

Penn Towers Homeowners Association

Board of Directors Meeting Minutes

Zoom Meeting – 5:00 PM

July 18, 2023

Meeting called to order at 5:02 PM by Michael Gualtieri.

Board members present: Jillian McKinney, Michael Gualtieri, Nancy Miller, Andrew Huff, and Tim Shea.

Board members absent and excused: None.

CPMG Staff: Lakisha Newell, Association Manager.

Quorum of Board of Directors established. June minutes recorded and transcribed by Korey Bueng.

Homeowner Forum:

- There were two homeowners present for the meeting. Some of the topics they discussed included the state of the roof repair project, and the janitorial services at Penn Towers.

Meeting Minutes: June 20, 2023

- On a motion made by Tim Shea, seconded by Andrew Huff and unanimously carried, it was resolved to approve the June 2023 minutes as written.

President's Report:

- Michael gave a brief report on some issues the community is currently facing including the new manager change.

Association Managers' Report:

- Lakisha Newell gave an update on daily operations.

Financials/Legal:

- Jillian McKinney gave a brief report on the Association's financial health and inquired about administrative fees.
- On a motion made by "Andrew Huff" seconded by Tim Shea and unanimously carried, it was resolved to approve the June financials subject to audit.

Old Business/Discussion Items:

- The Board discussed obtaining a detailed list of the services that the janitorial vendor provides.
- "The Board discussed obtaining a snow removal contract for the 2023-2024 winter season."
"The Board discussed the status of the insurance claim in regards to the hail damage on the roof."

New Business/Contracts:

- On a motion made by Nancy Miller, seconded by Andrew Huff and unanimously carried, it was resolved to approve a proposal for tax auditing from Dale Weidner & Company, LLC for 2023 in the amount of \$2,000.
- The Board discussed obtaining a policy for electric vehicle charging stations and decided to table it until the next meeting.

Contract(s) Approved Between Meetings: None.

Hearings: None.

Correspondences: None.

Executive Session: None.

Adjournment: 6:05 PM.

Next Meeting: August 15 , 2023 – 5:00 PM (Zoom)

Minutes approved:

Michael Galtieri, President Date

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