

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Charlie Brown's – 4:30 PM
August 20, 2019

Meeting called to order at 4:37 pm. by Jeffrey Harms

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

Board members absent and excused: Michael Gualtieri and 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 was 1 owner present. He was there to listen and observe.

Meeting Minutes: June 18, 2019

- On a motion duly made, seconded and unanimously carried it was resolved to approve the June 18, 2019 minutes as written.

President's Report: N/A

Association Managers' Report: Mark Dougal

- Mark Dougal gave an update on daily operations.

Old Business: None

Contracts/New Business:

- The Board discussed the lack of progress from Alpine on the installation of the new entry system and camera system. The Board gave Alpine a deadline to complete both installations completely by September 1, 2019.
- The Board discussed updating the Penn Towers handbook. The Board is working on a few updates and revisions. Once the revised book is ready and approved it will be mailed to all owners and posted online.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2020 budget with no increase.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2nd floor concrete repair bid from Summit Property Services in the amount of \$650.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the snow removal contract from Rob's Construction.
- The Board discussed the 2019 annual meeting and set the date for October 16th at 6 PM at Charlie Browns.

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the July 2019 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: 5:48 p.m.

Next Meeting: September 17, 2019 at 4:30 PM – Charlie Brown’s

Minutes approved:

Jeffrey Harms, President

Date