

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 August 28, 2025 commencing at 1:30 P.M. at 1979 S. State Street, Dover, DE.

Minutes of the August 28, 2025 Board Meeting

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

Legal Counsel: Melissa Rhoads

Authority: Gregory Sutton – Executive Director
Lorraine Hrycyshyn – DEMHRA Assistant

Visitors: Jen Allen, First State Manufactured Housing Association (FSMHA)
Mike Gray – DMHOA (Bay City)
Ron Amadio – DMHOA (Bay City)

I. Call to Order:

Mr. Rogers called the meeting to order at 1:30 p.m. There was a quorum.
Mr. Rogers introduced the Board to Mike Gray and Ron Amadio from DMHOA.

II. Review and Approval of Minutes:

The July 24, 2025 minutes were reviewed. A motion was made by Mr. Strine 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

The Board Chair, Mr. Rogers, stated that his term of office expires on September 29, 2025, and although he has contacted the appointing authority, he has yet to hear from the governor's office. He will remain in his current position as long as he is not replaced by the appointing authority. At the July board meeting, during the public comments' session, Ms. Stacy Shelton, DMHOA's Executive Director, expressed concern that even though the value of homes in manufactured housing communities has increased, the relocation benefits for homes that cannot be relocated during a change in use, have not increased. The current maximum non-relocation benefit for a single-wide manufactured home is \$12,000 and for a double-wide, \$16,000. She stated that some of these homes are appraised at \$200,000 and wanted the Board to look into increasing the non-relocation benefits for single and double-wide homes. Mr. Rogers stated he was recommending creating a working group consisting of community owners, homeowners, and board members to discuss the feasibility and details in implementing this action. Once the working group has been formed, a date will be announced to inform the group of the meeting times and schedule(s).

IV. Executive Director Report:

- Mr. Sutton received a FOIA request from Stacy Shelton of DMHOA. She is asking us to provide HOA registrations, and their list of officers. The Lot Rent Assistance Program initiative will be emailed or mailed to all community owners by September 2, 2025. The letter includes the guidelines, requirements and spreadsheets the community owners will need to implement this program.

V. Legal Counsel's Report:

As of August 28, 2025, legal actions remain pending against the following;

Oakway – Pat Kandler has been attempting to pay the past due assessments and is receiving assistance from Christine Hambleton.

Quality Homes – There still has been no response from Quality Homes.

THP – Robin Tait indicated that they had an issue with paying online and they have contacted Christine Hambleton for assistance

VI. Financial Matters:

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

Mr. Sutton gave a summary of the financial report for July 2025. He stated that it was for informational purposes only. This information will be posted on the DEMHRA website.

B. Approval of Invoices:

Tighe & Cottrell for July legal services in the amount of \$3,225.35.

Excel Business Technologies – Purchase of HP Printer in the amount of \$829.96.

A motion was made by Mr. Hrycyshyn and seconded by Mr. Meldrum to approve all the above invoices collectively. The motion passed 5-0.

VII. Reports:

A. Delinquent Parks Report:

Previously discussed by Ms. Rhoads.

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

Docket # 02-2021, Ridgewood Manor. The arbitrator, Mr. Sharp reported that the parties are still working on the final settlement.

C. Rent Increase Certifications (July):

There were 40 rent increase certifications for the month of June.

Mr. Sutton added that if a landowner raises the lot rent over the CPI-U, they are required to have DEMHRA approve the date and time of a meeting that must be held with their tenants to justify the reason(s) for the rent increase over the CPI-U. DEMHRA is not required to certify any increase in lot rent resulting from these meetings.

D. Update on Parks for Sale:

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

E. Compliance Investigator Report:

We received an email from Mr. Ron Amadio, HOA President at Bay City alleging that the community owner was charging some residents living in stick-built homes (cottages), the same monthly assessments being charged to residents living in manufactured homes. Compliance investigator Adelagunja was sent to Bay City to report on the number of cottages in the community and whether there were any residents living in these cottages that could verify that they were paying monthly assessment payments. During his visit, he was unable to make contact with any of the residents living in these cottages.

VIII. Unfinished Business:

A. Update on Parks Going Through Change in Use:

1. Timberlane – 105 affected tenants, 88 applications submitted, 17 remaining
2. Lazy Pine Retreat - 7 affected tenants, 4 applications submitted, 3 remaining

3. Lake Forest - 26 affected tenants, 11 applications submitted, 14 remaining
4. Lakeland – Change in use is complete except for demolitions

B. Lot Rent Assistance Program Update: Already discussed.

C. Reappointment of Mr. Rogers Effective September 29, 2025

This has already been discussed in the Chair's Report.

D. Raise the Relocation Benefit for Single and Double Wide Homes

This was discussed in the Chair's Report.

IX. New Business:

A. Approval of Applications

1. Lazy Pine Retreat:

Allison Brittingham and Kimberly Rooney – 20851 Lazy Lagoon Road, Lewes, DE 19958

Single-wide non-relocatable in the amount of \$12,000.00 plus \$300 reimbursement for appraisal. All requirements have been met. During the discussion of this application, it was pointed out that this home had a very large addition that had been joined to the original structure. The Board discussed and raised the amount to \$16,000.00 to accommodate the addition. The total amount is now \$16,000.00 plus a \$300 reimbursement for the appraisal. A motion was made by Mr. Strine and seconded by Mr. Meldrum for the new amount of \$16,300.00 to be paid. The motion passed 5-0.

2. Lakeland:

Morgan Vitalo submitted reimbursement of demolition benefits for the following lots.

Lot No. 20 – \$4,000.00

Lot No. 23 - \$7,000.00

Lot No. 27 – \$4,400.00

Lot No. 45 – \$4,950.00

A motion was made by Mr. Strine and seconded by Mr. Meldrum for the new amount to be paid. The motion passed 4-0 with Mr. Strine abstaining.

B. Notify Division of Revenue to Change MHR-Tax Form no later than December 1, 2025 in order to allow DEMHRA sufficient time to post on the DEMHRA website

C. Re-appointment of Mr. Malone and Mr. Rogers was already discussed

X. Public Comments:

Mr. Mike Gray of DMHOA shared with the Board that the relocation benefits allowed for relocatable, non-relocatable, abandoned, and RV's need to be increased, and would like to be included in the working group being planned. Mr. Ron Amadio received information from one resident of Bay City and nothing from the other two residents living in stick-built homes. One home is scheduled for demolition, but is not demolished yet.

XI. Executive Session: There were no further items to discuss and the Board did not go into an executive session.

XII. Adjournment and Next Meeting:

Before adjournment, Mr. Rogers went around the room to ask each board member, DEMHRA's legal counsel, and the executive director if they had anything further to add. Seeing there were no further comments, the date of the next meeting was set at September 25, 2025 at 1:30 pm. A motion was made by Mr. Meldrum and seconded by Mr. Dunn to adjourn the meeting. All were in favor and the motion passed 5-0. The meeting adjourned at 2:25 pm.

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.