

**Towne Square HOA  
Monthly Meeting  
Date: 4/21/26  
Location: The Villas**

**Meeting Minutes:**

Meeting called to order by Nancy at 5:30 pm

Quorum Established: yes.

See sign in sheet for attendance.

**Secretary's Report:**

Approve the minutes for March. Richard Comerford first, Nancy Roy second. All approved. The secretary has updated the website to be compliant with new Florida requirements.

**Treasurer's Report:**

PNC Operating: \$48,839.60

PNC Contingency Reserve: \$41,159.00

PNC Roof Account: \$76,460.10

Totals as of meeting: \$166,458.70

All in favor of accepting Treasurer report.

**Committee Reports**

Architectural:

- Roofing RFP for buildings F and G was distributed to 5 contractors for proposal response by May 18. Adrienne to post to the website.
- Mark Taylor fixed the roof leak on G6.
- L6 submitted a request for fencing that was approved as it is consistent with the posted guidelines.
- I1 completed their fence.
- J2 has been asked to fix their fence which is done.
- G5 will be asked to fix their back fence.
- L2 has been advised that the HOA will replace any siding for their wing wall repair.
- Concrete issues – Five worst locations and driveway quote. One estimate so far. \$4800 for driveway and \$1000 for additional uneven concrete. The architecture committee will take Jamie's concrete report and view the noted areas and provide a recommendation. Vote passed to meet and have a report within 30 days.

#### Social:

- May 9 community-wide social has been proposed by Jamie Mathews. Proposed to be set up in the driveway next to the pool.

#### Pool:

- Lights are working.
- Health dept. approval has been sent in.

#### Landscape:

- Jamie and Joe have put in a lot of time with the landscaping and irrigation system. Very appreciated. Damaged grass along front entrance has been identified. Vote passed to have Lawn Masters evaluate the grass.
- Irrigation system was fixed at the pool.
- Irrigation system on Grande was fixed by Wallace Company. Selenoid replacement.
- Joe has identified and uncovered system heads along Grande. Joe and Jim will work together to get the heads adjusted and replaced as needed.
- Common area grass to be evaluated by Lawn Masters and make recommendations.
- D3 lawn to be evaluated.
- Need to contact City of Pensacola regarding a Magnolia tree on E2 that may need to be evaluated.

#### Budget:

- The budget is doing well each month with each month having an overage of \$7000 - \$8000

#### Bylaws/Covenants:

- Per state statute the board needs to review and revise the bylaws and covenants which have not been revised. Connie Shannon, Gordon Adams, Lisa Novatka, and Adrienne Wright

#### **New Business:**

- Reimbursement request I4 – Nancy Roy abstained. All voted to reimburse for the doors in the amount of \$2830 for doors and \$800 for installation.
- Need to send another email to remind owners to water their lawns or they will pay to replace the sod.
- D3 has a lot of weeds and wants Lawn Masters to ensure that the soil is good prior to replacing dead sod.
- Quote process – the Board tries to get 3 quotes on all contracts/work, but we have difficulty getting enough contractors who do the type of work. The Board will do their due diligence to get the required number of quotes but is not guaranteed that those quotes will be obtained.

**Old Business:**

Fence Rot: Along the vacant lot there is rotted fencing and the Board is checking to see who did the work to see if there might be a warranty. Mark Novatka to provide name or previous company that installed that fence line.

**Owner Participation:**

Owners were provided opportunity to participate in all matters.

Nancy Roy motioned to adjourn at 6:57 pm.