

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
November 20, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, November 20, 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 Manager Arlene Odeja. Commissioner Merten had an excused absence.

Minutes from the regular monthly meeting held October 24, 2019 were reviewed. A motion to approve the minutes as written was made by Lapp, 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, 2019. (See statement balance sheet). A motion to approve the financial report as written was made by Heck, seconded by Lapp, and carried unanimously.

OCCUPANCY REPORT: Manager Odeja reported 52 on the waiting list for one bedroom units and 5 for two bedroom units. There are currently 4 vacancies.

BUILDING AND MAINTENANCE: See attached report.

Heather Christensen from Reserve Advisors presented their proposal for our CNA reserve study. Future discussion to be held.

NEW BUSINESS: No new business to report.

OTHER BUSINESS: Discussion on the Chamber of Commerce invoice.

ADJOURNMENT: There being no further business, a motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 6:45 p.m. The next monthly meeting is scheduled for December 18, 2019 at 5:30 p.m.



John Smith, Secretary