

Penn Towers Homeowners Association

Board of Directors Meeting Minutes

Zoom Meeting – 7:04 PM

October 17, 2023

Meeting called to order at 7:04 PM by Michael Gualtieri.

Board members present: Jillian McKinney, Michael Gualtieri, and Tim Shea.

Board members absent and excused: None.

CPMG Staff: Lakisha Newell, Association Manager.

Quorum of Board of Directors established. September minutes recorded and transcribed by Lakisha Newell.

Homeowner Forum:

- There was one homeowners present for the meeting. Some of the topics they discussed included the state of the roof repair project, locksmith status and the Penn Towers.

Meeting Minutes: September 27, 2023

- On a motion made by “Nancy Miller”, seconded by Andrew Huff and unanimously carried, it was resolved to approve the September 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.

Association Managers’ Report:

- Lakisha Newell gave an update on daily operations.

Financials/Legal:

- Jillian McKinney gave a brief report on the Association’s financial health.
 - On a motion made by “Nancy Miller” seconded by Andrew Huff and unanimously carried, it was resolved to approve the August financials subject to audit.
 - The Board discussed the 2024 budget options. On a motion duly made , seconded and unanimously carried it was resolved to adopt the 2024 budget with a \$20 increase

Old Business/Discussion Items:

- The Board Approved Mathis locksmith bid
- The Board discussed the status of the insurance claim in regards to the hail damage on the roof.
 - The Board approved Dale & Widener Audit.
 - The board approved the 2024 Budget.

New Business/Contracts:

- The Board discussed Snow removal contract.
Mathis Locksmith proposal
- The Board discussed getting bids to remove front tree.
- The Board discussed getting bids to power wash stairwells.
- The Board discussed getting a bid to trim trees and bushes in alley.

- The Board discussed going to every other month meetings.

Contract(s) Approved Between Meetings: None.

Hearings: None.

Correspondences: None.

Executive Session: None.

Adjournment: 6:05 PM.

Next Meeting: Annual Meeting October 17, 2023 – 6:00 PM (Zoom)

Minutes approved:

Michael Gaultieri, President Date

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