

**City of Burlington Housing Authority
Riverview Manor
January 21, 2010**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, January 21st, 2010 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 Charles Stublely, Kelly Iselin and Resident Manager, Dorothy Henning. Board member Stoehr was excused

Minutes from the December 16th. meeting was dispersed to board members and a motion was made by Stublely to approve the minutes as read, seconded by Iselin and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of December 31, 2009

First Banking Center	\$ 18,054.70
M&I Bank	\$ <u>26,693.89</u>
TOTAL	\$ 44,748.59

OCCUPANCY REPORT:

Manager Henning reported 13 on the waiting list for one bedroom units and the 2-2 bedroom units will be occupied in March and April.

BUILDING AND MAINTENANCE:

- Manager Henning reported to the board that the surveillance equipment has been installed by ADT Surveillance Systems but a few adjustments are needed in some of the cameras.**
- The second style of A/C cover has been received from Warm-In of Beaver Dam and will be tried in a unit to make sure it fits properly before an order is placed.**
- Board members inspected the progress in Unit 136 for repair caused by water damage.**

COMMUNICATIONS:

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

NEW BUSINESS:

- **A letter of proposal and information has been received from Patrick W. Romenesko, S.C. CPA and has agreed to attend a board meeting and discuss his proposal with board members regarding performing audit services for Riverview Manor.**

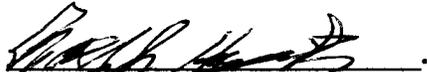
UNFINISHED BUSINESS:

- **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 Stublely and carried unanimously. Meeting adjourned 7:20 P.M.

The next board meeting has been tentatively scheduled for February 4th.


Ralph Heck, Secretary