

Penn Towers Homeowners Association

Board of Directors Meeting Minutes

Zoom Meeting – 5:00 PM

August 21, 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 was one homeowners present for the meeting. Some of the topics they discussed included the state of the roof repair project, locksmith quotes and the janitorial services at Penn Towers.

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- On a motion made by Tim Shea, seconded by Andrew Huff and unanimously carried, it was resolved to approve the August 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 "Michael Gualtieri" seconded by Andrew Huff and unanimously carried, it was resolved to approve the June financials subject to audit.

Old Business/Discussion Items:

- The Board discussed obtaining other bids for locksmiths.
- 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: September 27, 2023 – 5:00 PM (Zoom)

Minutes approved:

Michael Gaultieri, President Date

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