

**Housing Authority of City of Burlington Wisconsin
Riverview Manor**

November 15, 2018

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, November 15, 2018 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Petersen.

COMMISSIONERS PRESENT: Chairman Petersen, Vice Chairman Heck, Secretary Smith, Commissioner Merten and Manager Odeja. Commissioner Lapp had an excused absence.

Minutes from the regular monthly meeting held October 13, 2018 were reviewed. A motion to approve the minutes as written was made by Merten, seconded by Heck and carried unanimously.

FINANCIAL REPORT: Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members including Reserve Account balances as of October 31, 2018. (See statement balance sheet).

Update given regarding progress of updating signers for Reserve Account.

OCCUPANCY REPORT: Manager Odeja reported 63 on the waiting list for one bedroom units and 7 for two bedroom units.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in October. Discussion was held on updating the décor in the building.

Manager Odeja gave an update regarding the need for new fence around the dumpsters. No bids have been received as yet. This matter will be tabled until spring. An update was also given on the need to remove the carpet at the north entrance due to heavy traffic and wear and to replace it with tile

NEW BUSINESS: Audit has been started by Sitzberger CPA firm.

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:36 P.M. The next monthly meeting is scheduled for December 3, 2018 at 6:00 p.m.



John Smith, Secretary