

**City of Burlington Housing Authority
Riverview Manor
March 18, 2010**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, March 18th. 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 Kelly Iselin, Leroy Stoehr, Charles Stuble and Resident Manager, Dorothy Henning.

Minutes from the February 4th. meeting was dispersed to board members and a motion was made by Iselin to approve the minutes as read, seconded by Stoehr and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of February 28, 2010

First Banking Center	\$ 17,874.62
M&I Bank	<u>\$ 15,101.24</u>
TOTAL	\$ 32,975.82

OCCUPANCY REPORT:

Manager Henning reported 14 on the waiting list for one bedroom units.

BUILDING AND MAINTENANCE:

- Carbon monoxide detectors to be purchased and installed at Riverview Manor per letter received from the City of Burlington regarding Wisconsin law (Statutory Installation Requirements in 2007 Wisconsin Act 205).**
- Air conditioner covers from Warm-In A. C. Inc will be added in the budget for 2010-2011 for all the units.**

COMMUNICATIONS:

- Draft copies of the Residents Handbook and Management Plan was distributed to board members to review and discuss.**
- The Tri-annual visit by Rural Development personnel will be on April 7th. and 8th.**

NEW BUSINESS:

- The proposal received from Shannon Rohner for professional services she has to offer the residents that includes barbering, nail and toe nail clipping, polishing etc; was discussed. No action taken at this time.
- Motion by Heck, seconded by Stoehr to send Dorothy and Pat to the F.H.A Software seminar in Rockford on march 28th. Motion carried unanimously.

UNFINISHED BUSINESS:

- The annual meeting will be held after the regular meeting in May and election of officers will take place.

ADJOURNMENT:

There being no further business, motion to adjourn was made by Stublely, seconded by Stoehr and carried unanimously. Meeting adjourned 7:35 P.M.


Ralph Heck, Secretary