

**Penn Towers Homeowners Association**  
Board of Directors Meeting Minutes  
Zoom Meeting – 4:30 PM  
January 19, 2021

Meeting called to order at 4:30 pm. by Jeffrey Harms

**Board members present:** Jeffrey Harms, Chance Carlin, Michael Gualtieri and Alyssa Porter

**Board members absent and excused:** Jeannette Shea

**CPMG Staff:** Mark Dougal, Association Manager CMCA, AMS.

Quorum of Board of Managers established. Minutes were taken and transcribed by Mark Dougal.

**Homeowner Forum:** There were no owners present.

**Meeting Minutes:** December 15, 2020

- On a motion duly made, seconded and unanimously carried it was resolved to approve the December 15, 2020 minutes as written.

**President's Report:** N/A

**Association Managers' Report:** Mark Dougal

- Mark Dougal gave an update on daily operations.

**Old Business/Discussion Items:**

- Jeff gave a brief update on the status of the replacement of the entry system. All doors are now working with the exception of the back gate that should be up and running shortly.
- The Board discussed the police activity that took place earlier in the morning in the parking lot on 1.19.21.

**Contracts/New Business:**

- On a motion duly made, seconded and unanimously carried it was resolved to approve the Savatree tree care bid in the amount of \$230.
- The Board reviewed a hot water heater bid that was tabled.
- The Board reviewed 3 elevator closer bids that were tabled.

**Contract(s) Approved Between Meetings:** None

**Financials:**

- **Motion** to approve the December 2020 financials prepared by CPMG, was duly made, seconded and unanimously passed, subject to audit.

**Hearings:**

**Motion to access the following fines was made, seconded and passed unanimously.** None

**Correspondences:** None

**Executive Session:** None

**Adjournment:** 5:30 p.m.

**Next Meeting:** February 16, 2021 – 4:30 PM – Zoom Meeting

Minutes approved:

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Jeffrey Harms, President

Date