

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 December 11, commencing at 1:30 P.M. at 1979 S. State Street, Dover, DE 19901

Agenda for December 11, 2025

- I. Call to Order – 1:30 P.M.
- II. Minutes of Board Meeting October 30, 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 (November)
 - 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. Lakeland – Closed as of 8/31/25
 - B. Update on Lot Rental Assistance Program
 - C. Increase the Non-relocation Benefit (Appraisal Amount), for single-wide and double-wide homes. A new Working Group will be formed.
 - D. Update on Policies & Procedures to add Eligibility Requirements for Registered HOA’s
 - E. Post Updated MHR-Tax Form for 2026 on DEMHRA Website
 - F. Lorraine appointed DEMHRA FOIA Coordinator (Training was 10/1/25)
 - G. Update on Bay City Residents in Stick Build Homes
- IX. New Business
 - A. Approval of Applications:
 - 1. Timberlane
 - 2. Lake Forest
 - 3. Lakeland – Closed as of 8/31/25
 - 4. Hilltop MHP Inquired About Right of First Offer Procedure

- B. Website Maintenance Request to Upload Documents
- C. FOIA Request from Ms. Joyce O’Neal of DMHOA for 1 yr notice Relocation Plan with quarterly updates the tenant receives with a Change in Land Use for Timberlane, and Lakeland.
- D. Send HOA Registration Forms with Requested Information by January 5, 2026
- E. Review and Sign Documents From Atlantic Blue Advisors

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.