

**City of Burlington Housing Authority  
Riverview Manor  
November 10, 2009**

**The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, November 10<sup>th</sup>, 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, Charles Stublely and Resident Manager, Dorothy Henning. Board member Kelly Iselin was excused.**

**Minutes from the October 15<sup>th</sup>. meeting was dispersed to board members and a motion was made by Stoehr to approve the minutes as read, seconded by Stublely and carried unanimously.**

**FINANCIAL REPORT:**

<b>Reserve Account balances as of October 31, 2009</b>	
<b>First Banking Center</b>	<b>\$ 97,540.33</b>
<b>M&amp;I Bank</b>	<b>\$ <u>26,684.97</u></b>
<b>TOTAL</b>	<b>\$ 126,225.30</b>

**OCCUPANCY REPORT:**

**Manager Henning reported 13 on the waiting list for one bedroom units and one 2 bedroom unit is available. There are 2-2 bedroom units available.**

**BUILDING AND MAINTENANCE:**

- **Manager Henning reported that the roofing job has been completed.**
- **A sales representative from ADT Surveillance Systems gave a demonstration and proposal for the ADT surveillance system. This was the third bid received and proposed to the board members. A motion was made by Heck and seconded by Stoehr to accept the lowest bid which was from ADT as demonstrated. Motion carried.**
- **12 new locks have been installed and keys distributed.**
- **Jenny Knaup from Warm-In of Beaver Dam will give the board members a demonstration on the air conditioning covers for the units in the near future.**

**COMMUNICATIONS:**

- Copies of general ledger sheets for monthly bills and payments from August and September were dispersed to board members for review.
- Michelle Jones from Gordon Maier Co. handed out copies of the audit report and discussed with the board members.

**NEW BUSINESS:**

- Chairman Lapp and Manager Henning reported on their attendance of the WI-CARH seminar at Wisconsin Dells on November 5<sup>th</sup> and 6<sup>th</sup>. and spoke about how beneficial they felt the seminar was. They also spoke about the possibility of a capital assessment necessary in the future for Riverview.

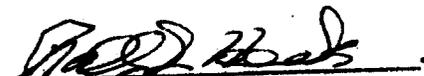
**UNFINISHED BUSINESS:**

- 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 8:20 P.M.

The next monthly meeting is scheduled for December 3<sup>rd</sup>. but it may be necessary to change that date due to the availability of board members.

  
Ralph Heck, Secretary