

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 25, 2025, commencing at 1:30 P.M. at 1979 S. State Street, Dover, DE 19904.

Agenda for September 25, 2025

- I. Call to Order – 1:30 P.M.
- II. Minutes of Board Meeting August 28, 2025
 - A. Discussion
 - B. Approval
- III. Chair's Report
- IV. Executive Director's Report
- V. Legal Counsel's Report
- VI. Financial Matters
 - A. Recent Financial Activity & Report (For Informational Purposes Only)
 - B. Approval of Invoices
- VII. Reports:
 - A. Delinquent Parks Report
 - B. Arbitration (Update on Status of Open Dockets)
 - C. Rent Increase Certifications (August)
 - D. Update on Parks for Sale
 - E. Compliance Investigator Report
- VIII. Unfinished Business:
 - A. Update on Parks Going Through Change in Use
 - 1. Timberlane
 - 2. Lake Forest
 - 3. Lazy Pine Retreat
 - 4. Lakeland – Change of Use is Complete – Awaiting Demolitions
 - B. Lot Rental Assistance Program Requirements Update
 - 1. Requirements were developed by August 29, 2025 (two months ahead of schedule)
 - 2. Sent to community owners on September 3, 2025
 - C. On or before January 31st of each year, DEMHRA shall submit a report to the General Assembly:
 - 1. The number of homeowners statewide receiving lot rent assistance credit the previous year
 - 2. The amount of lot rent assistance credit received
 - 3. The number of homeowners that previously received credit that became ineligible
 - 4. The reason the homeowners became ineligible
 - D. Discuss re-appointment of Colonel Rogers to the DEMHRA Board, effective September 29, 2025
 - E. Increase the non-relocation benefit (appraisal amount), for single and double-wide homes.
 - 1. A Working Group will be formed to make recommendation(s) to the Board
 - 2. The Board will vote on one of the recommendations

IX. New Business:

A. Approval of Applications:

1. Timberlane
2. Lake Forest
3. Lazy Pine Retreat
4. Lakeland – Demolitions

B. Credits on Trust Fund Accounts

C. September 18, 2025, Atlantic Blue Advisor (Auditor Visit)

D. Request switching IT Services from Bits & Bytes to the DTI (Department of Technology and Information)

E. Resume the requirement for community owner to submit the Community Owner Registration from every three (3) years to annually to coincide with the requirement by the community owner to submit an annual certification acknowledging compliance to all lot rental assistance program requirements.

F. Update on Bay City owner charging assessments for stick-built homes

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.

XI. Adjournment – Next Meeting:

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.