

LOW RENT HOUSING AGENCY OF WAVERLY
Minutes – Meeting held Tuesday, January 13, 2004

Members Present: Ronald Stahlberg, Don Berg, Miriam Dorfman, Barbara McLaughlin

Members Absent: none

The Board was short one member awaiting notification from the Mayor's office as to the replacement of Shaheen Munir whose term ended December 31 2003.

The first order of business was the election of officers.

RESOLUTION 856:

Motions were made and seconded, Ronald Stahlberg was again elected Chairman, Miriam Dorfman as Vice-Chairman and Don Berg as Secretary. All votes affirmative, motion carried.

RESOLUTION 857:

A motion was made by Miriam Dorfman and seconded by Barbara McLaughlin to accept the November and December 2003 financial statements as presented. All votes affirmative, motion carried.

It was noted that both projects came in under budget for the year ending 12/31/03. Revenue was on target for the Waverly Manor, but the Waverly Homes saw a slight decrease in rental income. Utility cost saw the most marked increase of over 10%. Because of the reduction of rental income and the increase in utility costs, the Waverly Homes were unable to complete some of the non-routine maintenance projects that were budgeted.

RESOLUTION 858:

A motion was made by Don Berg and seconded by Miriam Dorfman to accept the Waverly Manor and Waverly Homes 2004 budgets as presented. All votes affirmative, motion carried.

Board Chairman signed the Board Resolution Approving Operating Budget (HUD-52574) to be filed with the Waverly Homes budget.

The Capital Fund Program for 2003, to be completed in 2004, was reviewed. The Board looked at the last set of architectural drawings provided by InVision Architecture. A couple of minor changes were noted. The project for this year includes expanding the maintenance area, relocating some of the office area and the residing of the Community Building. The architect spoke with the City of Waverly regarding the relocation of the water lines to allow for the expansion. The plans are drawn to follow their solution to this problem. The pre-bid meeting is set for March 2nd at the Low Rent Housing Agency offices, with bid letting on March 9th 2004.. It was noted that HUD notified the WLRHA they would be receiving an additional \$9,869 for this funding year.

RESOLUTION 859:

A motion was made by Don Berg and seconded by Barbara McLaughlin to accept the project as drawn and directed the director to proceed with bid letting. All votes were affirmative, motion carried.

The Board reviewed the information being submitted to the Public Housing Assessment System in relation to the Management Assessment for Public Housing Agencies. MASS will be submitted by the director through the HUD internet site.

RESOLUTION 860:

A motion was made by Miriam Dorfman and seconded by Don Berg that the information being presented to the MASS system was true and accurate. All votes were affirmative, motion carried.

The director told the Board that the Iowa Finance Authority will be at the office do its annual management and paperwork review in February. The five apartments that were vacated in November and December have all been re-rented. We continue to have a waiting list for both projects.

A motion was made by Miriam Dorfman and seconded by Don Berg to adjourn the meeting. All votes were affirmative, motion carried.

Rebecca Laas, Executive Director