

**Towne Square Homeowners Association  
Board of Directors Meeting Minutes  
Villa's Club House  
August 19, 2025 5:30 PM**

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

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

**Owners Present:** Connie Shannon E-3, Adrienne Wright J-3, Angela Colley G-6, Sarah Coleman C-3, Anne Ring B-6, Susan Morgan D-3, Joe Montgomery M-4, Pat Soloman B-4, Anne Ring B-6, Lisa Novatka M-1, Nancy Roy F-7, Beth Ritzer I-4, Lillian Wallace H-2, Donald Ruth F-2, Beth Barham I-5

**SECRETARY'S REPORT:**

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

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

<b>PNC Operating</b>	<b>\$ 24,874.00</b>
<b>PNC Contingency Reserve</b>	<b>\$100,656.00</b>
<b>PNC Roof Account</b>	<b>\$ 54,137.00</b>

<b>Totals as of June 30, 2025</b>	<b>\$169,596.00</b>
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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 –**

**I-4's** J-channel and vinyl need replacing at the cost of \$1,130.

**F-1** has requested permission to widen their driveway an additional 36". A motion was made by Mark Novatka giving permission to widen by an additional 36" if expansion joints are used. The cracks and surface cracks on the extension will be the homeowner's responsibility. Lora Colley seconded the motion.

**Budget –** Next meeting will be September 6<sup>th</sup> at 8AM at Villas on the Square meeting room.

**Landscape** – Year-to-date improvements is \$12,505 through July 31<sup>st</sup>. A letter to trim the backyard trees will be going out of a few homeowners soon. Once the letter is received by the homeowner, they have 15 days to complete the trimming. If it is not done, the HOA will hire someone, and the homeowner will be billed.

**Planning** – A motion was made by Scott Bush and seconded by Paul Fritz to remove the current pavement and replace for a total cost of \$70,250. The motion passed unanimously. The work be done during October and November. A motion was made by Terry Burns and seconded by Lora Colley to leave the median at the North entrance of the sub-division. This motion passed.

**Pool** – A new separation tank and two pumps were purchased for \$1,350. The pool lights needs replacing. The 10-person bathing capacity was discussed. Also, no food or drinks other than bottled water are allowed in the pool area.

**Social** – Jamie discussed the new owner welcome packets. She also distributed a map of the community which has been added to our website.

**New Business** – The HOA annual meeting is scheduled for November 11<sup>th</sup> at 7PM at the Asbury House at Cokesbury Methodist Church on 9<sup>th</sup> Avenue.

**ADJOURN:** Scott Bush made the motion to adjourn the meeting and Lora seconded at 6:40 PM.