

**City of Burlington Housing Authority  
Riverview Manor  
May 13, 2010**

**The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, May 13<sup>th</sup>. 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 Leroy Stoehr, Charles Stublely and Resident Manager, Dorothy Henning. Board member Kelly Iselin was excused.**

**Minutes from the April 12<sup>th</sup>. 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 April 30, 2010**

<b>First Banking Center</b>	<b>\$ 26,335.95</b>
<b>M&amp;I Bank</b>	<b><u>\$ 15,106.29</u></b>
<b>TOTAL</b>	<b>\$ 41,442.24</b>

**OCCUPANCY REPORT:**

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

**BUILDING AND MAINTENANCE:**

- Proposal from Solofra Plumbing & Heating Inc. to be submitted for new water heater at Riverview Manor. Mr. Solofra met with the board members to discuss various options.**
- Board members walked the grounds at Riverview Manor prior to the meeting. There were some suggestions for replacement of over grown shrubs, bushes and flowers including work surrounding the patio area near the community room. Koch Kuts to be congratulated for their upkeep of the grounds.**
- The City Street Department has been contacted regarding raised sidewalks and will advise if they can grind the sidewalk areas where there is a raise. Also requested, the possibility of having cracks and striping done in parking lot. Mr. Pieters will contact Manager Henning to inspect the areas discussed.**

**COMMUNICATIONS:**

- **The Resident's Handbook was discussed and after all changes have been made, a revised copy will be distributed to all the residents.**
- **The report of the tri-annual inspection by Rural Development personnel at Riverview Manor on April 7<sup>th</sup>. and 8<sup>th</sup>.was received and distributed to board members. Board members were very pleased with the comments including the well maintained and clean common area at Riverview Manor.**
- **Copies of the monthly bills and payments were received and reviewed. Manager Henning gave board members copies of the operating statement from the accounting software along with copies of the ledger sheets.**
- **Manager Henning is working on the 2010-2011 budget that has to be submitted to Rural Development by the end of May. Board members were given a copy of the worksheet for review and were asked for any input or changes.**

**NEW BUSINESS:**

**UNFINISHED BUSINESS:**

**ADJOURNMENT:**

**There being no further business, motion to adjourn was made by Heck, seconded by Stoehr and carried unanimously. Meeting adjourned 7:35 P.M. The next monthly meeting will be held on June 10<sup>th</sup>.**

  
\_\_\_\_\_  
**Ralph Heck, Secretary**