

City of Burlington Housing Authority
Riverview Manor
December 16, 2010 *2009*

The regular monthly meeting of the City of Burlington Housing Authority was held on Wednesday, December 16th, 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, Kelly Iselin and Resident Manager, Dorothy Henning.

Minutes from the November 10th. meeting was dispersed to board members and a motion was made by Stublely to approve the minutes as read, seconded by Stoehr and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of November 30, 2009

First Banking Center	\$ 15,925.40
M&I Bank	<u>\$ 26,689.35</u>
TOTAL	\$ 42,614.75

OCCUPANCY REPORT:

Manager Henning reported 14 on the waiting list for one bedroom units and there are 2-2 bedroom units available.

BUILDING AND MAINTENANCE:

- Manager Henning showed the board members resident units ¹³⁶140 and 240 that incurred water damage due to a busted copper pipe in the heating line in unit 240. Bids are being accepted for repairs on ¹³⁶140, *FBH*
- ADT Surveillance Systems has been chosen for the security cameras and equipment. Installation will be scheduled in the near future.
- Warm-In of Beaver Dam air conditioner covers have been approved by the board to be installed. A motion by Heck and seconded by Stoehr was made to order the covers beginning for the resident units of Phase I and do the same for Phase II in the future, carried unanimously.
- The copy machine in Manager Henning's office quit working and could not be repaired, therefore a reconditioned unit was purchased at a cost of \$750.00

COMMUNICATIONS:

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

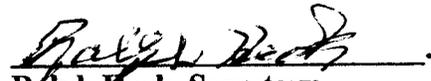
NEW BUSINESS:

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.



Ralph Heck, Secretary