

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 September 5, 2024, commencing at **1:30 P.M.** at 1979 S. State Street, Dover, DE.

Agenda for Meeting September 5, 2024

- I. Call to Order – 1:30 P.M.
- II. Minutes of Board Meeting July 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
 - 3. Community Owner Annual Registration Update – Communities are not Required to Register with DEMHRA Annually per Chapter 70).
 - B. Arbitration (Update on Status of Open Dockets)
 - C. Rent Increase Certification Requests (July/August)
- 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 (Savant Tax & Consulting):
 - 1. Bid Solicitation for Audits is mandatory per Code
 - 2. No Proposal was Received. Mr. Sutton will Follow-up with Ms. Jessica Main

- E. Continue Discussion on Streamlining Operational Functions (Before Sending Rent Increase Notices to Tenants, They Must Notify DEMHRA and the DOJ)
- F. Legislative Update
- G. Increase Appraisal Fee from \$200 to \$300

IX. New Business

- A. Update MHR-Tax Forms and Information with New Assessment Payments on DEMHRA's website.
- B. Mixed Use Communities and ROC's as outlined in Chapter 70 (Clarify whether ROC's are required to register with DEMHRA Annually)
- C. Possibility of Communities Providing DEMHRA with Mailing Labels for Affected Residents when a community is for Sale and there is no HOA
- D. Cedar Crest Community Clarification of Status on Exemption from Payments into the Trust Fund
- E. Sandhill Acres and Driftwood Communities Status
- F. Rent Increase Justification
 - 1. Section 7052 (b) – Increase of Rent Due to Allowable Expenses
 - 2. Section 7053 – Rent Increase Dispute Resolution

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.