

**Towne Square Homeowners Association
Board of Directors Meeting Pending Minutes
Villa's Club House
September 16, 2025 5:30 PM**

The meeting was called to order at 5:30PM after a quorum was determined.

Directors present: Mark Novatka, Lora Colley, Scott Bush, Paul Fritz , Jamie Matthews
Terry Burns (Zoom)

Owners Present: Connie Shannon E-3, Angela Colley G-6, Lisa Novatka M-1, Sarah Coleman C-4,
Pat Soloman B-4, Anne Ring B-6, Ruthie Johnson (Realtor for B-5) Joe Montgomery M-4, Beth
Ritzer I-4, Donald Ruth F-2, Mary Andre (telephone)

Minutes – from. Motion to accept was made by Paul Fritz, 2nd by Lora Colley. All in favor.

SECRETARY'S REPORT:

A motion was made by Paul Fritz and seconded by Lora Colley to accept the previous meeting minutes of August 17th, 2025 meeting, as attached as true and correct. All in favor.

TREASURER'S REPORT: Account balances as of August 31, 2025

PNC Operating	\$ 19,956.00
PNC Contingency Reserve	\$102,187.00
PNC Roof Account	\$ 56,286.00

Totals as of August 31, 2025	\$178,429.00
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A motion to accept the financial reports as attached was made by Lora Colley and seconded by Jamie Matthews. All in favor.

COMMITTEE REPORT(S):

Architectural –

F-7 Vinyl and gutter repair completed.

C-3 Gutter repair

M-1 Soffit Repair.

Paving – Mary Andre requested more quotes for the job.

Budget – After the 2026 budget discussion Lora Colley made the motion to accept as presented and it was seconded by Jamie Matthews. All in favor.

Landscape – Year-to-date improvements is \$13,043 through August 31st with \$1,50 to finish up for a total of \$14,193. This puts us \$9,393 over budget. We have made a lot of improvements. Now it's time for the homeowners to maintain by watering their lawns.

Planning – Planning committee meeting is scheduled for Tuesday, 9/23/25.

Pool – We have a quote for \$1,350 from Aqua Pools to repair the light on the north side of the pool.

Social – No report.

New Business – There has been homeowner concerns about people parking in the no parking zones. Florida Statue FS 715.07 establishes the rules for towing unauthorized vehicles and vessels from private property, outlining requirements for posting signage, notifying law enforcement, and providing vehicle release to owners.

No parking/towing signs was discussed to place in those areas so that everyone would be aware. A motion was made by Scott Bush and seconded by Jamie Matthews to order the signs and place in those areas. It was unanimously approved.

ADJOURN: Scott Bush made the motion to adjourn the meeting and Lora Colley seconded at 6:21 PM.