

**Penn Towers Homeowners Association**  
Board of Directors Meeting Minutes  
Charlie Brown's – 4:30 PM  
November 19, 2019

Meeting called to order at 4:30 pm. by Jeannette Shea

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

**Board members absent and excused:** Jeffrey Harms

**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 17, 2019

- On a motion duly made, seconded and unanimously carried it was resolved to approve the September 17, 2019 minutes as written.

**President's Report:** N/A

**Association Managers' Report:** Mark Dougal

- Mark Dougal gave an update on daily operations.

**Old Business:**

- The Board discussed the progress of the new entry system and camera system.
- The Board discussed the 01 plumbing stack and the smell that is still being reported.

**Contracts/New Business:**

- The Board discussed the #301 site inspection.
- The Board reviewed the Wood River Energy report.
- The Board reviewed the smoke test bid submitted by Complete Plumbing and voted to not approve it at this time.

**Contract(s) Approved Between Meetings:** None

**Financials:**

- **Motion** to approve the October 2019 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 21, 2020 at 4:30 PM – Charlie Brown’s

Minutes approved:

---

Jeffrey Harms, President

Date