

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
June 19, 2014**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, June 19th, 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 was also present.

Minutes from the regular monthly meeting held on May 15th were approved with a motion by Heck, seconded by Stoehr, motion carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of May 31, 2014
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 31 on the waiting list for 1 bedroom units and 6 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Manager Olson reported that the new heat exchanger has been installed in Phase I. The system must be flushed before use.

The new water softener has been installed but there is a drain issue and Solofra Plumbing has been contacted.

Manager Olson contacted another company regarding the suite phone system and a representative is scheduled at RVM on June 23rd.

Bid in the amount of \$3,348.00 was received from Koch Kuts to repair washout area from run-off near west corner of parking lot. Board members discussed the proposal and recommended that Manager Olson obtain a second bid.

No trespassing signs was again discussed and board members suggested signs be installed in appropriate locations.

Residents asked Manager Olson to check the availability of stronger signals for TV reception at RVM. She will make inquiries regarding this request.

COMMUNICATION

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

(M.P.R. Update)

A Reamortization Agreement will be completed at the loan closing scheduled for July 10th.

The Benz Architecture team visited Riverview Manor for inspection of building and comments were very good.

After board discussion, a motion was made by Heck, seconded by Stublely to approve an estimated cost between \$600.00 - \$1,000 by Konicek Environmental for asbestos inspection with approximately 20 samples taken from various areas including kitchen area, baseboards, ceilings, mechanical rooms etcetera.

Manager Olson will set up system for accounting purposes to track hours spent on MPR work vs. regular daily office work.

NEW BUSINESS

Board members discussed and made decisions on wages for employees for the upcoming 2014-2015 year.

UNFINISHED BUSINESS

Management plan and pet policy updates are still priority items and being discussed.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stoehr, seconded by Heck to adjourn and carried unanimously. Meeting adjourned at 8:25 P.M. The next monthly meeting as well as the annual meeting has been tentatively scheduled for July 17th, 2014


Ralph Heck, Secretary