

**DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**  
**1979 S. State Street**  
**Dover, DE 19901**

Pursuant to 29 Del. Code 10004, the Board of Directors of the Delaware Manufactured Home Relocation Authority shall convene a Board Meeting on June 26, 2025 commencing at 1:30 P.M. at 1979 S. State Street, Dover, DE.

**Minutes of the June 26, 2025 Board Meeting**

Authority: Jerome Rogers  
Richard Hrycyshyn  
George Meldrum  
William Dunn  
Andy Strine  
Patrick Malone (Non-Voting Member)

Legal Counsel: Melissa Rhoads  
  
Gregory Sutton – Executive Director  
Jane Sabo – Assistant to the Executive Director

Other: Jen Allen, FSMHA

**I. Call to Order:**

Mr. Rogers called the meeting to order at 1:35 p.m. There was a quorum.

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

The May 22, 2025 Minutes were reviewed. A motion was made by Mr. Dunn and seconded by Mr. Meldrum to approve the minutes as written. All were in favor and the motion passed 5-0.

**III. Chair's Report**

- Mr. Sutton provided the Board with a copy of HB 193 that was sponsored by Representative Hilovsky, that proposed an increase in the amount tenants pay into the DOJ Attorney Fund from \$0.50 to \$1.50 monthly. DEMHRA was not consulted on this matter.
- As the law is written currently, the tenant and landlord's contribution into the Trust Fund are 50/50. The Bill as written is both confusing and contradictory in that it does not address the amount that the landlord and tenant are currently contributing into the Trust Fund.
- Ms. Rhoads is of the opinion that since the DEMHRA Board has always had the authority to adjust the Trust Fund, their authority is negated in this Bill that dictates what each party's contribution should be.
- The legislators wanted this to take effect in July. Mr. Sutton explained that it should become effective January of 2026 so that the community owners have time to give a 90-day notice for the January 2026 rent increases to allow the MHR Tax Forms to be revised to reflect the new assessment amount.
- Mr. Strine recommended deleting lines 17 through 20 in Section G1 (a) of the Bill which states "The Board shall set a monthly assessment for deposit into the Trust Fund for each rented lot in a manufactured home community," is contradictory since the legislators have introduced a Bill stating how much the tenants should pay.

- Mr. Meldrum was asked to call Ms. Debbie Gottschalk, one of the legislative attorneys, to ask her who DEMHRA could contact regarding their concerns on the Bill; however, she was not available.
- Mr. Sutton then called Mr. Jamie Johnstone, the Deputy Director of Revenue regarding DEMHRA's concerns. Mr. Johnstone expressed that this was not their Bill and that they were just trying to make sure that they don't have any influence over the legislators. Mr. Johnstone's understanding from a lawyer he had spoken to was that the Board has the authority to decide the amount of assessments and that he encourages the Board to reach out to the representatives for further discussion. He suggested that the Board contact the legislators who wrote the Bill to express their concerns.
- Mr. Sutton will call Ms. Gottschalk after the meeting to follow-up. She is very knowledgeable and has been helpful in the past.
- Ms. Rhoads discussed SB144 and expressed that there was a stated number of \$15,000,000 on the Trust Fund Cap, but that DEMHRA had the authority to change it, and so we did. We then ran into a situation that we found out that we could not make a change to the cap without the change being reflected in the law. DEMHRA was granted the authority they didn't have.
- Mr. Rogers will reach out to Representatives Hilovsky, Buckson, Snyder and Hoffman to discuss this Bill.

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

- Falcidian (our accountant) did not raise their fees from last year and they remain at \$12,000.00 per month.
- The Board Member Stipend Fund was replenished for next year. There was an error made in June leaving a negative balance. Falcidian transferred \$500.00 from the operating account to the board member stipend to insure there was enough funds to cover the board member stipend for the June's board meeting. When the board member stipend is replenished, the \$500.00 will be deducted from the board member stipend and transferred back to the operating account.
- We don't know at what point the DOJ Attorney Fund is transferred from the Trust Fund Account to the Attorney Fund. We need to find out when this occurs.

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

Dackerg MHP and Oakway MHP were assigned for legal action at the April meeting. Demand letters were sent; there was no response, and they are now in litigation. Dackerg MHP contacted Ms. Rhoads to inform her they will be paying. Oakway MHP continues to be delinquent.

At the May meeting, Laurel Village, Love Creek and Sand Hill Acres were assigned to her for legal action. They have paid; however, the payment was not applied to their accounts yet but this will be resolved. Magnolia Estates reached out and they have paid, but it is not yet reflected in the DOR financial report. Mt. Pleasant's old and new owners were sent demand letters and they both have paid. The Crossings at Oak Orchard was sent a demand letter. They contacted Ms. Rhoads stating that they will be mailing in their payment. Quality Homes has not responded to the demand letter that was sent. Ms. Rhoads needs direction from the Board to pursue further legal action. A motion was made by Mr. Strine and seconded by Mr. Hrycshyn to pursue further legal action. All were in favor and the motion passed 5-0. Action has been taken to get the judgment marked as satisfied for Exantus & Sons (County Seat Gardens MHP). A specific judgment coupon was created by the Division of Revenue (DOR); they have paid and the check has cleared. It is now appropriate to mark as satisfied. It is now pending before the court.

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

##### **A. Recent Activity Report (For Informational Purposes Only).**

Mr. Sutton reviewed the May financial report.

##### **B. Approval of Invoices:**

L&W Insurance for Professional Liability Insurance in the Amount of \$2,359.73.

Tighe & Cottrell for May Legal Services in the Amount of \$1,785.00.

Moore & Rutt for Legal Services for Docket 02-21 (Ridgewood Manor) in the Amount of \$265.00.

A motion was made by Mr. Strine and seconded by Mr. Meldrum to approve all the above invoices collectively.

All were in favor and the motion passed 5-0.

## **VII. Reports:**

### **A. Delinquent Parks Report:**

THP was skipped on the May's report, and they are now two quarters late. A motion was made by Mr. Strine and seconded by Mr. Hrycyszyn to refer THP for legal action. All were in favor and the motion passed 5-0.

### **B. Arbitration (Update on Status of Open Dockets):**

Docket # 02-2021, Ridgewood Manor. Mr. Sharp reported that he has been advised that the attorneys are still working on a settlement agreement and that he should have more information by the end of the month.

### **C. Rent Increase Certifications (May):**

There were 45 for the month of May.

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

Holly Oak has a tentative settlement date of September 15, 2025.

### **E. Compliance Investigator Report:**

Ms. Palomino, DEMHRA compliance investigator, was introduced. She reported that she was assigned three work orders as follows:

#06-2025 to audit Timberlane MHP for an update in the change in use. She found there to be 173 lots, 147 abandoned lots, and 26 occupied homes Ms. Rhoads noticed a discrepancy in what the compliance

investigator reported and what was reported on DEMHRA's report. This will be looked into and corrected.

#07-2025 to audit Rehoboth Beach MHP because there was no audit done in two years. She found there to be 525 occupied homes, 1 abandoned lot, and 1 mobile home owned by the park.

#08-2025 to audit Evans MHP, who purchased Dalton's MHP. She found there to be 46 lots, and 5 vacant lots.

Mr. Sutton added that Dalton's still had a credit of \$244.50 in their account. The issue was not the credit, but how to zero it out. It couldn't be given to the new owner. Ms. Hambleton was contacted and she found that Mr. Dalton had paid the tenant portion of the assessments and should be refunded that amount. A check will be sent to Mr. Dalton.

## **VIII. Unfinished Business:**

### **A. Update on Parks Going Through Change in Use:**

1. Timberlane – 16 remaining
2. Lazy Pine Retreat – 3 remaining (one application for approval at today's meeting)
3. Lake Forest - 15 remaining (2 applications for approval at today's meeting)
4. Lakeland – Change in Use Complete

Mr. Strine asked about the check request/receipt process and wanted to be sure the non-relocatable benefit checks are processed as quickly as possible. Mr. Sutton explained that for non-relocatable homes, once approved by the board, a check is requested and it usually takes 7-10 days.

### **B. Lot Rent Assistance Program Update:**

1. DEMHRA must have the final draft submitted to the legislators by July 1, 2025.
2. DEMHRA will continue to post the DOJ Lot Rent Assistance Road Show dates and times on our website.
3. DEMHRA will be responsible for providing the landowners with guidelines to follow for the lot rent assistance program application process. A list of median incomes for each county will be included. A draft of the guidelines will be complete for review at the next board meeting, and the final draft must be presented to the legislators by November 2, 2025.
4. The first report prepared by DEMHRA on the number of tenants receiving lot rent is due by January 31, 2027, since the report must contain 12 months of data. Since any tenant can apply at any time their situation changes, they will be monitored so that there is one year of data that is reported. The landlord has the option of re-qualify those receiving lot rent assistance annually.
5. As discussed at the last board meeting regarding the MHR-Tax form having Lot Rent Assistance data information added for those communities having more than 26 rented lots, Ms. Hambleton was contacted, and informed Mr. Sutton that she didn't think this could be done. A solution for DEMHRA to gather this type of information would be via the community owner registration forms. This will be looked into.

**C. Continue Discussion to Clarify Definition of “parcel” in Chapter 70:**

Nothing has changed and no vote is required.

**D. Effective Date to Increase Trust Fund Cap:**

1. Senate Bill 144 was Amended to
2. Gives DEMHRA the authority to adjust the Trust Fund Cap
3. This was previously discussed.

**E. Policies and Procedures Update:**

Any changes to Chapter 70 will be added to our Policies & Procedures

**F. Continue Discussion on Whether to Raise Single-Wide homes with attachments to the same amount as double-wide homes.**

1. Mr. Strine explained that an attachment to a single-wide home must be used as living space year-round, not a deck, screened porch or carport.
2. He made a suggestion that if, and when this occurs, pictures must be taken and it would be at the Board's discretion to decide if the attachment warrants the benefit to be the same as a double-wide.
3. He suggested that this information be included on the tenant application and the tenant checklist.

**G. Continue Discussion on Exantus & Sons (County Seat Gardens) MHP Regarding Judgment Note that Has Not Been Paid:** This was previously discussed.

**IX. New Business:**

**A. Add Increasing the Trust Fund Cap to Policies & Procedures:**

This was previously discussed.

**B. Approval of Applications:**

1. **Timberlane:** None
2. **Lake Forest:**

**Victoria Lawson (Deceased) Lot #50 Non-Relocatable Double-Wide (Power of Attorney is Eric Swift) Benefit of \$16,000 plus \$300 paid by Mr. Swift for a total of \$16,300. Taxes are owed in the amount of \$4,477.08 deducted from \$16,300 is \$11,822.94**

**Robbin Sapp, Lot #48 Non-Relocatable Single-Wide in the amount of \$12,000 plus \$300.00 to be paid to Anderson Appraisals for a total of \$12,300.**

A motion was made by Mr. Strine and seconded by Mr. Hrycyshyn to approve Mr. Swift's non-Relocatable benefit in the amount of \$16,300.00 and deduct the delinquent tax bill to be paid the Kent County tax office, and Robbin Sapp non-relocatable benefit in the amount of \$12,300, pending receipt of the \$300.00 appraisal fee.

All were in favor and the motion passed 5-0.

**3. Lazy Pine Retreat:**

**Crystal Schwenk, Relocatable Single-Wide Maximum of \$12,000. \***

There is an addition on the home and the mover quote is \$6,850.00. Mover will not re-attach the attachment once moved and she must find another mover to re-attach it. Board can approve up to \$12,000. The Board can approve \$6,850.00 at this time upon submittal of the mover invoice. She can submit another mover invoice if she can find another mover to re-attach the attachment. A motion was made by Mr. Strine and seconded by Mr. Hrycyshyn to approve \$6,850.00 at this time. All were in favor and the motion passed 5-0. If in the future she submits another invoice, it will have to be approved by the Board at that time.

**C. Dalton's MHP Credit on Trust Fund:**

This was previously discussed.

**D. L&W Professional Liability Insurance:**

This was previously discussed.

**X. Adjournment – Next Meeting:**

As there was no executive session, the Board set the next meeting for Thursday, July 24, 2025 at 1:30 p.m. A motion was made by Mr. Strine and seconded by Mr. Hrycyshyn to adjourn. All were in favor and the motion passed 5-0. The meeting was adjourned at 3:09 p.m.

Respectfully submitted,

*Gregory Sutton*

Gregory Sutton

Executive Director

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.