

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Go To Meeting Online due to COVID-19– 4:30 PM
March 17, 2020

Meeting called to order at 4:38 pm. by Jeffrey Harms

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

Board members absent and excused: None

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: January 21, 2020

- On a motion duly made, seconded and unanimously carried it was resolved to approve the January 21, 2020 minutes as written.

President's Report: N/A

Association Managers' Report: Mark Dougal

- Mark Dougal gave an update on daily operations.

Old Business:

- The Alpine camera system and access system progress was discussed.
- The 2018 audit was discussed and will be approved over email in the next few days.

Contracts/New Business:

- Landscaping bids were reviewed by the Board and were tabled for further discussion.

Contract(s) Approved Between Meetings: None

Financials:

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

Next Meeting: April 21, 2020 at 4:30 PM – Go to Meeting due to COVID-19

Minutes approved:

Jeffrey Harms, President

Date