

Penn Towers Homeowners Association

Board of Directors Meeting Minutes

Zoom Meeting – 5:00 PM

June 20, 2023

Meeting called to order at 5:11 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. Lakisha Newell, Association Manager.

Quorum of Board of Directors established. June minutes recorded and transcribed by Korey Bueng.

Homeowner Forum:

- There were four homeowners present for the meeting. Some of the topics they discussed included the state of the roof repair project, the 2024 budget, and the janitorial services at Penn Towers.

Meeting Minutes: May 16, 2023

- On a motion made by Michael Gualtieri, seconded by Tim Shea and unanimously carried, it was resolved to approve the May 2023 minutes as written.

President's Report:

- Michael gave a brief report on some issues the community is currently facing including the new manager change, the status of the roof, the roof's warranty, the cost of the Association's insurance going up, and an increase in the elevator maintenance contract.

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 had nothing to report.

Old Business/Discussion Items:

- The Board discussed obtaining a list of the services that the janitorial vendor provides.

New Business/Contracts:

- On a motion made by Nancy Miller, seconded by Andrew Huff and unanimously carried, it was resolved to approve a proposal for tax auditing from Dale Weidner & Company, LLC for 2023 in the amount of \$2,000.
- The Board discussed obtaining a policy for electric vehicle charging stations and decided to table it until the next meeting.

Contract(s) Approved Between Meetings: None.

Hearings: None.

Correspondences: None.

Executive Session: None.

Adjournment: 6:45 PM.

Next Meeting: July 18, 2023 – 5:00 PM (Zoom)

Minutes approved:

Michael Gualtieri, President Date

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