

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
February 10, 2016**

The regular monthly meeting of the Housing Authority of the City of Burlington Wisconsin was held on Wednesday, February 10, 2016 at 6:05 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the regular monthly meeting held January 13, 2016, were reviewed and approved as written with a motion by Heck, seconded by Stublely, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of January 31, 2016. (See statement balance sheet)

OCCUPANCY REPORT: Manager Olson reported 54 on the waiting list for 1 bedroom units and 7 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The new sign at the entrance to the parking lot has been installed

Focus on Energy-The aerators on the kitchen and bathroom faucets were replaced and all incandescent lights in units were replaced with LED. It was recommended that the lights in the common areas (hallways, elevator, laundry, office) be replaced with LED as well. The cost would be \$15 with a \$4 rebate per LED tube. Manager Olson stated that the amount of bulbs that would need to be purchased would be less than 150. A motion was made by Heck and seconded by Iselin to purchase up to 150 LED bulbs for the common areas. Motion carried unanimously.

Manager Olson will be receiving a quote for replacing the exterior jelly jar lights as well as the parking lot lights.

Water was leaking from the boiler in Phase II. HJ Faust inspected and patched the boiler allowing it to hopefully make it through the winter. The heat exchanger is starting to fail.

The laminate flooring in Unit #229 is in need of repair. There is an uneven subfloor, which would require the floor to be torn up, leveled and relayed. Chris Hand estimated that the cost of repair would be around \$1,500 and not covered as a warranty issue. Manager Olson will contact Ketter's Flooring for an opinion and second quote.

Manager Olson was able to sell the floor scrubber that was found in one of the mechanical rooms for \$400. The scrubber had not been used for over a decade so condition was unknown.

WPI Communications visited the building and reprogrammed the suite phones that were having problems. There have been other suite phones that have been having problems as well since they repaired the first one. Software has been ordered by WPI to troubleshoot the problem.

Manager Olson continues to receive complaints of cigarette smoke smells. Tenants are made aware of consequences if caught smoking anywhere inside the building.

A resident made an inquiry as to whether they could install a different toilet in their unit. After discussion, the board declined the request.

Manager Olson received a letter from WE Energies stating a new rate for our electric bills. The new rate is a lower based on increased usage (small commercial rate).

We are currently insured through LGPIF for our property insurance. Manager Olson will contact other providers for rate quotes, as we need to notify LGPIF if we will no longer be covered with them for renewal on 5/15/16.

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 on April 19th. A motion was made by Heck and seconded by Merten to send Manager Olson to this training. Motion carried unanimously.

Simply Computer Software Training is in Rockford on March 29th. A motion was made by Iselin and seconded by Stublely to send Manager Olson to this training. Motion carried unanimously.

UNFINISHED BUSINESS

Manager Olson and board members again discussed the need for changes to the Management Plan. She will distribute our current Management Plan to the Board Members for their review.

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.
March 17



Kelly Iselin, Secretary