

**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 meeting on **September 29, 2022**, commencing at **1:30 P.M.** at 1979 S. State Street, Dover, DE 19901.

**Minutes of September 29, 2022 Board Meeting**

**IN-ATTENDANCE:**

Authority: Mitch Crane  
William Dunn  
Andy Strine  
George Meldrum (Via Zoom)  
Richard Hrycyshyn (Via Zoom)  
Patrick Malone (Non-Voting Member)  
Melissa Rhoads, Legal Counsel

Willie Savage (Executive Director)  
Jane Sabo (Assistant to the Executive Director)

Other: Bill Kinnick, DMHOA  
Henry Clum, DMHOA  
Dietmar Panzig, Southern Meadow  
Erin Lee, Angola Beach & Estates  
Sam Saunder, Donovan-Smith

**I. Call to Order:**

Mr. Crane called the meeting to order at 1:30p.m. The quorum requirement was satisfied.

Mr. Crane stated that Zoom meetings are no longer required or allowed under the Emergency Order that has expired. However, if the Board Members have a situation and are willing to attend the meeting via Zoom, we will accommodate them.

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

A motion to approve the August 25, 2022 minutes was made. The motion carried 5:0.

## **III. Chair's Report:**

- The legislature will be back in session in January, 2023. There have been conversations about reviving the compensation bill for DEMHRA Board Members. If anything changes, Mr. Crane will inform the Board.
- The Executive Director is finishing his second month. It seems everything is running efficiently. Mr. Strine commented that he has had no complaints regarding the certification letters, so the process seems to be working well. Mr. Crane also complimented our Solicitor, Ms. Rhoads, on how she is handling everything in an efficient manner, thus avoiding filing lawsuits unnecessarily.

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

- Since the last report, the office has reviewed and approved 84 rent increase certifications. Mr. Strine commented that September is the busiest time for rent increase so that they can be certified within the 90 days to meet the January 1<sup>st</sup> effective date. Mr. Savage commented that the process in place seems to be working, but he will continue to monitor the process and make changes if necessary.
- In a conversation with the Department of Justice regarding Paradise Cove, Mr. Savage requested Paradise Cove to submit a written proposal to our Solicitor. Ms. Rhoads has just received the proposal and will be reviewing it. If further discussion is required, it will be addressed in a future Executive Session.
- A member of the HOA of Timber Acres called Mr. Savage on September 28, 2022. They are under the impression that they are no longer subject to Title 25, under Chapter 70 since they purchased the property. They currently are not paying into the fund, but they have paid into the fund in the past, so they are requesting a refund of past payments. Mr. Savage added that they own the land outright and there is no exchange of funds between the HOA and the residents, so based on that they do not feel that they are subject to the Statute. Mr. Crane requested that Mr. Savage contact the HOA and ask them to provide a written refund request. Once received it can be placed on the next meeting agenda for discussion.
- At the direction of Mr. Crane, in response to Representative Anton's request, Mr. Savage was asked to follow-up with Representative Anton's office regarding Timberlane's change of use. Representative Anton was concerned about the Housing Authority's responsibilities as far as providing assistance to the tenants. Per Mr. Crane, everything has been done in accordance with the law, and it is outside of DEMHRA's purview. Mr. Savage was communicating with Representative Anton's staff for clarification of what it is exactly that they need from us. Once this is determined, Mr. Savage will decide if he should attend the meeting. date.

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

- County Seat Gardens is two quarters late in assessment fee payments. The only address for them is a post office box, so they cannot be served. Mr. Savage visited to community to find out if the tenants had the owner's contact information. He was unsuccessful in finding out the owner's contact information. Mr. Crane suggested that our Solicitor investigate the FOIA procedure for getting ownership of the post office box. She will investigate this as well as

checking with the Delaware Division of Corporations since there must be a registered agent listed on their records. After checking those avenues. If unsuccessful, she will schedule a meeting with the Board to discuss possible court action requirement to publish.

- There were four parks referred for legal action at the August 25, 2022 meeting. Those communities have paid.

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

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

Mr. Savage reviewed the August 2022 financial report. It will be posted on the DEMHRA website.

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

The Board reviewed the July and August invoices from Tighe and Cottrell in the amounts of \$4,060.35 and \$1,832.40 respectively.

### **3. Approval of Other Invoices:**

The Board reviewed the Zoom renewal invoice in the amount of \$149.90.

A motion to approve all invoice collectively. The motion carried 5:0.

## **VII. Reports:**

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

#### **1. Compliance Investigator Report:**

There are 5 or 6 communities left to audit for the 2021-2022 annual registration forms that were not sent in. The 2022-2023 annual registration returned forms will be discussed at the next meeting.

#### **2. Community Owner Registration Update:**

There are six audits to complete for 2021-2022 for those communities who did not return their annual registration forms. We have been receiving annual registration forms for 2022-2023 and will report the figures at the next meeting.

#### **3. Delinquent Parks Report:**

Stage Village is two quarters late. A motion carried 5:0 to sue Stage Village.

### **B. Arbitration:**

**1. Update on Status of Open Dockets:** Nothing new to report.

**2. Arbitration Costs:** Nothing new to report

## **VIII. Unfinished Business:**

### **A. Update on Parks for Sale:**

Canterbury Crossing – Still not sold  
Country Acres – Still not sold  
Enchanted Acres – Still not sold  
Oak Forest MHP – Sold. New owner working with DOR to set up account.  
Pine Haven – Sold 9/15/22  
Pleasant Valley – Nothing to report  
Silver Oaks -Contract has fallen through  
Winterset Farms – Still not sold.

**B. Change in Use Update:** Not discussed, will update at the next meeting.

### **C. Approval of Applications:**

#### **Pine Point Park:**

##### **Lot #3 (Kendall Dorsey) Demolition:**

Ms. Jenson (owner) is requesting reimbursement as she has paid the mover for expenses incurred in the amount of \$5,572.30. The maximum amount allowed is \$4,600.00. A motion to approve \$4,600.00 carried 5:0.

#### **Lynch's MHP:**

##### **Michell Adkins, 71 Lynch Road, Milford, DE 19963**

Relocation Benefits in the amount of \$12,000.

A motion to approve the above benefits carried 5:0.

**D. Policies and Procedures:** Nothing to report.

## **IX. New Business:**

The new CPI-U update of 9/14/22 is 6.382%. The formula to determine certifications will be updated to 6.691%.

## **X. Public Comments:**

Mr. Kinnick reported that DMHOA is working with the Department of Justice regarding Pine Haven's sale. The notice of sale was sent to the tenants, and it is incorrect for the tenants residing in manufactured homes. The notification states that in three years the park would be going through a change in use, and it would be converted to an RV park at that time.

Mr. Kinnick also received another letter requesting a meeting regarding Timberlane. He reiterated that DMHOA would not support Timberlane's request for a meeting as DMHOA as it is a housing issue they cannot control.

Mr. Crane asked the DMHOA attendees about the reactions from the community relative to the rent increases under the new law. Mr. Kinnick responded that there have been a few complaints, but he believes this was because of the misunderstanding of the CPI-U. DMHOA has met with quite

a few community owners and explained that this has nothing to do with the owners, but it is because of the high inflation rate that rent increases have become so high. Even if it was done the old way it would still be high.

Mr. Clum reported that the Barclay Farms rent increases include capital improvements. He has contacted Attorney Whitelok from CLASI who will review the leases.

**XI. Next Meeting – Adjournment:**

The Board set the next meeting date as October 27, 2022 at 1:30 P.M.  
The meeting was adjourned at 2:17 P.M.

Respectfully submitted,

Willie L. Savage  
Executive Director