

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting Online due to COVID-19 – After the Annual Meeting
October 20, 2020

Meeting called to order at 6:23 pm. by Jeffrey Harms

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

Board members absent and excused:

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: N/A

President's Report: N/A

Association Managers' Report: Mark Dougal

- Mark Dougal gave an update on daily operations.

Old Business/Discussion Items:

- Board positions were discussed and it was unanimously decided to keep all positions the same for the next year.
- The Board discussed winterizing the outside of the building and faucet. Mark will ask Complete Plumbing to take care of this.

Contracts/New Business:

- On a motion duly made, seconded and unanimously carried it was resolved to approve the Centric Elevator bid to replace the roller guides in the amount of \$6,068.

Contract(s) Approved Between Meetings: None

Financials: N/A

Hearings:

Motion to access the following fines was made, seconded and passed unanimously. None

Correspondences: None

Executive Session: None

Adjournment: 7:02 p.m.

Next Meeting: TBD

Minutes approved:

Jeffrey Harms, President

Date