

Penn Towers Homeowners Association

Board of Directors Meeting Minutes

Zoom Meeting – 6:00 PM

February 21, 2023

Meeting called to order at 6:05 PM by Michael Gualtieri.

Board members present: Jillian McKinney, Michael Gualtieri, Nancy Miller, Andrew Huff, and Tim Shea.

Board members absent and excused: None

CPMG Staff: Korey Bueng, Association Manager.

Quorum of Board of Managers established. Feb meeting notes taken and transcribed by Tim Shea in an attempt to see if Board is capable of doing minutes rather than CPMG (Korey Bueng)

Homeowner Forum:

Thank you for attending. This an opportunity for homeowners to briefly state their concerns/suggestions. Please provide the Board of Directors your name and address prior to speaking. The Board is not obligated at this time to act or answer to issues but they can table it for a future meeting if necessary. **Homeowners have the opportunity to address the Board on all action items, before Board action is taken.**

- There were two homeowners present. Some of the topics the homeowners mentioned included snow piled up in parking spaces as well as the condition of the roof.

Meeting Minutes: January 17, 2023

- On a motion duly made, seconded, and unanimously carried, it was resolved to approve the Jan minutes as written. There was no meeting in December.

President's Report: Michael gave a brief report on some issues the community is currently facing including:

- The back gate has been pried open - we need to address this at some point as this is a daily concern.
- Snow removal – Michael shoveled after one storm. Michael said we can still call Advanced Concepts to shovel and remove snow (as needed) when necessary.
- Comcast/Xfinity replaced modem and performed some update for the down service - (Comcast system is for front door and elevator)
- Elevator had issues at the same time and required a service call by Centric Elevator
- Excel updated some smart meters in the building.
- Max Towing put up new signs – Michael requested 3 tows – including abandoned car in parking spot for Unit #501
- More dog waste not being picked up.

New Business

- The Board discussed an orientation meeting with Lynda Reifman.
- The Board discussed forming a project team to perform a By-Laws and Declarations Review.
- Board did a brief review on December Financials.

Association Managers' Report: Korey Bueng

Korey Bueng gave an update on daily operations.

- Metro Building Services invoices for several months went to CPMG spam email. Board needed to approve past due invoices.

Old Business/Discussion Items:

- We still have GFL trash and recycle service still in place. Michael to provide trash and recycle requirements to Korey so he can solicit bids from Republic Services, Waste Management, Waste Connections

Contracts/New Business:

- Metro Services wants us to sign new contact – monthly charges increased for \$700 to \$770

Contract(s) Approved Between Meetings: None

Financials:

- Motion to approve the November 2022 financials prepared by CPMG was duly made, seconded and unanimously passed, subject to audit.

Hearings: None

Correspondences: None

Next Meeting: March 21, 2023 – 6:00 PM (Zoom)

Minutes approved:

Michael Gualtieri, President Date