

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting – 4:30 PM
September 21, 2021

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

Board members present: Jeffrey Harms, Jeannette Shea, Michael Gualtieri, Nancy Miller and Jillian McKinney

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 was 1 owner present. He was there to listen and observe.

Meeting Minutes: July 20, 2021

- On a motion duly made, seconded and unanimously carried it was resolved to approve the July 20, 2021 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: None

Contracts/New Business:

- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2022 budget with no dues increase.
- The Board discussed the upcoming 2021 annual meeting.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2022 CPMG management contract in the amount of \$15,456.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2020 audit provided by Weidner.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the 2021 audit bid from Weidner in the amount of \$1,850.
- On a motion duly made, seconded and unanimously carried it was resolved to approve the dumpster repair bid from Summit properties in the amount of \$535.

Contract(s) Approved Between Meetings:

- Insurance renewal – Assured Partners - \$8,894

Financials:

- **Motion** to approve the August 2021 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: 5:39 p.m.

Next Meeting: October 26, 2021 – 6:00 PM – Annual Meeting - Zoom

Minutes approved:

Jeffrey Harms, President

Date