

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting – 4:30 PM
May 18, 2021

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

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

Board members absent and excused: Chance Carlin

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: April 20, 2021

- On a motion duly made, seconded and unanimously carried it was resolved to approve the April 20, 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:

- The Board discussed the elevator repairs that have recently been completed. Everything appears to be working and has given the elevator a much smoother ride.
- The Board discussed the spring landscaping and patio needs. Jeanette will be buying flowers and pots for the courtyard area again.
- The Board discussed the possible need for 2 new Board members as Alyssa and Chance both have their units for sale.
- The Board discussed the issue of packages being stolen from the lobby/mailbox area. The doors are locked and there are cameras in that location that should help prevent theft.

Contracts/New Business: None

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the April 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: 5:35 p.m.

Next Meeting: June 15, 2021 – 4:30 PM – Zoom Meeting

Minutes approved:

Jeffrey Harms, President

Date