

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

Minutes of the September 25, 2025 Board Meeting

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

Legal Counsel: Melissa Rhoads (Legal Counsel)

Gregory Sutton – Executive Director
Jane Sabo – Assistant to the Executive Director

Other: Jen Allen, FSMHA
Joyce O’Neal – DMHOA
Mike Gray - DMHOA

I. Call to Order:

Mr. Rogers called the meeting to order at 1:30 p.m. There was a quorum.

II. Review and Approval of Minutes:

The August 28, 2025 minutes were reviewed. Mr. Rogers requested that he be addressed in future minutes as Mr. Rogers instead of Colonel Rogers. A motion was made by Mr. Meldrum and seconded by Mr. Strine to approve the minutes as written. All were in favor, and the motion passed 5-0.

III. Chair’s Report:

- Mr. Rogers and Mr. Sutton are in the process of scheduling the Non-Relocatable Value Task Force meeting. This group will discuss raising the benefit for non-relocatable homes based on the appraised value.
- Representatives from a mover (Marshall & Bailey) and an appraiser (Ms. Lollar from Anderson Appraisals), and DMHOA were invited. The task force will present their proposal to DEMHA. Members will be contacted for availability of the meeting and with tentative dates of October 7th in the afternoon and the 9th in the morning.
- Joyce O’Neal from DMHOA, who was in attendance, added that two representatives of DMHOA, Mike Gray and Ron Amadio, President of Angola Beach HOA, will attend the meeting. She was informed that there can only be two representatives on the task force, but that others can attend since the meeting will be open to the public.

IV. Executive Director Report:

- Mr. Sutton reported that a new CPI-U of 3.13% was published on September 16, 2025 and has been posted on the DEMHRA Website.
- Excel Business Technologies was contacted to discuss a maintenance agreement for the HP Printer, which included charge for overage of 2,000 copies a month. Since we purchased the HP printer, Mr. Sutton does not want to pay for any copies over 2,000 per month. If we do not enter into a contract, we will continue to purchase high quality HP printer cartridges from them.

V. Legal Counsel's Report:

- Ms. Rhoads reported that THP MHP has paid and is fully resolved.
- Oakway MHP is still in the process of resubmission for Quarters 1 & 2 of 2025.
- Quality Homes is delinquent Quarters 1 & 2 of 2025. Further litigation will follow if they do not contact Ms. Rhoads to discuss payment.

VI. Approval of Financial Matters:

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

Mr. Sutton reviewed the August financial report. It will be posted on the DEMHRA website.

B. Approval of Invoices:

Tighe & Cottrell for August legal services in the Amount of \$1,429.40.

A motion was made by Mr. Dunn and seconded by Mr. Hrycyshyn to approve this invoice. All were in favor and the motion passed 5-0.

VII. Reports:

A. Delinquent Parks Report:

As of the August 5, 2025 Division of Revenue delinquent report that was inadvertently skipped at the last meeting. The following parks are now delinquent two quarters:

Changing Fates, Countryside Mobile Estates, Driftwood Village, Holiday Acres, J&J, Mobile Home and Stage Village.

A motion was made by Mr. Strine and seconded by Mr. Hrycyshyn to refer the above parks for further 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 vs. Ridgewood Manor HOA - As of September 19, 2025, Mr. Sharp reported that the agreement was drafted and sent to Mr. Panicola, the attorney representing the homeowners. It is anticipated that this will be resolved by our next meeting.

C. Rent Increase Certifications (August):

There were 77 for the month of August due to the large amount of rent increases that are effective in January 2026.

Mr. Sutton discussed that when a community owner wants to raise the rent over the CPI-U due to rent increases based on market rent, they must contact Mr. Sutton to approve the date and time of their meeting with their homeowners. He has noticed not many, if any, homeowners attended these meetings.

Glasgow court is raising their rent due to market rent. Mr. Sutton will follow up.

D. Update on Parks for Sale:

Holly Oak settlement has been rescheduled for December 15, 2025.

E. Compliance Investigator Report:

Mr. Sutton had a compliance investigator audit Lake Forest. Out of a total of 75 lots, she found there to be 21 occupied homes and 14 vacant lots. Of the 21 occupied homes, 14 have not applied for benefits.

VIII. Unfinished Business:

A. Update on Parks Going Through Change in Use:

1. **Timberlane** – 17 remaining out of the 88 applications submitted
2. **Lazy Pine Retreat** – 1 remaining
3. **Lake Forest** – 21 remaining
4. **Lakeland** – only demolitions remain

B. Lot Rent Assistance Program Requirements Update:

Mr. Sutton reported that DEMHRA had until November 2nd to notify the community owners of what their requirements will be when the program becomes effective in January of 2027. This notification was sent to them on September 3rd. The community owners must submit a report to DEMHRA with the number of homeowners who are receiving lot rent assistance, based on eligibility criteria, a report for each county beginning in January of 2027 for calendar year 2026. As of now, the DOJ will continue to hold presentations on the lot rent assistance program in each county twice a year.

Homeowners can apply for lot rent assistance anytime during the year if their situation changes, based on approval of the eligibility criteria.

C. On or Before January 31st Each Year, DEMHRA Shall Submit a Report to the General Assembly:

Beginning in January, 2027, DEMHRA must provide a report to the General Assembly by January 31st that includes the number of tenants who are receiving lot rent assistance credit statewide for the previous year, the amount of credit received, the number of homeowners who previously were eligible, but then became ineligible, and a reason they became ineligible.

This information is compiled from the data received from the community owners.

D. Discuss Re-Appointment of Mr. Rogers to the DEMHRA Board, effective September 29, 2025:

There was no update.

E. Increase the Non-Relocatable Benefit (Appraisal Amount) for Single-Wide and Double-Wide Homes:

This was previously discussed.

IX. New Business:

A. Approval of Applications:

Timberlane:

Rebecca Warne-Wasiniewaski – 118 Hickory Tree Circle, Newark, DE 19702

Double-wide non-relocatable in the amount of \$16,000, plus \$300 reimbursement for the appraisal for a total of \$16,300.

A motion was made by Mr. Meldrum and seconded by Mr. Hrycyshyn to approve Ms. Warne-Wasiniewaski's benefit of \$16,300. All were in favor and the motion passed 5-0.

Frank Halling – 46 Persimmon Tree Drive, Newark, DE 19702

Single-wide non-relocatable in the amount of \$12,000, plus \$300 reimbursement for appraisal. Deducted from the benefit of \$12,300 is \$508.35 in taxes owed to be paid to New Castle County Tax Office. Mr. Halling will receive a check in the amount of \$11,791.65.

A motion was made by Mr. Dunn and seconded by Mr. Strine to approve Mr. Halling's benefit in the amount of \$11,791.65, and New Castle County Tax Office in the amount of \$508.35 for taxes owed by Mr. Halling. All were in favor and the motion passed 5-0.

B. Credits on Trust Fund Accounts:

We receive a report each month from the Division of Revenue of the communities with credit balances on their account. Once the due date for the quarterly payment has passed, DEMHRA sends an email to those communities with the amount of the credit balance, and instructions on how to apply the credit to their account.

Ms. Rhoads added that there is no reimbursement for a credit on an account, and until the credit is properly applied to the account, it will remain on the report. The credit is not automatically applied to any delinquent amount due.

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

Ms. Jessica Main was here on September 24th for the annual audit. Following the audit, staff was asked if they had any concerns about fraudulent activities going on in the office. Mr. Rogers will be sent a form to complete regarding this as well.

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

Currently we use Bits & Bytes for IT support and security on an as-needed basis.

The charges are \$45.00 a month for security on our emails and computers and \$100 an hour for IT support.

The DTI charges are \$35.68 a month for email security packages and \$45.00 an hour for desktop support, which includes laptops, desktop computers, monitors, scanners, printers, and basic troubleshooting is \$60.00 an hour.

On October 14th, Windows 10 will be terminated and replaced with Windows 11.

The DTI recommended purchasing a new computer and CPU tower in the assistant's office, and a new computer in Mr. Sutton's office.

A motion was made by Mr. Dunn to use DTI services and drop Bits & Bytes, and to purchase a new computer for Mr. Sutton's office, and a new computer and CPU tower for the assistant's office. The motion was seconded by Mr. Meldrum. All were in favor, and the motion passed 5-0.

E. Resume the Requirements for Community Owners to Submit an Annual Certification every three (3) years to one (1) year, to coincide with the Requirements by the Community Owner to Submit an Annual Certification Acknowledging Compliance to all Lot Rental Assistance Program Requirements:

Mr. Sutton proposed sending the community owner registration letter and form annually instead of every three years so that a reminder to send their lot rent assistance data to DEMHRA could be added to the letter.

The board disagreed, so going forward, the community owner registration notification letter should continue to be sent every three (3) years, and that a separate reminder of returning the lot rent assistance data to DEMHRA should be sent to the Community owners in September to allow ample time to gather the data to return by December 31st.

F. Update on Bay City Owner Charging Assessments for Stick-build Homes:

Mr. Sutton spoke with the manager of Bay City, and was informed that some stick-built homes and a boathouse are paying assessments into the Trust Fund. She asked Mr. Sutton to send a letter to their headquarters citing that stick-built homes are not manufactured homes and do not pay trust fund assessments.

Mr. Rogers questioned whether the DOJ should get involved. Mr. Strine added if the amount of overpayment is not that much, it may not be worth the hours wasted by the DOJ to investigate.

Ms. O'Neal added that it is her understanding that the previous owner of Bay City was collecting trust fund assessments for stick-built homes as well.

He will continue to follow up with this.

X. Public Comments:

Ms. O'Neal from DMHOA appreciated and thanked DEMHRA for looking into increasing the amount of benefits paid for non-relocatable homes.

Also, she is of the opinion that the poor turnout of the homeowners attending meetings with the landowners could be because they are afraid of retribution by the landowners.

She also expressed thanks for the lot rent assistance program for those who need it. She mentioned that it appears that some landowners are not honest in terms of reaching out to the homeowners with regard to the lot rent assistance program.

Mr. Gray from DMHOA addressed Glasgow Court rent increase based on market rent. He questioned whether they would have to use the formula to pay back the market rent amount over a period of 7-10 years. Mr. Strine assured him the landowners must follow the law, and that the market rent payment is separate from CPI-U rent increases.

Mr. Gray also expressed concern that with the possibility of non-relocatable benefits being increased, he would to see the trust fund assessments go back to both sides paying the same amount into the trust fund

At this time, Mr. Rogers asked if anyone had further comments. There were none.

XI. Executive Session:

There were no further items to discuss, so there was no need to convene an executive session.

XII. Adjournment and Next Meeting:

The Board set the next meeting for October 30, 2025 at 1:30 p.m. A motion to adjourn the meeting was made by Mr. Strine and seconded by Mr. Dunn. All were in favor and the meeting was adjourned at 2:36 p.m.

Respectfully submitted,

Gregory Sutton
Executive

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.

September 25, 2025 (FINAL)