

LOW RENT HOUSING AGENCY OF WAVERLY
Minutes – Meeting held Tuesday, November 11, 2003

Members Present: Ronald Stahlberg, Don Berg, Miriam Dorfman

Members Absent: Shaheen Munir, Barbara McLaughlin

Financial Statement for September and October 2003 were reviewed. The final payment on the current contract for the 2002 Capital Fund Program was made to Matt Construction, completing that portion of the project for the Waverly Homes. There was extra maintenance done on several of the Waverly Homes boilers to correct leaks in one boiler and several backflow valves. The third floor air conditioner/furnace has been replaced at the Manor.

RESOLUTION 855:

A motion was made by Don Berg and seconded by Miriam Dorfman to approve the financial statements as presented for September and October 2003. All votes were affirmative; motion was carried.

The budgets for the Waverly Homes and Waverly Manor were reviewed. The 2003 actual expenses were in line with the budget except energy cost (especially gas), which have risen above projected amounts. Because of the increased energy cost, many of the planned projects for the Waverly Homes were not completed. Many of the Waverly Manor's planned projects are underway and should be completed by year-end. Reviewing the 2004 budgets, it was suggested by Board Chairman Ron Stahlberg that the cost of insurance for fire and extended liability should be increased a larger percentage than currently. With the fires and other natural disasters this year in the United States, he feels that we could see a double digit increase in our costs. Information was given to the Board on proposed wage increases for the current staff. No large projects are budgeted for the Waverly Homes unless it would be covered by the Capital Funds Program as there is no budget to cover anything but basic expenses. The Waverly Manor's budget will reflect replacement of the remaining old vinyl in 11 apartment bathrooms and installation of bathroom vanities. The director will make the requested changes and present the revised budget to the Board at the next meeting.

A review of the proposed expansion of the Community Building using the 2003 Capital Funds was made. Suggestions from the board were noted and will be taken to the architect.

The director told of the Presidential Mandate to Correctly Calculate Rental Rates. There are new RIM reviews being conducted and some minor changes will need to be made to our current rent calculation process. Wayne Maas, who we have used in the past for snow removal, salting and sanding has decided not to continue in business. We will look for someone else. The problem occurs if we have a large snowfall. Maintenance is not able to push the snow far enough off the drives and parking lots with a pick-up truck and blade. We need someone with larger equipment to do that for us. Three board members terms will be up in January 2004. The mayor will be notified. Parking at the Manor continues to be a problem. We have some people from F Building now parking in the office lot, which helps. At this time we have no openings and a waiting list of twenty-five. We are looking for a community organization to help us replace the existing flag poles at the Manor and the Homes.

The Board adjourned into executive session.

Rebecca Laas, Executive Director