

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting – 4:30 PM
March 16, 2021

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

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

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: February 16, 2021

- On a motion duly made, seconded and unanimously carried it was resolved to approve the February 16, 2021 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.
- The Board discussed the upcoming spring projects. The Board will be replacing the old BBQ grill and placing new flower pots in the common area.

Contracts/New Business:

- The Board reviewed the hot water heater bids. The Board would like Complete Plumbing to increase their warranty to 1 year. Mark will request this and determine if Complete is willing to accept the request or not.

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the February 2021 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: 5:11 p.m.

Next Meeting: April 20, 2021 – 4:30 PM – Zoom Meeting

Minutes approved:

Jeffrey Harms, President

Date