

## **PUBLIC MEETING NOTICE**

Pursuant to 29 Del. Code 10004, the Board of Directors of the Delaware Manufactured Home Relocation Authority shall convene a Board Meeting on **February 29, 2024**, commencing at **1:30 P.M.** at 1979 S. State Street, Dover, DE.

### **Agenda for Meeting February 29, 2024**

- I. Call to Order – 1:30 P.M.
- II. Minutes of Board Meeting January 25, 2024
  - A. Review
  - B. Discussion and Approval
- III. Chair’s Report
- IV. Executive Director’s Report
- V. Legal Counsel Report
- VI. Approval of Financial Matters
  - A. Recent Financial Activity & Report (For Informational Purposes Only)
  - B. Approval of Invoices
- VII. Reports
  - A. Compliance Matters (Executive Director)
    - 1. Compliance Investigator Report
    - 2. Delinquent Parks Report (Kings Cliffe Demand Letter)
    - 3. Community Owner Annual Registration Forms Returned
  - B. Arbitration (Update on Status of Open Dockets)
  - C. Rent Increase Certification Requests (January)
- VIII. Unfinished Business
  - A. Update on Parks for Sale
  - B. Update on Parks Going Through Change in Use Update
    - 1. Timberlane
    - 2. Pine Haven
    - 3. Lynch’s MHP

C. Approval of Applications:

1. Timberlane
2. Pine Haven
3. Lynch's MHP

D. Create Handbook for New Chair (Mitch Crane)

E. Appointment of Permanent Chair

IX. New Business

A. NABVETS Office

B. New IT Provider Bits & Bytes (Restore Share Drive and Ongoing IT Issues)

C. Safety Violations - DNREC & Department of Health (MOU's)

D. Salary Increase for Compliance Investigators

E. Problems with Briarwood MHP Water (Mr. Hrycyshyn and Mr. Malone)

X. Public Comments

XI. 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.

XII. Next Meeting - Adjournment

Pursuant to 29 Del. Code Section 10004(e)(2), this Agenda may be changed to include additional items (including executive sessions) or the deletion of items (including executive sessions) which arise at the time of the Authority's meeting.