

**Penn Towers Homeowners Association**  
Board of Directors Meeting Minutes  
Go To Meeting Online due to COVID-19– 4:30 PM  
August 18, 2020

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

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

**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 were no owners present.

**Meeting Minutes:** July 21, 2020

- On a motion duly made, seconded and unanimously carried it was resolved to approve the July 21, 2020 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 ongoing issues with unit #401.
- The Board discussed having the 2 trees out from inspected by an arborist to see if they are healthy.
- The Board discussed the lockbox for Alpine and adding a new key card to it for them.

**Contracts/New Business:**

- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2021 budget with no increase.
- The Board discussed the 2020 Annual Meeting and it will be held on October 20<sup>th</sup> at 6 PM via Zoom.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the WDR invoice in the amount of \$2,344.85 be billed back to unit #303.
- On a motion duly made, seconded and unanimously carried it was resolved to approve a bid from Starry, to be the internet service provider for the building.

**Contract(s) Approved Between Meetings:** None

**Financials:**

- **Motion** to approve the July 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.** None

**Correspondences:** None

**Executive Session:** None

**Adjournment:** 5:42 p.m.

**Next Meeting:** September 15, 2020 at 4:30 PM – Zoom Meeting due to COVID-19

Minutes approved:

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Jeffrey Harms, President

Date