

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 **October 27, 2022**, commencing at **1:30 P.M.** at 1979 S. State Street, Dover, DE 19901.

Minutes of October 27, 2022 Board Meeting

IN-ATTENDANCE:

Authority:	Mitch Crane William Dunn (Absent) Andy Strine George Meldrum Richard Hrycyshyn Patrick Malone (Non-Voting Member) Melissa Rhoads, Legal Counsel
	Willie Savage (Executive Director) Lorraine Hrycyshyn (Assistant) HOW TO
Other:	Henry Clum, DMHOA David A. Luna, Dover Air Park HOA Edward S. Rickards, Dover Air Park HOA Jan Allen, FSM Terry Saunders, Donovan-Smith Sam Saunders, Donovan-Smith

I. Call to Order:

Mr. Crane called the meeting to order at 1:30p.m.

II. Review and Approval of Minutes:

Mr. Hrycyshyn noted a correction to be made on Page 2, Section IV - Executive Directors' Report, Bullet number 3, first line – date indicated September 28, 2023, should be September 28, 2022.

A motion to approve the September 25, 2022 minutes with the correction was made.
The motion carried 4:0.

III. Chair's Report:

- Mr. Dunn is absent, everyone else is here, we have a quorum.
- George Meldrum has been reappointed to another term by Delaware Speaker of the House, Peter Schwartzkopf, his term will run until October of 2025.
- Mr. Savage, our Executive Director, has completed his 90-day probation and in accordance with the agreement that was reached upon his hiring. He is no longer on probation, and his salary will increase to what it was initially agreed upon. Thank you for your service.
- Mr. Crane reiterated DEMHRA's board does not have the authority to take any action that does not comply with Title 25, Chapter 70.

IV. Executive Director's Report:

- Mr. Savage established a contact at DNREC who will alert DEMHRA whenever a notice of violation is issued that might could affect a landowner's ability to increase lot rent. Mr. Savage and the DNREC contact are working out notification details.

V. Legal Counsel Report:

- County Seat Gardens is in compliance. There is a delay in the application of payments due to an upgrade of Department of Finance's computer system. Counsel will follow up on November 10, 2022.
- Upstage Village is in compliance.
- Laws Mobile Home is delinquent again due to a bounced check. Counsel will send a follow up letter if Laws Mobile Home does not respond to phone calls.
- Counsel confirmed landowners who submit bad checks are notified via letter.

V1. Approval of Financial Matters:

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

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

2. Approval of Legal Counsel Invoices:

The Board reviewed the September Invoice from Tighe and Cottrell in the amount of \$1,770.35.

3. Approval of Other Invoices:

The Board reviewed The Spanish Group Invoices that were skipped at the last meeting and reviewed the new Spanish Group Invoice for \$118.15.

The Board also reviewed the Computerization 1 on 1 LLC invoice that was also skipped at the last meeting.

A motion to approve the above invoices collectively. The motion carried 4:0.

VII. Reports:

A. Compliance Matters (Executive Director):

1. Compliance Investigator Report:

The audits for the 2021-2022 Annual Registrations have been completed.

2. Community Owner Registration Update:

We have received 88 out of 176 annual registration forms as of today for 2022-2023.

The due date for the receipt of Community Owner Registration Forms is December 31, 2022. A follow-up notification will be sent at that time.

3. Delinquent Parks Report:

- Fords Mobile Home Park is paid up to the end of the third quarter.
- Parks that are two quarters late: Laws MHP and Hecker Properties. Hecker Properties has made no payments as of the 24th, but as mentioned earlier there is a backlog at the DOF.
- Mr. Crane inquired about Laws MHP, the fact that multiple checks bounced. Melissa replied they had not paid since 2020 and a demand letter was issued.
- Mr. Crane requested we ask for documentation from both of the above delinquent parks to show good faith.

B. Arbitration:

1. Update on Status of Open Dockets:

Docket 01-2021 – Shady Park HOA vs. Shady Park MHC- 10/7/22 – Opening brief filed, answering brief to be filed on 11/7/22.

Docket 02-2021 – Ridgewood Manor HOA vs. Ridgewood Manor II MHC LLC – 10/7/22 – Attorney Zerbato was granted Oral Argument Re-scheduled for 2/10/23 in person

Docket 04-2021 – Pot-Nets Lakeside HOA vs. Lakeside Community – 10/14/2022 – Received Notice of Appeal to Superior Court from Attorney Zerbato. Received Invoice from Mr. Spence.

Docket 01-2022 Richard Ruben vs. Bon Ayre Land, LLC – Received Final Invoice – Completely Settled

2. Arbitration Costs:

- The Board reviewed the Final Invoice from Young & McNelis for Docket 01-2022 – Bon Ayre LLC in the amount of \$1,425.00.
- The Board reviewed the Final Invoice from Stephen Spence for Docket 04-2021 – Pot Nets Lakeside in the amount of \$4,387.50.

A motion to approve the above invoices collectively. The motion carried 4:0.

VIII. Unfinished Business:

A. Update on Parks for Sale:

Canterbury Crossing – Still not sold – On Indefinite Hold

Country Acres – Still not sold

Enchanted Acres – Still not sold – On Indefinite Hold

Oak Forest MHP – Now Known as Paradise Park. New owner working with DOR to set up Account.

Pine Haven – Now known as Blue Beach Bungalows. Is adjacent to Jellystone Park, will become part of Jellystone Park. They will have to file a Change in Use and are looking for a time frame of 1 to 3 years for the camper trailers and mobile homes to be gone.

Pleasant Valley – Owner is in talks with DMHOA ...wants to help residents

Silver Oaks -Contract has fallen through

Winterset Farms – Taken off the market, still advertising nationally and will entertain offers, if any, to purchase.

B. Change in Use Update:

Approval of Applications:

Lynch's MHP:

Michelle Adkins, 71 Lynch Road, Milford, DE 19963 – Ms. Adkins has been moved and we have received the CO. Approval of Marshall and Bailey Invoice is needed for relocation benefits in the amount of \$12,000.

Timberlane:

Zackerie Crawford, 21 Persimmon Tree Dr, Newark DE 19702 - Conditional approval for non-relocatable payment for a single-wide in the amount of \$12,000.00, Reybold did the appraisal and will be reimbursed \$200. Owes taxes and needs to sign the waiver letter to have DEMHRA deduct payment of taxes from his benefit.

April Clancy, Brett Clancy Marion Veasey, 116 Willow Tree Lane, Newark, DE 19702 – Conditional approval for non-relocatable payment for a double-wide in the amount of \$16,000.00 Reybold did the appraisal and will be reimbursed \$200. Owes taxes and needs to sign the waiver letter to have DEMHR deduct payment of taxes from his benefit.

Miguel Angel Sanchez, 117 Hickory Tree Circle, Newark, DE 19702 - Conditional approval For non-relocatable payment for a double-wide in the amount \$6,000.00, Reybold did the appraisal and will be reimbursed \$200. Owes taxes and needs to sign the waiver letter to have DEMHR deduct payment of taxes from his benefit.

Pamela Schroth, 121 Hickory Tree Circle, Newark DE 19702 - Conditional approval for non-relocatable payment for a single-wide in the amount of \$6,700.00, Reybold did the appraisal and will be reimbursed \$200. Owes taxes and needs to sign the waiver letter to have DEMHRA deduct payment of taxes from his benefit.

Salvadore Limon, 135 Persimmon Tree Dr., Newark, DE 19702 - Approval for non-relocatable payment for a single-wide in the amount of \$10,100.00, Reybold did the appraisal and will be reimbursed \$200.

Baltazar Rosiles-Frutos, 151 Oak Tree Circle, Newark, DE 19702 - Approval for non-relocatable payment for a single-wide in the amount of \$5,200.00, Reybold did the appraisal and will be reimbursed \$200.

Antonio Flores-Ortiz, 156 Persimmon Tree Dr., Newark, DE 19702 - Conditional approval For non-relocatable payment for a single-wide in the amount of \$11,200.00, Reybold did the Appraisal and will be reimbursed \$200. Owes taxes and needs to sign the waiver letter to have DEMHRA deduct payment of taxes from his benefit.

A motion to approve the above benefits carried 4:0.

C. Policies and Procedures: It is still a work in progress.

IX. New Business:

- Timber Acres has requested a refund but has not provided documentation to support their request.
- Sussex Manor is currently up to date with their payments, but there were two quarters in 2019 for which payment was not received. Christine Hambleton at the Department of Finance was asking if the board would consider writing that amount off. It is between \$835.00 and \$870.00.

X. Public Comments:

Terry Saunders, resident of Donovan-Smith MHP, expressed concerns about 2023 rent increase Approval because DNREC has documented Notices of Violation in the community.

XI. Next Meeting – Adjournment:

The Board set the next meeting date as December 8, 2022 at 1:30 P.M.
The meeting was adjourned at 2:05 P.M.

Respectfully submitted,

Willie L. Savage
Executive Director