

**Towne Square Homeowners Association  
Board of Directors Meeting Minutes  
Villa's Club House  
April 16, 2024 5:30 PM**

**Directors Present: Mark Novatka, Lora Colley, Paul Fritz, Scott Bush, Terry Burns  
Directors Could Not Attend: Scott Andre**

**Owners Present: Barbara Kondroski H-3, Ann Ring B-6, Alice Fay Baker C-1 & D-4, Sarah Coleman C-4, Pat Solomon B-4, Jamie Matthews M-4, Lillian Wallace H-2, Dana McKenzie E-1, Susan Morgan H-1, Martha Rogers A-1, Jeannie Forest K-2.**

**The meeting was called to order by the President Mark Novatka at 5:30 PM after determining a quorum.**

**The minutes of March 19<sup>th</sup>, 2024 – A motion was made to accept the minutes and seconded. They were unanimously approved.**

**Treasurer's Report as of 2/29/24**

<b>Truist Bank Operating #7170</b>	<b>\$ 2,557.02</b> Closing at end of February
<b>PNC Bank Roof Account #0895</b>	<b>\$ 39,648.53</b>
<b>PNC Bank Operating Account #5273</b>	<b>\$ 10,386.53</b> Reflects Chris' March payment & \$7,500 pressure washing.
<b>PNC Bank Statutory Reserve #5281</b>	<b>\$ 78,022.17</b>
<b>Total as of 11/30/23</b>	<b>\$130,614.25</b>

**Architectural Committee**

**Yard signs – Lora made the motion to approve the HOA Board Business and event sign placement. The signs will be up no longer than 7 days. The signs for an event will be immediately removed after the event. Paul seconded the motion. All in favor.**

**Mark made the motion and Scott Bush seconded to have Chris put out weed fabric and cypress mulch in the common area after cleaning it. Also, for Chris to check the irrigation in that area.**

**Painting for the buildings started on April 8<sup>th</sup> with the A building.**

**The window repair for D-3 was ordered by Windows Plus for \$340.00.**

**Concrete work will be done the week of April 22<sup>nd</sup>. M-2 Driveway replacement, the pool house sidewalk replacement and curb repairs.**

Total cost for the following was \$1,800.00. K-5's leaking roof and K-4's leaking skylight. Mark Taylor Roofing repaired both.

There was a discussion regarding weather stripping and threshold replacements. The HOA replaces thresholds if needed. They do not replace weather stripping.

J-4 brought to our attention that a permit to replace the roof for the J building was not pulled.

Pool - is all good.

#### Landscape Committee

Common Area – Dana presented plans for raised garden consisting of fruit trees and vegetables. She reported they raised \$428 during their Plant and Bake Sale the Saturday prior to the meeting. She asked if the HOA could match or provide more funds for supplies. Mark and Scott will build and donate the lumber for the raised plant boxes. The HOA will fund the removal of plants, lay weed block and Cypress mulch.

#### Planning Committee: Burns

*The overall Goal of the Planning Committee is to improve and maintain the "Drive By" appeal of the community to its members, quests, and potential members. To Maintain and increase the value of members investment in the community and to work with the budget committee to plan for future needs.*

Covenant Committee: No update

#### Social Committee:

The Spring social is planned for April 20<sup>th</sup>, 2024.

#### Budget Committee:

Filing is almost completed. We are required to keep documents for 7 years. We will keep all the board meeting minutes forever along with all unit repairs. The old documents, such as, bank statements will be shredded.

May and October cleaning drains and culverts at A-1, C-1, K-6 and the North Entrance has been added to the Towne Square schedule.

#### New Board/Homeowner Discussion -

There was a discussion regarding communications using our website.

It was suggested to add condolences for residents in our newsletter.

Lora made the motion to adjourn the meeting, Paul seconded. The meeting was adjourned at 6:35PM.