

**Towne Square HOA  
Monthly Meeting  
Date: 1/20/26  
Location: The Villas**

**Meeting Minutes:**

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

Quorum Established: yes (Nancy Roy, Richard Comerford, Adrienne Wright, Susan Morgan, Jamie Mathews, and Angela Colley)

See sign in sheet for attendance.

Nancy announced that Richard Comerford has accepted the VP position and Susan Morgan is member at large. All other positions remain the same.

**Secretary's Report:**

Meeting minutes for October 2025 were approved with Nancy motioning to vote, Adrienne second. Nancy, Adrienne and Angela voted to approve. Susan and Richard abstained.

**Treasurer's Report:**

PNC Operating: \$39,379.74

PNC Contingency Reserve: \$36,273.55

PNC Roof Account: \$64,830.95

Totals \$140,484.24

**Old Business:**

- **Tree removal:** completed in the common area behind I-5. Decided against grinding the stump behind K-4 and K-3 because fences would have to be removed to accommodate equipment.
- **Pool lights:** The transformer is in Angela's unit (G6) back patio and the other is in I-2 or I-3. We are waiting on an estimate from Aqua Pools and will get two other estimates.
- **Roof repairs:** all are finished.
- **CPA agreement:** Nancy signed the contract to augment our monthly services with John Pharr.

**Committee Reports**

- **Landscape:** Nothing to report at this time. Adrienne is the chair and will revisit in the spring.

- **Social:** Jamie is the chair. There is a ladies tea scheduled for 2/7. Jamie will provide information to send out an email blast.
- Jamie is going to put together tenant packets and deliver them to new tenants. Jamie will distribute or provide to be distributed, the owner's packet and directory including only contact info for those who signed to allow it to be included.
- An estoppel letter should be received whenever there is a closing on a property sale.
- Adrienne will cross reference the owner's list with what is on our website contact list to ensure it has been updated.
- **Budget:** Nothing to report at this time.
  
- **Architectural:** There is a request to paint a skylight in F2. Mark to suggest a shade solution as painting the surface of the skylight will not last and may result in damage to the skylight. The board unanimously voted to not allow painting of the skylight.
- There is a rodent issue in E building. The area was sight inspected and was not determined to have any openings. The owner was advised they are responsible for rodent removal.
- K-6 would like to install an awning. The board requires a drawing of the installation, type of awning. Nancy to get in touch with owner.
- Cars are parked in front of B-5 due to renovations being done.
- Numbers on units are worn. Mark to get a quote on Star Board material as it lasts longer.
- **Information requests** to the board requires a formal request process to be followed per Florida law. The request must be in writing and sent via certified mail. Each request must be separate. The Board must respond within 10 days of receipt of the information request. The response will be posted on the website for the benefit of all owners. Richard made a motion to approve this process, Adrienne seconded. All in favor, motion passed.

#### New Business: ROOFING DISCUSSION

Mark presented a plan (see attached) to not increase dues and take out another roofing loan to allow for Buildings F&G to have their roofs replaced. Nancy motioned to put the plan into action, Richard seconded. All approved. Richard will reach out to the bank to determine if the HOA will qualify for the loan. Jeanne Gray will write the RFP to provide to roofing contractors. All will need to be voted on by the owners as it requires spending some contingency money on the plan.

#### Adjournment

Richard motioned to adjourn; Jamie seconded. All in favor, meeting adjourned at 6:25.



**TOWNE SQUARE ROOF REPLACEMENT HISTORY / FUTURE REPLACEMENT**

<b>BLDG.</b>	<b># OF UNITS</b>	<b>LAST REPLACED</b>	<b>CONTRACTOR</b>	<b>PREVIOUS REPLACEMENT COST</b>	<b>15 YR REPLACEMENT DATE</b>	<b>ESTIMATED COST</b>
A	4	7/1/2020	GUY BROTHERS	\$29,754.00	7/1/2035	\$60,000 15 YEARS
B	6	5/1/2021	GUY BROTHERS	\$52,861.00	5/1/2036	\$75,000 15 YEARS
C	4	3/21/2018	H.E. ROBERTS	\$23,960.00	1/1/2031	\$45,000 13 YEARS
D	4	6/1/2020	GUY BROTHERS	\$30,097.42	6/1/2036	\$60,000 16 YEARS
E	4	5/1/2021	GUY BROTHERS	\$35,243.32	5/1/2037	\$60,000 16 YEARS
F	8	3/1/2026	GUY BROTHERS	N/A	2/1/2041	\$90,000 15 YEARS
G	8	3/1/2026	GUY BROTHERS	N/A	2/1/2042	\$90,000 16 YEARS
H	4	2/1/2020	GUY BROTHERS	\$23,459.44	2/1/2035	\$60,000 15 YEARS
I	8	5/1/2021	GUY BROTHERS	\$70,486.64	5/1/2037	\$100,000 16 YEARS
J	4	6/5/2018	H.E. ROBERTS	\$24,880.00	6/1/2032	\$55,000 14 YEARS
K	6	6/5/2018	H.E. ROBERTS	\$32,540.00	6/5/2038	\$70,000 15 YEARS
L	6	5/1/2022	GUY BROTHERS	\$42,681.00	1/1/2038	\$75,000 16 YEARS
M	5	9/9/2019	GUY BROTHERS	\$34,635.00	1/1/2034	\$65,000 15 YEARS
POOL	1	5/1/2021	GUY BROTHERS	NO CHARGE	5/1/2040	\$10,000 19 YEARS