

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting Online due to COVID-19– 4:30 PM
September 15, 2020

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

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

Board members absent and excused: 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.

Meeting Minutes: August 18, 2020

- On a motion duly made, seconded and unanimously carried it was resolved to approve the August 18, 2020 minutes some minor corrections.

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 2020 Annual Meeting and it will be held on October 20th at 6 PM via Zoom.

Contracts/New Business:

- On a motion duly made, seconded and unanimously carried it was resolved to approve the Universal Landscape snow removal bid on a time and materials basis.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2021 CPMG management contract with no fee increase.

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the August 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: 5:14 p.m.

Next Meeting: October 20, 2020 at 6:00 PM – Annual Meeting via Zoom

Minutes approved:

Jeffrey Harms, President

Date