Trust Fund Account set up

Sussex Manor – Sold to RHP Properties. Trust Fund Account must be set up.

Winterset Farms – 8/23/22 - Still for Sale – Not sold yet.

**B. Change in Use Update:**

Timberlane – No applications were received.

**C. Oakway is Contesting Number of Homes –**

There is a discrepancy in count - Our compliance investigator counted 39 homes, 14 were not subject to assessment, Nicole Faries noted that of the 14 not subject to assessment, some were rented. 25 Homes were subject to assessment. The community owner said they should be responsible for only 7 or 8 homes. Mr. Crane said if there is a discrepancy, the community owner has an obligation to prove it. Ms. Faries should provide evidence of the case.

**D. Legislative Update on SB 317, HB374 w/HA1 + SA1 – They are in recess**

**E. Office Inventory Update – Labeling of equipment must be done**

**F. Update on Paradise Cove - Mr. Malone indicated they are still talking with Bob Valihura.**

**IX. New Business: None**

**X. Public Comments:** Discussion was held regarding continuing ZOOM, the equipment must be checked and repaired, or using the Polycom System.

**XI. Executive Session:**

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

**XII. Next Meeting – Adjournment:**

The Board set the next meeting date as September 22, 2022 or September 29 at 1:30 P.M.  
The meeting was adjourned at 1:18 P.M.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Willie L. Savage", with a long horizontal flourish extending to the right.

Willie L. Savage  
Executive Director