

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting – 4:30 PM
November 16, 2021

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

Board members present: Jeffrey Harms, Tim Shea, Michael Gualtieri and Nancy Miller

Board members absent and excused: Jillian McKinney

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: September 21, 2021

- On a motion duly made, seconded and unanimously carried it was resolved to approve the September 21, 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:

- The Board discussed the recent security issues in and around the building. The Board will continue to look into all ways to make the building as safe as possible for all residents.

Contracts/New Business:

- The Board discussed the reserve study draft. This was tabled so the Board had more time to review the document.

Contract(s) Approved Between Meetings:

- Snow removal – Advanced Concepts

Financials:

- **Motion** to approve the October 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: 5:30 p.m.

Next Meeting: January 18, 2022 – 4:30 PM - Zoom

Minutes approved:

Jeffrey Harms, President

Date