

**City of Burlington Housing Authority  
Riverview Manor  
March 26, 2014**

The regular monthly meeting of the City of Burlington Housing Authority was held on Wednesday, March 26<sup>th</sup>, 2014 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Vice Chairman Stublely, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Manager, Eileen Olson.

Minutes from the regular monthly meeting held on February 13<sup>th</sup>. was approved with a motion by Heck, seconded by Iselin, motion carried unanimously

**FINANCIAL REPORT:**

Reserve Account balances as of February 28, 2014  
(See statement balance sheet)

**OCCUPANCY REPORT:**

Manager Olson reported 28 on the waiting list for 1 bedroom units and 6 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

The new platform washers installed by Coin Laundry in the laundry area on second floor of Phase II will be moved to the first floor laundry area of Phase II due to excessive washer movement on the wood floor in that area.

The Burlington Fire Dept. has completed the installation of new smoke detectors in all units.

A quote in the amount of \$13,752.00 for repair on the Patterson Kelly boiler was received from PBBS along with a quote of \$20,670.00 for a new boiler. Awaiting quotes from Becker Boiler and H. J. Faust also.

Two malfunctioning suite phones have been sent to W.P.I. Communications for repair if possible. Several other suite phones are also experiencing intermittent problems. In the event the outer lobby keypad is faulty and needs to be replaced, the cost would be approximately \$150.00 plus shipping.

## COMMUNICATION

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

Appraisal required before proposed renovation per the MPR program is scheduled for March 27<sup>th</sup> with Max Weber, Appraiser.

The board discussed and reviewed the hours for the maintenance employees. Manager Olson shared the positive feedback from residents on his performance and how maintenance hours might be divided at this time.

## NEW BUSINESS

Manager Olson requested approval from the board to attend a Wi-CARH Seminar in Madison on April 29<sup>th</sup>. A motion was made by Heck and seconded by Stoehr for her to attend the seminar. Motion carried.

## UNFINISHED BUSINESS

RD/USDA required confirmation of the official name of Riverview Manor as over the years the Housing Authority used various names. It is intended that The Burlington Housing Authority will have the official name: Housing Authority of the City of Burlington, Wisconsin. The resolution confirming the official name will be put on the agenda for the Common Council meeting scheduled for April 2<sup>nd</sup>.

The process for notification of a fire at RVM to the city fire department has been discussed and an automatic call to the department may be required in the future.

The pet policy at Riverview was again discussed and the need for update.

Documentation received from HUD requesting further information regarding a complaint has been sent.

## ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Stoehr to adjourn and carried unanimously. Meeting adjourned at 7:40 P.M. The next monthly meeting has been tentatively scheduled for April 17<sup>th</sup>, 2014

  
Ralph Heck, Secretary