

**City of Burlington Housing Authority
Riverview Manor**

December 8, 2010

The regular monthly meeting of the City of Burlington Housing Authority was held on Wednesday, December 8th. 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 November 18th. meeting was dispersed to board members and a motion was made by Stoehr, seconded by Stublely to approve the minutes as read, carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of November 30, 2010

First Banking Center	\$ 28,878.09
M&I Bank	<u>\$ 15,124.01</u>
TOTAL	\$ 44,002.10

OCCUPANCY REPORT:

Manager Henning reported 18 on the waiting list for one bedroom unit and 4 for two bedroom units.

BUILDING AND MAINTENANCE:

- Researching possibility of trimming 14 A/C covers in Phase II units that do not fit due to location of air conditioners in walls, also Manager Henning will contact Warm-In LLC owners to request a possible exchange and cost for covers that would fit the A/C units.**
- Due to the lack of capacity of the current dumpster at Riverview Manor, a request was made to the City of Burlington and approved to receive a larger dumpster at Riverview Manor.**

- **Motion by Heck, seconded by Stublely to approve the use of a program to do background, credit and criminal checks on new applicants at Riverview Manor.**

COMMUNICATIONS:

- **Copies of the monthly bills and operating statement was received and reviewed by board members.**
- **Manager Henning is continuing to research the possibility of setting up a web site and face book advertising.**

NEW BUSINESS:

UNFINISHED BUSINESS:

ADJOURNMENT:

There being no further business, motion to adjourn was made by Stublely, seconded by Iselin and carried unanimously. Meeting adjourned 7:15 P.M. The next monthly meeting is tentatively set for January 20th, 2011



Ralph Heck, Secretary