

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Charlie Brown's – 4:30 PM
September 17, 2019

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

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

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.

Meeting Minutes: August 20, 2019

- On a motion duly made, seconded and unanimously carried it was resolved to approve the August 20, 2019 minutes as written.

President's Report: N/A

Association Managers' Report: Mark Dougal

- Mark Dougal gave an update on daily operations.

Old Business:

- The Board discussed the progress of the new entry system and camera system.
- The Board discussed the annual meeting coming up in October.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the revised HOA handbook.

Contracts/New Business:

- On a motion duly made, seconded and unanimously carried it was resolved to approve the CPMG 2020 management contract with no increase.

Contract(s) Approved Between Meetings: None

Financials:

- **Motion** to approve the August 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: 5:17 p.m.

Next Meeting: October 16, 2019 at 6:00 PM – Charlie Brown’s – Annual Meeting

Minutes approved:

Jeffrey Harms, President

Date