

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting – 4:30 PM
May 17, 2022

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

Board members present: Jeffrey Harms, Nancy Miller, Tim Shea, Jillian McKinney and Michael Gualtieri

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 was one owner present. She was there to listen and observe.

Meeting Minutes: March 15, 2022 (No meeting in April)

- On a motion duly made, seconded and unanimously carried it was resolved to approve the March 15, 2022 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:

- On a motion duly made, seconded and unanimously carried it was resolved to approve the new heat exchanger bid from Complete Plumbing for approximately \$14,895.50.

Contracts/New Business:

- The Board discussed the front entry system. The electrician is currently working on the breaker issue(s).
- The Board discussed the leak into unit #101 from above.
- The Board discussed the property walk that took place earlier with the Board members that could not attend.

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the April 2022 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: 5:15 p.m.

Next Meeting: June 21, 2022 – 4:30 PM - Zoom

Minutes approved:

Jeffrey Harms, President

Date