

Penn Towers Homeowners Association

Board of Directors Meeting Minutes

Zoom Meeting – 5:00 PM

September 27, 2023

Meeting called to order at 5:04 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. September minutes recorded and transcribed by Lakisha Newell.

Homeowner Forum:

- There was no homeowners present for the meeting. Some of the topics they discussed included the state of the roof repair project, locksmith quotes and the discussed trimming the trees and bushes as well as powering bids Penn Towers.

Meeting Minutes: September 27, 2023

- On a motion made by “Nancy Miller”, seconded by Andrew Huff and unanimously carried, it was resolved to approve the September 2023 minutes as written.

President’s Report:

- Michael gave a brief report on some issues the community is currently facing including the state of the Roof Insurance claim, and security for the community process.

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.
- On a motion made by “Nancy Miller” seconded by Andrew Huff and unanimously carried, it was resolved to approve the June financials subject to audit.

Old Business/Discussion Items:

- The Board Approved Mathis locksmith bid
- The Board discussed the status of the insurance claim in regards to the hail damage on the roof.
 - The Board approved Dale & Widener Audit.
 - The board approved the 2024 Budget.

New Business/Contracts:

- The Board discussed Snow removal contract.
- The Board discussed receiving bids for tree and bushes trimming in the back of building.
- The Board discussed getting bids to remove front tree.
- The board discussed getting additional power washing bids.
- The Board approved the Mathias locksmith bid.

Contract(s) Approved Between Meetings: None.

Hearings: None.

Correspondences: None.

Executive Session: None.

Adjournment: 6:05 PM.

Next Meeting: Annual Meeting October 17, 2023 – 6:00 PM (Zoom)

Minutes approved:

Michael Gaultieri, President Date

DRAFT