

**Penn Towers Homeowners Association**  
Board of Directors Meeting Minutes  
Charlie Brown's – 4:30 PM  
June 18, 2019

Meeting called to order at 4:56 pm. by Jeffrey Harms

**Board members present:** Jeffrey Harms, Jeannette Shea, Michael Gualtieri and Alyssa Porter

**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 2 owners present. They were there to listen and observe and were interested about the open Board position.

**Meeting Minutes:** May 21, 2019

- On a motion duly made, seconded and unanimously carried it was resolved to approve the May 21, 2019 minutes as written.

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

**Association Managers' Report:** Mark Dougal

- Mark Dougal gave an update on daily operations.

**Old Business:**

- The Board discussed the vacancy on the Board. Jonathan Chance Carlin from unit #101 expressed his interest in joining the Board. On a motion duly made, seconded and unanimously carried it was resolved to appoint Chance to the Board to fill the remaining term of Randal Fetzer.

**Contracts/New Business:**

- On a motion duly made, seconded and unanimously carried it was resolved to approve the insurance renewal from Assured Partners.

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

**Financials:**

- **Motion** to approve the May 2019 financials prepared by CPMG, was duly made, seconded and unanimously passed, subject to audit.

- On a motion duly made, seconded and unanimously carried it was resolved to keep \$20,000 in the operating fund and move the rest of the money into the reserve account.

**Hearings:**

**Motion to access the following fines was made, seconded and passed unanimously.**

- None

**Correspondences:**

The Board reviewed an email from the laundry machine company about credit card payment options.

**Executive Session:** None

**Adjournment:** 6:14 p.m.

**Next Meeting:** August 20, 2019 at 4:30 PM – Charlie Brown’s

Minutes approved:

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Jeffrey Harms, President

Date