

**Penn Towers Homeowners Association**  
Board of Directors Meeting Minutes  
Zoom Meeting – 4:30 PM  
January 18, 2022

Meeting called to order at 4:30 pm. by Jeffrey Harms

**Board members present:** Jeffrey Harms, Tim Shea, Jillian McKinney, Michael Gualtieri and Nancy Miller

**Board members absent and excused:** None

**CPMG Staff:** Mark Dougal, Association Manager CMCA, AMS.

Quorum of Board of Managers established. Minutes were taken and transcribed by Mark Dougal.

**Homeowner Forum:** There were no owners present.

**Meeting Minutes:** November 16, 2021

- On a motion duly made, seconded and unanimously carried it was resolved to approve the November 16, 2021 minutes as written.

**President's Report:** N/A

**Association Managers' Report:** Mark Dougal

- Mark Dougal gave an update on daily operations.

**Old Business/Discussion Items:**

- The Board discussed the fire departments recent elevator mandates and the next steps in complying with them in a timely manner.
- The Board discussed the recent snow storms and how the snow removal services went. The Board will be putting out ice melt buckets for residents to use on the sidewalks and parking lots for the icy areas that don't receive much sun.
- The Board mentioned the recycling bid is often full and will be requesting the trash company put in a larger bin or a 2<sup>nd</sup> bin so there is enough room.

**Contracts/New Business:**

- The Board discussed the reserve study draft. This was tabled so the Board had more time to review the document.

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

**Financials:**

- **Motion** to approve the December 2021 financials prepared by CPMG, was duly made, seconded and unanimously passed, subject to audit.

**Hearings:**

**Motion to access the following fines was made, seconded and passed unanimously.** None

**Correspondences:** None

**Executive Session:** None

**Adjournment:** 5:07 p.m.

**Next Meeting:** February 15, 2022 – 4:30 PM - Zoom

Minutes approved:

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Jeffrey Harms, President

Date