

**City of Burlington Housing Authority
Riverview Manor
October 15, 2009**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, September 3, 2009 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Board members LeRoy Stoehr, Kelly Iselin and Resident Manager, Dorothy Henning. Board member Charles Stublely was excused.

Minutes from the September 3rd. meeting was dispersed to board members and a motion was made by Stoehr to approve the minutes as read, seconded by Iselin and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of September 30, 2009

First Banking Center	\$ 97,391.02
M&I Bank	<u>\$ 26,680.44</u>
TOTAL	\$ 124,071.46

OCCUPANCY REPORT:

Manager Henning reported 13 on the waiting list for one bedroom units and one 2 bedroom unit is available. She will be doing additional advertising for the 2 bedroom unit that is available.

BUILDING AND MAINTENANCE:

- The US Fire Protection, Inc. recently inspected the automatic fire sprinkler system at Riverview Manor (per the State of Wisconsin and NFPA 25). In addition to the inspection, they reported that a 5 year inspection is due. The basic charge for this inspection will be \$545.00 which does not include any repairs if necessary.
- Mather Specialty Inc. manager informed Manager Henning that the roofing job will be completed within a week if the weather is cooperative
- Manager Henning will be contacting another company for a third bid on a surveillance system before the November meeting.

COMMUNICATIONS:

- **Copies of general ledger sheets for monthly bills and payments from August and September were dispersed to board members for review.**

NEW BUSINESS:

- **Chairman Lapp and Manager Henning will attend the WI-CARH seminar at Wisconsin Dells on November 5th and 6th. Due to the date of this seminar the regular monthly meeting for the Housing Authority will be held Tuesday, November 10th. and Michelle from Gordon Maier Co. will be present to review the annual audit with board members.**

UNFINISHED BUSINESS:

- **The by-laws amendments have been received and the annual meeting will be held when all board members can attend and election of officers can be voted on.**

ADJOURNMENT:

There being no further business, motion to adjourn was made by Heck, seconded by Stoehr and carried unanimously. Meeting adjourned 7:30 P.M.

The next monthly meeting is scheduled for November 10, 2009.


Ralph Heck, Secretary