

Meeting Minutes
Towne Square HOA
12/16/2025

Nancy Roy called meeting to order at 530
Quorum noted

Secretary's Report

11/10 motion to approve by Adrienne, Second by Gordon Adams, all approve
11/15 motion to approve, by Adrienne, Second by Gordon Adams, all approve
17 motion to approve by Adrienne, Second by Gordon Adams, all approve
21 motion to approve by Adrienne, Second by Gordon Adams, all approve
12/8 motion to approve by Adrienne, Second by Gordon Adams, all approve

Treasurer's report

Operations: \$22,124.68
Contingency: \$34,785.22
Roofing: \$62,718.66

New Business

Arrears report is being run and will be checked against the owners.

New dues letter went out with some empty envelopes and were corrected.

Cecil Patin and Mary Andre resigned.

Gordon Adams resigned as Treasurer. Will now be Member at Large.

Nancy nominated Angela as Treasurer, Adrienne second. All passed.

Committees

Architecture: Jeanne Gray and Mark Novatka will serve on the committee. Beth Barham noted that Scott should not serve on the committee because he doesn't follow the rules.

Nancy emphasized we want owner participation and ideas to make the community what everyone wants.

Nancy is serving as president. Would like a nominating committee. She named all board members currently serving.

It was noted that the covenants must be followed by the architecture committee.

Social Committee: Ann Ring, Pat Solomon, and Beth Barham volunteered to be on the social committee.

Landscape committee: Mark Novatka volunteered for landscape committee.

Violations: Advice is to be consistent with fines and realistic. Liens are an option if the fines are not paid. Nancy explained that this can be explored, and the biggest violation is not cleaning up after your dogs. An option would be to install bag dispensers. Everyone should make violators aware of this rule and encourage cleanup. Some of the violators are from The Villas. It is the law to keep your dog on a leash and clean up after them.

French Doors: The doors are an odd size, and we can't sell them because we are a nonprofit.

Maintenance Form: is now posted on the website and went out through email. This will help tracking of repairs, cost, and vendor used. The forms will be kept on file.

Roof conditions: F5 has a pending repair, vendor has been contacted for repair. Preemptive repairs are on order to repair nail pops and curling. It is possible to claim hail and wind damage on your homeowner's insurance. Insurance is not required.

Bathroom remodeling project: We need the original SOW to ensure proper funds are available. Homeowners previously approved reducing to one bathroom and converting the other bathroom to an office. We need to assemble a committee to make recommendations for this conversion. Previously, wood rot was repaired in the women's bathroom. Mark suggests keeping both bathrooms. Currently the pump house is used for storage of HOA documents. The architectural committee will make a recommendation.

Nancy emphasized: If you would like to speak during a meeting, you are free to speak during the time a topic is brought up. You don't have to wait until the end of the new and old business to speak.

Old Business:

Tree removal: Tree in common area is being removed but we can't get a grinder in the common area. Previously we put solvent on the stump to make it deteriorate. The Board will investigate how to proceed with this. It is possible to take the fence down to bring the grinder in. The Board will reinstall the fencing when finished. The stump between K3 and K4 needs to be taken out as well.

The Board will investigate paying the roof loan off early, if possible, to avoid interest.

Jamie Mathews expressed concern that Cecil and Mary are still involved in Board business. Nancy advised that Cecil was forwarding information that he worked on previously. Nancy further assured that Cecil is no longer working on Board business. No new officers have been

designated. Susan Morgan and Richard Cummerford expressed interest in being on the board. Nancy accepted them onto the board.

Ann Ring (B6) has a rotted fence.

Gordon Adams noted that the fence along his property is rotting even though it is not very old.

Nancy Roy will chair the architecture committee.

All Board members are required to take the HOA training course. It is offered through our attorney. Campbell Management has courses the Board can take on various topics.

Meeting adjourned at 6:14 pm.