

**City of Burlington Housing Authority
Riverview Manor**

November 18, 2010

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, November 18th . 2010 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

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

Minutes from the October 13th . meeting was dispersed to board members and a motion was made by Stoehr, seconded by Iselin to approve the minutes as read, carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of October 31, 2010

First Banking Center	\$ 31,502.64
M&I Bank	<u>\$ 15,121.52</u>
TOTAL	\$ 46,624.16

OCCUPANCY REPORT:

Manager Henning reported 22 on the waiting list for one bedroom unit and 4 for two bedroom units.

BUILDING AND MAINTENANCE:

- 14 A/C covers for Phase II resident units do not fit and Manager Henning will contact Warm-In LLC owners to request a possible exchange for covers to fit the air conditioners for these units.**
- Greg Benz is working with Rural Development regarding the Capital Needs Assessment.**
- Manager Henning and Chairman Lapp reported on the Wi-Carh meeting they attended on November 4th . at Wisconsin Dells.**

COMMUNICATIONS:

- **Copies of the monthly bills and operating statement were received by board members and reviewed.**
- **The possibility of setting up a web site and face book advertising in the future was discussed by Manager Henning and board members. Manager Henning will do further research.**
- **Manager Henning will contact the Adecco Company to check on temporary help to assist in setting up a new software program.**

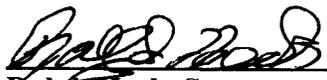
NEW BUSINESS:

- **A motion was made by Stoehr, seconded by Stublely and approved to obtain the program to search credit and background checks on incoming new residents.**
- **AT & T computer back-up program for a monthly charge of \$6.00 was approved on a motion by Heck, seconded by Stoehr.**

UNFINISHED BUSINESS:

ADJOURNMENT:

There being no further business, motion to adjourn was made by Heck, seconded by Stoehr and carried unanimously. Meeting adjourned 7:40 P.M. The next monthly meeting is tentatively set for December 8th.



Ralph Heck, Secretary