

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
July 20, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, July 20, 2017 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the regular monthly meeting held June 22, 2017, were reviewed and approved as written with a motion by Petersen, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of June 30, 2017. (See statement balance sheet).

OCCUPANCY REPORT: Manager Olson reported 54 on the waiting list for one bedroom units and 10 for two bedroom units. Letters were sent to outdated applicants to update their information.

BUILDING AND MAINTENANCE: Commissioners toured the river area to view the flood damage. No damage to the building but residents lost the food in their refrigerators due to power outage. A leak developed on the roof in the addition and Manager Olson also discovered slight erosion by the side of the parking lot due to flood damage.

Discussion to put Lexon on the lower part of 52 hollow core doors in the handicapped units at a cost of \$771 will be reviewed next month.

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

The Board approved running a ½ page ad in “Our Town” magazine for \$385 in the 8/24/17 issue.

NEW BUSINESS: Calendars were discussed. The Employee & Board picnic is to be held on a Sunday in August.

The new part time housekeeping employee will start August 1.

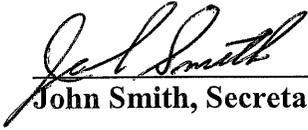
Riverview Manor will host the Burlington Chamber of Commerce Business After Hours on September 14, 2017 in recognition of the 40th Anniversary of RVM. Manager Olson will check with Napoli, Gooseberries & Stowell’s for catering prices of food and drink.

A lot of positive comments were received from residents on handling of the power outage.

UNFINISHED BUSINESS: None

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 7:05 P.M. The next monthly meeting is tentatively scheduled for August 17, 2017 at 6:00 p.m.



John Smith, Secretary