

**City of Burlington Housing Authority  
Riverview Manor  
December 19, 2013**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, December 19<sup>th</sup>, 2013 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Vice Chairman Stubley, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Manager, Eileen Olson was also present

Minutes from the special meeting on November 18<sup>th</sup> and the regular meeting on November 20<sup>th</sup>. Was approved with a motion by Stubley, seconded by Stoehr, motion carried unanimously

**FINANCIAL REPORT:**

Reserve Account balances as of November 30, 2013  
(See statement balance sheet)

The board approved the withdrawal of the balance in the reserve account at Talmer Bank and will be deposited to the existing reserve account at BMO Harris Bank.

**OCCUPANCY REPORT:**

Manager Olson reported 24 on the waiting list for 1 bedroom units and 7 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

A motion was made by Heck, seconded by Iselin to accept the bid from Tyco Security in the amount of \$2,943.93 for 4 additional cameras to be installed at RVM.

Manager Olson informed the board members that the new handicap signs for the parking lot are installed.

Arbor Images has completed the tree trimming at RVM. Complete Tree Service will complete their trimming in the near future..

The new furnace motor that was previously approved has been ordered from H. J.Faust.

The A.O. Smith water heater in Phase I is leaking and is 3 months out of warranty. Manager Olson contacted A. O. Smith regarding the situation and is waiting for a reply regarding the length of time out of warranty to see if they will offer any reduction in cost of a replacement before proceeding with the purchase of a new one. Solofra Plumbing quoted a new Rheem unit at a cost of \$6,675.00.

#### COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

Pat Romenesko reviewed the 2012-2013 audit with board members and informed the board of a few changes that may be made due to a peer audit received. He wants to further discuss the items with the audit group before making any changes.

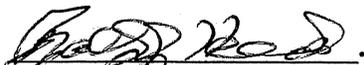
Riverview Manor received notification that an extension of 90 days was required regarding the M.P.R. Program. The extension was signed and returned promptly.

#### NEW BUSINESS

#### UNFINISHED BUSINESS

#### ADJOURNMENT

There being no further business, motion to adjourn was made by Stoehr, seconded by Iselin and carried unanimously. Meeting adjourned at 7:00 P.M. The next monthly meeting has been tentatively scheduled for January 16<sup>th</sup>, 2014



Ralph Heck, Secretary