

**Penn Towers Homeowners Association**  
Board of Directors Meeting Minutes  
Go To Meeting Online due to COVID-19– 4:30 PM  
May 19, 2020

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

**Board members present:** Jeffrey Harms, Chance Carlin, Michael Gualtieri and Jeannette Shea

**Board members absent and excused:** Alyssa Porter

**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:** April 21, 2020

- On a motion duly made, seconded and unanimously carried it was resolved to approve the April 21, 2020 minutes as written.

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

**Association Managers' Report:** Mark Dougal

- Mark Dougal gave an update on daily operations.

**Old Business:**

- The Alpine camera system and access system progress was discussed.
- The Board discussed the ongoing issues with turning on the irrigation and how to get the irrigation back working properly.

**Contracts/New Business:**

- The Board discussed the possibility of creating a depository for HOA documents with no action taken.

**Contract(s) Approved Between Meetings:**

- Perfect Turf sod bid - \$16,000
- Patio furniture - \$1,525.05

**Financials:**

- **Motion** to approve the April 2020 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:** 5:24 p.m.

**Next Meeting:** June 16, 2020 at 4:30 PM – Go to Meeting due to COVID-19

Minutes approved:

---

Jeffrey Harms, President

Date