

## **Penn Towers Homeowners Association**

Board of Directors Meeting Minutes

Zoom Meeting – 6:00 PM

May 16, 2023

Meeting called to order at 6:02 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 Directors established. May minutes recorded and transcribed by Korey Bueng.

### **Homeowner Forum:**

- There were five homeowners present for the meeting. Some of the topics they discussed included the status of the roof, security concerns in regards to vehicle break-ins and a storage room break-in, transients jumping the fence in the alley, pest control, restoration of their units following damage from storms, residents smoking in the Common Areas, and broadcast e-mails to the community to keep everyone informed of things that are happening at Penn Towers.

### **Meeting Minutes:** March 21, 2023

- On a motion made by Jillian McKinney, seconded by Andrew Huff and unanimously carried, it was resolved to approve the April 2023 minutes as written.

### **President's Report:**

- Michael gave a brief report on some issues the community is currently facing including testing out productivity software for the community, the Association's nonprofit status, the need for better communication between the Board and the homeowners, various security concerns that homeowners had brought up, and changing trash removal companies.

### **Association Managers' Report:**

- Korey Bueng gave an update on daily operations.

### **Financials/Legal:**

- Jillian McKinney gave a brief report on the Association's financial health and the possibility of a water audit due to the increase in water costs for the Association in recent months.
- On a motion made by Michael Gualtieri, seconded by Jillian McKinney and unanimously carried, it was resolved to approve the April 2023 financials subject to audit.

### **Old Business/Discussion Items:**

- The Board discussed the possibility of a "Community Cleanup Day" and decided there wasn't enough cleanup that needed to be done to warrant following through.
- The Board discussed ideas for flowers and bushes in the front of the building as well as the courtyard.
- The Board discussed gathering proposals for more security cameras.
- The Board discussed a forced entry into the storage room nearest to the boiler room.
- The Board discussed the janitorial vendor and what their exact responsibilities are.

- The Board discussed their plan to work with Korey and Western Roofing to identify and fix the leaks in the roof.
- On a motion made by Tim Shea, seconded by Andrew Huff and unanimously carried, it was resolved to move the time of the next Board meeting to 5:00 PM.

**New Business/Contracts:**

- On a motion made by Tim Shea, seconded by Michael Gualtieri and unanimously carried, it was resolved to cancel the trash removal contract with GFL and approve a trash removal contract with Summit Waste & Recycling in the amount of \$293.00 per month.

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

**Hearings:** None.

**Correspondences:** None.

**Executive Session:** None.

**Adjournment:** 7:32 PM.

Next Meeting: June 20, 2023 – 5:00 PM (Zoom)

Minutes approved:

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*Michael Gualtieri, President Date*