

TOWNE SQUARE MEETING CALENDER/MAINTENCE SCHEDULE -- JANUARY - JUNE 2026

TASK	JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE
BOARD MEETING	JAN. 20, 5:30 PM	FEB. 17, 5:30 PM	MAR. 17, 5:30 PM	APR. 21, 5:30 PM	MAY 19, 5:30 PM	JUNE 16, 5:30 PM
FLORIDA STATE ANNUAL REPORT	SUBMIT ANNUAL REPORT					
INCOME TAX/CPA INFO.	END OF MONTH INFO TO CPA BY 1/3	END OF MONTH INFO AND YR TAX INFO TO CPA BY 2/3	END OF MONTH INFO TO CPA B7 3/3	END OF MONTH INFO TO CPA BY 4/3	END OF MONTH INFO TO CPA 5/3	END OF MONTH INFO TO CPA 6/3
Fire extinguisher inspection	Stop Fire (850) 476-4111					
PRESSURE WASHING- CURBS, DRIVE AND WALK WAYS	Bid for 2026	YEARLY PRESSURE WASH- ADDL OFFER HOMEOWNER AT THERE COST PATIOS AND FENCES				
LAWN FERTILIZER/BUG SERVICE LAWN MASTER	WEED AND FEED					
Florida Dept of Health pool renewal contact Zenia,pousa 850-823-5840				POOL PERMIT RENEWAL		
Quarterly vinyl, Inspection /repair	XXXXXX		XXXXXX		XXXXXX	
COMMON AREA SPRINKLER INSPE	SPRINKLER					
LAWN MAINTAINENCE	TRIM SHUBS, CUT AND EDGE, TRIM REMOVE DEPRIS TWIKE	CUT TWICE, SPRAY WEEDS COMMON AREA, BETWEEN DRIVEWAYS, AND ALONG FENCES	CUT 4 TIMES, PRUNE BUSHES	CUT 4 TIME, COMPLETE FULL SERVICE	CUT 4 TIME, COMPLETE, FULL SERVICE	CUT 4 TIMES, COMPLETE FULL SERVICE
BUDGETED PAINTING FOR CURRENT (1/3 UNITS PER YEAR)	FOR 2026 BUILDING A, B,C,D,E, AND POOL HOUSE (TOTAL 23 UNITS)					
Pool Cleaing and Daily Chemical Test	Tuesday / Friday Pool Cleaning, Every day Chemical Test	Tuesday / Friday Pool Cleaning, Every day Chemical Test	Tuesday / Friday Pool Cleaning, Every day Chemical Test	Tuesday / Friday Pool Cleaning, Every day Chemical Test	Tuesday / Friday Pool Cleaning, Everyday Chemical Test	Tuesay / Friday Pool Cleaning, Every day Chemical Test
Roof inspection, shingles, chimney and vent caps, skylights					Roof Inspection	

TOWNE SQUARE MEETING CALENDER/MAINTENCE SCHEDULE -- JULY - DECEMBER 2026

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMER	DECEMBER
Board Meeting	July 21, 5:30 pm	Aug. 18, @ 5:30 pm	Sept. 15 @5:30 pm	Oct. 20, 5:30 pm	Nov. 17 @ 5:30 pm	Dec.15 @ 5:30 pm
ANNUAL MEETING		BOOK LOCATION			NOV. 11 6:00 PM	
INCOME TAX/CPA INFO	END OF MONTH INFO TO CPA BY 7/3	END OF MONTH INFO TO CPA 8/3	END OF MONTH INFOR TO CPA BY 9/3	END OF MONTH INFOR TO CPA BY 10/3	END OF MONTH INFO TO CPA BY 11/3	END OF MONTH INFO TO CPA BY 12/3
START TO SHOP INSURANCE	SHOP INSURANCE: CURRENT AGENT ZARAHAN, CONTACT SARAH MORGAN, 850-438.9169 EXT. 279			DUE OCT, 27		
Preparation of 2027 Budget, form committee	(2) committee meetings	(2) committee meetings	Present to board at Sept. meeting		If more then 5% increase present to membership	
QUARTLY VINYL, Inspection/repair	XXXXXX			XXXXXX		
COMMON AREA SPRINKER INSPECTION		SPRINKLER INSPEC		SPRINKLER INSPEC		
BACKFLOW INSPECTION			CALL KENNY PENSACOLA BACKFLOW SERVICE 850-712-4467 MUST BE DONE FOR ECUA			
CHANGE QUICKBOOKS RECURRING INVOICE TEMPLATE FOR Homeowne						BY DECEMBER 15TH
TERMITE INSPECTION			CONTACT FLORIDA PEST CONTROL SET TERMINATE INSPECTION		TERMITE INSPECTION	
GUTTER CLEANING			GUTTER CLEANING			
POOL CLEANING AND DAILY CHEMICAL TEST	Tuesday / Friday Pool Cleaning, Every day Chemical Test	Tuesday / Friday Pool Cleaning, Every day Chemical Test	Tuesday / Friday Pool Cleaning, Every Day Chemical Test	Tuesday / Friday Pool Cleaning, Every Day Chemical Test	Tuesday / Friday Pool Cleaning, Everyday Chemical Test	Tuesday / Friday Pool Cleaning, Every day Chemical Test
LAWN MAINTENCE	CUT 4 TIMES, COMPLETE SERVICE	CUT 4 TIMES, COMPLETE SERVICE	CUT 4 TIME, COMPLETE SERVICE	CUT 4 TIMES, COMPLETE SERVICE	CUT 2 TIMES, EDGE, PRUNE	CUT 2 TIMES EDGE PRUNE