

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
January 13, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, January 13, 2016 at 6:02 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stubley, Secretary Iselin Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held December 9, 2015, were reviewed and approved as written with a motion by Stubley, seconded by Heck, and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of December 31, 2015 (See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 51 on the waiting list for 1 bedroom units and 7 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The new sign design from Burli Signs for the entrance to the parking lot at RVM has been approved and is in the process of being constructed.

Focus on Energy will be performing an audit of all public spaces at RVM including halls, stair wells, mail room, lounges, laundry rooms and will also look at the exterior pole lights on January 21, 2016 at 10:00 a.m. Manager Olson is still checking on options for replacing the jelly jar lights at the building entrances.

Unit door latches have a 3 ¾" set-back which has become obsolete. Our locksmith had some used ones in stock and was able to rebuild the latch for apt. 121 using the old parts. This may become an issue if more latches fail.

The heat exchanger on boiler #2 (base building) has been replaced.

D.M. Ketterhagen has obtained the door for replacement at the Southeast Entrance and will be installed when weather permits. They are considering a French drain next to the sidewalk to alleviate the water problem at the threshold.

All of the drawers in the building tenant units and kitchen in the Community Room have been re-glued and the cabinet issues have been resolved.

Manager Olson contacted WPI Communications regarding additional problems with suite phones/intercoms.

COMMUNICATION

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

NEW BUSINESS

WI-CARH Training is in Madison in the spring. Manager Olson will provide more details to the board when they are available.

UNFINISHED BUSINESS

Manager Olson and board members again discussed the need for changes to the Management Plan. Manager Olson stated it needs to start with our changes requested and forward to Rural Development for their approval or suggested change.

OTHER BUSINESS:

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Merten, seconded by Heck and carried unanimously. Meeting adjourned at 7:15 P.M. The next monthly meeting has been tentatively scheduled for February 10, 2016 at 6:00 P.M.



Kelly Iselin, Secretary