

**Towne Square Homeowners Association
Board of Directors Meeting Minutes
Villa's Club House
May 21, 2024 5:30 PM**

The meeting was called to order and a quorum was determined.

Directors present: Mark Novatka, Lora Colley, Paul Fritz, Scott Bush, Terry Burns

Director not present: Scott Andre

Owners Present: Jeanne Forrest K-2, Nora Villaroman H-4, Ann Ring B-6, Connie Shannon E-3, Lulu Calaycay C-3, Pat Solomon B-4, Sarah Coleman C-4, John Montgomery M-4, Jeanie Gray G-7, Lillian Wallace H-2, Dana McKenzie E-1.

PRESIDENT'S REPORT:

Outcome from the meeting with the HOA attorney:

1. All backyards are the homeowners' expense.
2. The front along Grande Drive has always been landscaped by the HOA, like it was by the developer. The board has the rights to maintain.
3. Fines for infractions, board can put a dollar value per infraction, but the association must have a fine committee to enforce.

VICE PRESIDENT'S REPORT: Terry discussed what file to save. Terry Burns and Mark met to discuss the document retention policy. Minutes, motions, repair, invoices will be kept forever. Keep 7 years: bank statements. Monthly bills. Miscellaneous bills can be shredded after 7 years.

SECRETARY'S REPORT:

A motion was made by Lora and seconded by Paul to accept the previous meeting minutes 4/16/24 as attached as true and correct. All in favor.

TREASURER'S REPORT:

PNC Bank Checking	\$11,517.69
PNC Statutory Reserve	\$80,756.33
PNC Roof Account	\$40,009.88
Truist Checking 7170	\$ 1,535.69
Totals as of April 30, 2024	 \$133,819.59

A motion to accept the financial reports as attached was made by Scott Bush and seconded by Lora. All in favor.

The balances include all the painting, vinyl purchases and repairs, pump room repairs and the file room completion. All are staying on the budget.

Accounts Receivables are getting under control. There are 6 homeowners who owe 2 assessment

payments, 3 homeowners who owe 3 assessment payments and one that owes \$2,198 of which we are trying to contact the family.

COMMITTEE REPORT(S):

- Architectural – The painting of A, B, C, D, E, H have been completed. F & G building will commence the week of May 21st. Tyrone is keeping notes of what he needs to go back to do when he cannot get into an area. He is averaging 2 units per day, which is about \$160 per unit.

B-1's French doors were not sealed properly when installed which has caused a leak and rotted the door facings. An email was sent to the board and approved for the replacement. Mark will confirm the measurements for the doors to be ordered.

The doors are in for M-4.

The Chimney caps have all rusted. Mark Taylor Roofing and Guy Brothers are submitting quotes for replacement.

There has been no movement on D-3 Window as we are shopping for a new window company. There are several issues D-3 and I-3.

It was discussed and tabled for the annual meeting to convert the pool to salt water.

- Landscape – Chris' contact will be reviewed.

Lawn Master will apply fertilizer for the lawns starting June 3rd, and 4th. Owners are asked to turn off their sprinkler systems on Sunday 6/2 and turn them back on the 5th. Also, schedule the sprinklers to run between 2 and 7 AM.

- Planning – As report as VP's.

-Social – Ann Ring has begun planning for the Fall social.

-Budget – Paul and Mark will meet in August to plan the budget for 2025.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Pat Solomon will place USA flags at the entrance for Memorial Day Weekend.
2. It was suggested cleaning the pool furniture.

HOMEOWNER'S INPUT:

Each member may speak for 3 minutes at the meeting opening upon request. You must be recognized and then remain in order until the business meeting adjourns.

ADJOURN: Mark made the motion to adjourn the meeting and Lora seconded at 6:10pm.