

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Charlie Brown's – 4:30 PM
January 21, 2020

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.

Guest: Andrew Obee from Alpine Electronics was there to discuss the progress of the security system and electronic key card entry system with the Board.

Meeting Minutes: November 19, 2019

- On a motion duly made, seconded and unanimously carried it was resolved to approve the November 19, 2019 minutes as written.

President's Report: N/A

Association Managers' Report: Mark Dougal

- Mark Dougal gave an update on daily operations.

Old Business:

- #601's leak was discussed with no action taken at this time.
- The elevator replacement/upgrade was discussed with no action taken at this time.

Contracts/New Business:

- The 2018 audit draft was discussed and tabled until the Board had more time to review it.
- The 2019 audit representation letter was discussed and denied as the Board would only like to do an audit every 3 years.

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the December 2019 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: 5:32 p.m.

Next Meeting: March 17, 2020 at 4:30 PM – Charlie Brown’s

Minutes approved:

Jeffrey Harms, President

Date