

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
May 19, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday May 19, 2016 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 Iselin, Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held April 21, 2016, were reviewed and approved as written with a motion by Heck, seconded by Merten, and carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of April 30, 2016. (See statement balance sheet).

The Final Budget Report was distributed and reviewed by board members. A motion was made by Stubley and seconded by Iselin to approve the Budget Report, and carried unanimously.

**OCCUPANCY REPORT:**

Manager Olson reported 57 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

The board members and Manager Olson walked the grounds and discussed possible improvements that were needed.

Manager Olson received four bids for the landscaping on the northwest side of the building. After discussion, a motion was made by Heck and seconded by Stubley to accept the bid of Koch Kuts for \$5455. Motion carried unanimously.

The air conditioner in the office needs to be replaced. A motion was made by Stubley and seconded by Heck to allow Manager Olson to spend up to \$700 on a new air conditioner, motion carried unanimously.

The removal of the Austrian Pines has been completed.

Manager Olson received information and a price regarding soft starts for the elevators. She will obtain other bids.

Boiler #1 in the addition had some leaking. H.J. Faust came and looked at it. The leaking has stopped for now and we will keep an eye on it.

Manager Olson presented some options for exterior lighting. A motion was made by Merten and seconded by Stuble to allow Manager Olson to choose the exterior lighting with the amount not to exceed \$3,000, motion carried unanimously.

Manager Olson prepared a spreadsheet of apartments that do not currently have blinds. She will obtain a quote to install blinds in two or three more phases.

Manager Olson informed the board members that she will contract with Chuck's Window Washing to clean the outside windows at a cost of \$1000.50.

#### COMMUNICATION

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

#### NEW BUSINESS

None

#### UNFINISHED BUSINESS

None

#### OTHER BUSINESS:

There were no resident comments.

#### ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Iselin and carried unanimously. Meeting adjourned at 7:45 P.M. The next monthly meeting has been tentatively scheduled for June 21, 2016 at 6:00 P.M.

Kelly Iselin, Secretary

