

Penn Towers Homeowners Association

Board of Directors Meeting Minutes

Zoom Meeting – 5:30 PM

December 19, 2023

Meeting called to order at 6:01 PM by Michael Gualtieri.

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

Board Managers 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 were three homeowners present for the meeting. Some of the topics they discussed included the state of the roof repair project, security for the carport, homelessness and the safety of homeowners, Tim Shea resigned from the board 12/19/2023.

Meeting Minutes: September 27, 2023 and October 17, 2023

- On a motion made by “Tim Shea”, seconded by Nancy Miller and unanimously carried, it was resolved to approve the September 2023 and October 2023 minutes as written.

President’s Report:

- Michael gave a brief report on some issues the community is currently facing including, recent gas leak, requesting to add security cameras.

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 “Jillian McKinney” seconded by Andrew Huff and unanimously carried, it was resolved to approve the August financials subject to audit.

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.

New Business/Contracts:

- The Board discussed adding Motion censored lights in carports additional security.
- The Board discussed adding trespassing signs for additional security.
- Appoint a New Board of Managers.

Contract(s) Approved Between Meetings: None.

Hearings: None.

Correspondences: None.

Executive Session: None.

Adjournment: None.

Next Meeting: January 23, 2024– 5:00 PM (Zoom)

Minutes approved:

Michael Gualtieri, President Date