

**City of Burlington Housing Authority
Riverview Manor**

January 26, 2011

The regular monthly meeting of the City of Burlington Housing Authority was held on Wednesday, January 26th. 2011 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 December 8, 2010 meeting was dispersed to board members and a motion was made by Iselin, seconded by Stoehr to approve the minutes as read, carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of December 31, 2010

| | |
|-----------------------------|----------------------------|
| First Banking Center | \$ 27,725.40 |
| M&I Bank | \$ <u>15,126.58</u> |
| TOTAL | \$ 42,851.98 |

OCCUPANCY REPORT:

Manager Henning reported 11 on the waiting list for one bedroom unit and 3 for two bedroom units.

BUILDING AND MAINTENANCE:

- **Last A/C covers will be assembled shortly and 15 covers for units in Phase II will be returned to Warm-In LLC for exchange for covers to be tailored to fit units that are located in different location on walls in Phase II on the second floor. A fee of \$200.00 will be assessed to Riverview Manor for restocking and machine set-up for different size covers.**

COMMUNICATIONS:

- **Copies of the monthly bills and operating statement was received and reviewed by board members.**
- **Quick Books has been purchased and board members and Manager Henning discussed the need for part time help that is qualified to work with the Quick Book program and assist with office duties as needed.**
- **Patrick Romenesko, CPA, attended the monthly meeting to review the annual audit with board members.**

NEW BUSINESS:

UNFINISHED BUSINESS:

ADJOURNMENT:

There being no further business, motion to adjourn was made by Stublely, seconded by Stoehr and carried unanimously. Meeting adjourned 7:25 P.M. The next monthly meeting is tentatively set for February 17th, 2011



Ralph Heck, Secretary