

**Penn Towers Association**  
Board of Managers Meeting Minutes  
January 23, 2024  
Via Zoom

**Board managers present:** Jillian McKinney, Michael Gualtieri, and Hakeem Thobhani, Andrew Huff, Nancy Miller.

**CPMG:** Lakisha Newell – Association Manager

Quorum of Board of Managers established. Meeting called to order at 6:02 PM. by Michael Gualtieri. Minutes were taken and transcribed by Lakisha and Nancy Miller. (Lakisha was sick and left the meeting approximately about 10 minutes in).

**Appointment of Board Managers:**

- **Motion** to appoint Hakeem to a term expiring in 2026 was made by Andrew Huff, seconded by Jillian McKinney, passed unanimously and approved.

**Minutes:**

- **Motion** to approve the December 2023 and January 2024 minutes was not made by and was not seconded by and was not passed unanimously at this meeting.

**Financials:**

- **Motion** to approve the, September, October, December 2023, and January 2024 financials prepared by CPMG, was not duly made, not seconded and not unanimously passed, subject to audit.

**Association Manager's Report:** Lakisha Newell

- Lakisha was not able to give a Managers Report.

**President's Report:** Michael Gualtieri

- Squatters were on property, authorities were contacted for assistance
- Mathias installed the new door lock system.
- Safety and security of homeowners when going to your car.
- Ring camera to alert residents ( Who will Monitor activity)

**Discussion Items:**

- The Board agreed to delay a decision to approve minutes and financials during this meeting.
- The Board appoint Hakeem Thobhani to the Board of Managers (Congratulations).
- Board Manager Nancy Miller was elected as Vice President to Penn Towers (Congratulations).
- Parking Bumpers/barriers and motion sensor alerts, security.
- Dog odor issues in the appliance room.
- The possibility of charging a pet fee was mentioned.
- Front door needs maintained monthly.

**Contract Proposals:**

- **Motion** None.

**Architectural Requests:** None

**Homeowner's Forum:** There were 5 homeowners present for the meeting. Some topics they discussed included concerns regarding appliance repairs (due to freezing pipes). Homeless camping in certain parking spaces (Motion Sensors alerts, barriers and No Trespassing signs). Dog odor exist in the appliance room. The ordinance to register a leased unit and obtain licensing.

**Next Meeting:** February 27, 2024

**Adjourned:**

**Executive session:**

**Adjournment:**

**Board actions between meetings:**

- The state of the laundry room washer/status.
- 2023 Tax Documents (needs to be signed).
- Mathias installed door lock system.
- A back up battery for the call box has been ordered and Security companies are being sought out.

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Minutes approved:

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President

Date