

**Penn Towers Homeowners Association**  
Board of Directors Meeting Minutes  
Zoom Meeting – 4:30 PM  
February 15, 2022

Meeting called to order at 4:30 pm. by Tim Shea

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

**Board members absent and excused:** Jeffrey Harms and Nancy Miller

**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:** January 18, 2022

- On a motion duly made, seconded and unanimously carried it was resolved to approve the January 18, 2022 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 reserve study draft. This was tabled for further review and discussion.
- The Board discussed snow removal and how to deal with larger snow storms without taking up parking spaces.
- The Board discussed the recent leak in unit #303.
- The Board discussed the smell the tenants of #601 are complaining about and possible causes.

**Contracts/New Business:**

- The Board discussed the email recommendations from the CPMG finance department. On a motion duly made, seconded and unanimously carried it was resolve to approve the waiving of \$355 under the prior owner prepaid line item on the balance sheet.

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

**Financials:**

- **Motion** to approve the January 2022 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:** 5:10 p.m.

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

Minutes approved:

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Jeffrey Harms, President

Date