

**Towne Square HOA  
Monthly Meeting  
Date: 3/17/26  
Location: The Villas**

**Meeting Minutes:**

Meeting called to order at 5:30 pm

Quorum Established: yes.

See sign in sheet for attendance.

Nancy introduced rules of the meeting, speaking allotment, being civil, and anyone who can't comply will be asked to leave.

**Secretary's Report:**

Approve the minutes for February meeting. All in favor of approving minutes.

**Treasurer's Report:**

PNC Operating: \$44,859.59

PNC Contingency: \$38,975.99

PNC Roof Account: \$69,027.35

Totals as of \$152,862.93

Treasurer report approved by all.

**Committee Reports**

**Architectural:**

Roofing specs: Jeanne has created the RFP. Also looked over the wind mitigation form and the inspection that is done for insurance companies. It is possible to get a roof inspection to determine the remaining life in the roofs and use the inspection to prove they roofs meet the criteria. This will enable the HOA to have more time before replacing the roofs prior to the current schedule. The inspection cost needs to be determined. The Board will continue to send out the RFP to roofing companies. Motion by Richard to continue with the RFP, second by Nancy. All approved.

Fencing: No update

Concrete: Jamie provided a report for the uneven concrete per unit. Need to determine if there is money in the budget to address this issue. Jamie will determine which places are the highest priority. Nancy motion, Adrienne second to have estimates.

Fire Extinguisher: Should be inspected this week.

Number Replacements: put on hold for now

### **Social:**

Ladies Tea and Pool Social were very successful. Continuous happy hour at the pool for Friday, 5:30 pm throughout the summer.

Directory: needs to be distributed to owners.

New owner packet: Any new owner that needs one should contact the Board.

Funding: The HOA cannot fund social events and it may be helpful to figure out how to allow people to contribute to the cost.

### **Landscape:**

Front landscape needs to have the bushes replaced approximates \$18 each for two bushes.

Watering: Need to send emails to owners whose grass is dying, reminder to water or repair their watering systems.

Lawn masters contract was renewed on a per application basis as it is cheaper.

### **New Business:**

**J4** driveway replacement needs to be included with the concrete rework.

**L2** needs repair for driveway and their wing walls. Architecture committee will get back to the owner on the repairs. L3 will need vinyl replacement.

**E3** needs French door replacement due to wood rot. Adrienne motioned to replace, Nancy seconded, all approved.

### **Old Business:**

**I-1** new fencing, Nancy made motion, second by Adrienne, all passed.

Pool lights: Nancy contacted Aqua Pools. Quote of \$1600. Nancy will confirm and sign contract with Aqua Pools.

Request for information: All records were provided. No overpayment was found.

Road follow up: Nancy to continue to contact the contractor.

### **Owner Participation:**

Jamie will work on the operations manual.

Mary Andre: Finance committee proposed to review Board transactions.

Nancy to write a letter to previous accountant.

Meeting adjourned 6:53 pm