

**Towne Square HOA  
Monthly Meeting  
Date: 2/17/26  
Location: The Villas**

**Meeting Minutes:**

Meeting called to order at 5:30 pm by Nancy Roy

Quorum Established: yes

See sign in sheet for attendance.

**Secretary's Report:** Move to approve the minutes for January. Richard motioned, Nancy second, all in favor.

**Treasurer's Report:**

PNC Operating: \$39,660.46

PNC Contingency Reserve: \$37,634.18

PNC Roof Account: \$66,932.52

Totals as of \$144,227.16

The transaction report will be attached and uploaded. Susan first, Richard second, all approved.

**Committee Reports**

Architectural:

Fencing: I-1 has submitted a fencing plan and permit to replace her fence.

Awning: K-6 would like to attach an awning and they understand they are responsible for any wall damage.

Concrete: There is unlevel concrete between G-5 and G-4. Angela Colley fell and has brought it to the attention of the board. Owners have been asked to report any unlevel concrete to the board. Mark will look for a list from 2024. He will also look for any concrete quotes that were received. Motion made by Susan to assess the concrete and its affect on the budget. Nancy seconded, motion passed.

Letter replacement: three prices obtained. Michael's \$7/letter. Amazon aluminum powder coated white \$9/letter. Starboard \$25/letter. Amazon total of about \$1300. Labor would be volunteer. Susan made a motion to replace the letters provided it does not exceed \$1600, Jamie seconded. Motion passed and will go to the budget committee.

Social:

Jamie reported that they want to hold a ladies tea March 7<sup>th</sup> to welcome new owners and bon voyage to those who are leaving.

New owner packets are being distributed by Jamie.

Owner directory: everyone in the directory gave their permission and suggests it be distributed via email.

Onboarding process for new owners: Jamie suggests creating a process around this.

#### Landscape:

A watering schedule will be initiated beginning in March. Homeowners have been advised to water their lawns for 15 min every other day. Please have trees approved by the landscape committee.

Cecil asked if the pool and irrigation are being separated in billing as requested in November. Angela confirmed that it is separate.

Cecil requested to be on the landscape committee and Adrienne approved.

#### Budget:

Richard will be heading this committee.

#### New Business:

- Maintenance Schedule: The board plans no changes to the maintenance schedule. Next up is fire extinguisher inspection. Lawn masters should be doing weed and feed. Need to get pressure washing quotes. Grass Monkey should be spraying for weeds. Pool health inspection is due by April. Jamie will lead the pool committee. Cecil has volunteered to assist with the pool committee. Susan will get the fire extinguisher inspection done.
- Registered Mail Process and Signees: We need a designee for registered mail. Nancy is designated to receive the mail. Nancy will switch the address to her residence on SunBiz.
- Fences: Nancy proposed fencing standards. Replacement is at the owner's expense with installation within the plot lines of the property. Owner is required to get the permit and no higher than six feet. Nancy motioned to approve the fencing standards, Richard seconded. All in favor, motion passed. Need to follow up on fence rotting issues.
- Information Request Fulfillment: The president will direct who and how the request is fulfilled.

#### Old Business:

- Pool Lights: Nancy contacted Aqua pools but is having difficulty getting additional quotes. Nancy will continue to try to get quotes. Pinch a Penny will not replace the lights. It has to be an electrician.
- Roof Repair and Loan Update: Richard contacted CIT bank who has our existing loan. He explained the formula for how the bank determines how much we can get. \$243,000 is our max loan amount. They consider the arrears at 90 days per unit. The bank would want to roll our current loan into the new loan. No increase in dues would be incurred. The interest rates would be about 6%. We need bids from 3 or more contractors. Jeanne is preparing an RFP for quotes. Florida roofing code specifies the type of materials that must be used. The decking is not code compliant and will need to be replaced and code requires that decking, waterproofing membrane, and shingles if you have had them

replaced twice already. This needs to be confirmed. Skylights need to be investigated if they need to be replaced. The full cost needs to be included in the estimate. We need to stipulate the quality of the materials for each roofing estimate. Jeanne can have specs ready by mid-March. The board will continue to investigate the issue.

#### Owner Participation:

Mary Andre presented a request for information regarding what appears to be an overpayment of a member's reimbursement. The board will review and report at the March meeting.

Website items: It was pointed out that there are 2024 meeting minutes on the website that do not match the hard copy in the binder. The secretary explained who has access to upload and alter documents to the website. The only person currently making changes to the website is the secretary for 2026, Adrienne Wright. She explained that she does not touch past documents, only current documents for the 2026 Board.

Cecil stated that he thinks you can edit documents without permissions. The Secretary explained that no one can do that without permissions. Documents that you select are downloaded to your computer. If you edit the document, it is only edited on your computer, not the website.

Time ran out and Cecil Patin did not get an opportunity to speak.

#### ACTION ITEMS:

- Nancy to change to her address on SunBiz for the purpose of registered agent
- Jeanne to develop roofing specs
- Susan to get fire extinguisher inspected
- Need to fix the fence posts along the community property line next to the J building and there are dead trees that pose an issue. Need to check on warranty.
- Post fencing standards on website
- Need to post transaction report to the website for January
- Review budget to see if we can purchase new building numbers.
- Nancy to continue to work the pool light issue with Aqua Pools.

Meeting adjourned 7 pm.