

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
CPMG Office – 4:30 PM
March 19, 2019

Meeting called to order at 4:34 pm. by Jeffrey Harms

Board members present: Jeffrey Harms, Jeannette Shea and Alyssa Porter

Board members absent and excused: Randal Fetzer and Michael Gualtieri

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

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

Homeowner Forum: There was 1 owner present. He was there to listen and observe.

Guests: Representatives from Arapahoe County Locksmith, Mathias and Alpine were in attendance to discuss their proposals for a new entry system to the building as well as installation of a security camera system.

Meeting Minutes: November 20, 2018, January 15, 2019 and February 19, 2019

- The minutes were not received and could not be discussed or voted on.

President's Report: N/A

Association Managers' Report: Mark Dougal

- Mark Dougal gave an update on daily operations.

Old Business:

- Unit #301 status was discussed and Mark informed the Board another inspection was scheduled for 3/22 at 10 am.
- The Board discussed the vacancy on the Board. There was no one in attendance interested in joining the Board at this time.

Contracts/New Business:

- New entry system and security camera bids were reviewed and discussed with no action taken.
- A landscaping bid from Sweetlawns was reviewed and discussed. The Board asked Mark to have a few revisions made to the bid before they approve it.

Contract(s) Approved Between Meetings:

- 2018 audit and taxes with EFS and Associates

Financials:

- **Motion** to approve the February 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: 6:37 p.m.

Next Meeting: May 21, 2019 at 4:30 PM – Location TBD

Minutes approved:

Jeffrey Harms, President

Date