

**City of Burlington Housing Authority
Riverview Manor**

September 9, 2010

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, September 9th . 2010 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Commissioners Charles Stublely, LeRoy Stoehr and Resident Manager, Dorothy Henning. Commisioner Kelly Iselin was excused.

Minutes from the August 19th . meeting was dispersed to board members and a motion was made by Stublely, seconded by Stoehr to approve the minutes as read, carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of July 31, 2010	
First Banking Center	\$ 34,866.67
M&I Bank	\$ <u>15,116.47</u>
TOTAL	\$ 49,983.14

OCCUPANCY REPORT:

Manager Henning reported 21 on the waiting list for one bedroom unit and 2 for two bedroom units.

BUILDING AND MAINTENANCE:

- The bid from Nienhaus Plumbing for replacement of the water heater had been previously accepted but due to his unforeseen work schedule and time element to install, he withdrew his bid and the board accepted the next lowest bid for this replacement.**
- Warm-In LLC would provide total cost figure for air conditioning covers in resident units and if total cost amount had not changed from proposal, the order would be processed per board approval.**

COMMUNICATIONS:

- **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.**
- **Discussion concerning resident smoking in unit after receiving “5 Day Quit or Cure notice”. After consulting with attorney, will proceed with eviction process.**
- **Letters will be sent or delivered to all residents at Riverview Manor regarding future requirement for renters insurance.**

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 7:30 P.M. The next monthly meeting is tentatively set for October 13th.



Ralph Heck, Secretary