

LOW RENT HOUSING AGENCY OF WAVERLY IOWA
Minutes for the Meeting Held Tuesday, March 9th 2004

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

Members Absent: none

The first item on the Board's agenda was the bid letting for the Capital Fund Program 2003 to be completed in 2004 for the Waverly Homes. Hovey Brom from InVision Architects was present, along with the three bidding contractors. Board President Ron Stahlberg opened the bids. Hovey will review the bids and evaluate the low bid to be certain it meets all the criteria of the Housing Agency and HUD.

RESOLUTION 861:

A motion was made by Miriam Dorfman and seconded by Marcia Kifer to accept the low bid including the roof alternate presented as long as all criteria are met after Hovey Brom's review. All votes were affirmative, motion carried.

RESOLUTION 862:

A motion was made by Don Berg and seconded by Marcia Kifer to use reserve funds from the Waverly Homes to complete the project as the low bid came in slightly over the amount of Capital Funds provided for 2003. All votes were affirmative, motion carried.

RESOLUTION 863:

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

During the financial review it was noted that the State Farm renewal of the fire and extend liability coverage for the Waverly Homes came in at about 2% less than the previous year. With no other bids received, the Board accepted the renewal.

The Waverly Manor went through a Management and Occupancy Review by the Iowa Finance Authority in February. The letter with the findings had not yet been received. HUD has changed the occupancy requirements so there are new forms needed and some procedures will need to be changed. The inspector pointed out no major deficiencies.

The replacement of old vinyl in some of the Waverly Manor bathrooms will proceed soon. Although it was discovered that there were more baths that still had the old vinyl that originally thought, costs should still come in under budget.

The Waverly Homes is fully rented. The Waverly Manor has one apartment available. During the annual fire extinguisher inspection, it was pointed out that the extinguishers in the Waverly Homes were from a company no longer in business, would not be repairable and were very old. It was decided to replace five in 2004 and five in 2005.

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

Rebecca Laas, Executive Director