

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

April 18, 2019

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, April 18, 2019 at 5:30 p.m. at Riverview Manor. The meeting was called to order by Chairman Petersen.

COMMISSIONERS PRESENT: Chairman Petersen, Vice Chairman Heck, Secretary Smith, Commissioners Lapp and Merten and Manager Odeja.

Minutes from the regular monthly meeting held March 21, 2019 were reviewed. A motion to approve the minutes as written was made by Merten, seconded by Lapp, 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 March 31, 2019. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 56 on the waiting list for one bedroom units and 4 for two bedroom units.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in March. The Board reviewed the bids for landscaping and snow plowing. Manager Odeja will ask for updated bids.

An insurance claim payment was received for the light pole damage in our parking lot caused by one of our tenants.

NEW BUSINESS: There was an updated discussion requiring renter's insurance for all of our tenants. The renter's insurance requirement will take effect beginning June 5, 2019 for all new and renewed leases.

OTHER BUSINESS: Discussion was held on upcoming training for Manager Odeja. S.T.A.R. Development training will cost from \$375.00 to \$650.00

Manager Odeja presented a list of items to be considered for the 2019-2020 budget for Riverview Manor.

ADJOURNMENT: There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 6:15 P.M. The next monthly meeting is scheduled for May 15, 2019 at 5:30 p.m.



John Smith, Secretary