

# 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 July 25, 2024, commencing at **1:30 P.M.** at 1979 S. State Street, Dover, DE.

## Agenda for Meeting July 25, 2024

- I. Call to Order – 1:30 P.M.
- II. Minutes of Board Meeting June 20, 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
    - 3. Community Owner Annual Registration Update
  - B. Arbitration (Update on Status of Open Dockets)
  - C. Rent Increase Certification Requests (June)
- VIII. Unfinished Business
  - A. Update on Parks for Sale
  - B. Update on Parks Going Through Change in Use Update
    - 1. Timberlane
    - 2. Pine Haven
  - C. Approval of Applications:
    - 1. Timberlane
    - 2. Pine Haven
  - D. Follow-up on Audit Proposal
  - E. Renewal Request to DE Department of Finance to Replenish Board Member Stipend
  - F. Trust Fund Reduction of \$1.00 Each for Tenants and Community Owners.
    - 1. Emails sent to all communities informing them that DEMHRA will vote on this issue.
    - 2. Effective date of proposed change is January 1, 2025.
  - G. Continue Discussion on Streamlining Operational Functions

- IX. New Business
  - A. Personnel Matters – Salary Increases for Demhra Staff. This will be discussed in an Executive Session following Public Comments.
  - B. Pending Legislation
  - C. CPI - Update

X. Public Comments

XI. Executive Session

The Board will convene an Executive Session to discuss salary increases for DEMHRA staff, and will reconvene afterwards.

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.