

Penn Towers Homeowners Association
Board of Directors Meeting Minutes
Zoom Meeting – 4:30 PM
November 17, 2020

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

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

Board members absent and excused: 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: September 15, 2020 and October 20, 2020

- On a motion duly made, seconded and unanimously carried it was resolved to approve the September 15, 2020 and October 20, 2020 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:

- Jeff gave a brief update on the status of the replacement of the entry system. They are on back order and should be in within a month.
- The Board discussed ordering new cards and fobs for the new entry system. Mark will get them ordered.

Contracts/New Business:

- The Board reviewed an elevator bid from Centric that was tabled until we had more bids for comparison.
- The Board reviewed a bid to re-key the building that was tabled.

Contract(s) Approved Between Meetings:

- Savatree - \$230
- Centric Elevator door - \$1,595
- Centric Elevator rollers - \$6,068
- CPMG record scanning - \$50 per box

Financials:

- **Motion** to approve the October 2020 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: 5:19 p.m.

Next Meeting: December 15, 2020 – 4:30 PM – Zoom Meeting

Minutes approved:

Jeffrey Harms, President

Date