

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Go To Meeting Online due to COVID-19– 4:30 PM
July 21, 2020

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

Board members present: Jeffrey Harms, Chance Carlin and Jeannette Shea

Board members absent and excused: Michael Gualtieri and Alyssa Porter

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.

Guest: Gordon Lane from Western Roofing was on the call to discuss past due invoices and speak with the Board about the roof and why the most recent work was not under warranty.

Meeting Minutes: June 16, 2020

- On a motion duly made, seconded and unanimously carried it was resolved to approve the June 16, 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.

Contracts/New Business:

- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2020 insurance renewal from Assured Partners in the amount of \$13,862.85.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the power washing bid from Metro Building Services in the amount of \$600.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the concrete walkway repair bid from Front Range in the amount of \$675 per floor.
- The Board discussed the ongoing issues with the tenants of unit 401.

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the June 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.

- #401 – 2nd noise violation - \$100
- #401 – 3rd noise violation - \$100
- #401 – 4th noise violation - \$100

Correspondences: None

Executive Session: None

Adjournment: 5:31 p.m.

Next Meeting: August 18, 2020 at 4:30 PM – Go to Meeting due to COVID-19

Minutes approved:

Jeffrey Harms, President

Date