

**Towne Square Homeowners Association
Board of Directors Meeting Minutes
Villa's Club House
June 18, 2024 5:30 PM**

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

Directors present: Mark Novatka, Lora Colley, Scott Bush, Terry Burns (Zoom)

Director not present: Scott Andre, Paul Fritz

Owners Present: Sarah Coleman C-4, Ann Ring B-6, Pat Solomon B-4, Susan Morgan H-1, Connie Shannon E-3, Alice Fay Baker C-1 & D-4, Beth Barham I-5, Bran Jongwaard G-6

PRESIDENT'S REPORT:

1. Jean Jongwaard G-6 passed away Friday, 6/14/24.
2. A new law has been passed in Florida, House Bill No 1203 and will be in effective July 1st, 2024.
3. Need email addresses for the website for C2 and H4.

SECRETARY'S REPORT:

A motion was made by Scott Bush and seconded by Lora Colley to accept the previous meeting minutes 5/21/24 as attached as true and correct. All in favor.

TREASURER'S REPORT: Account balances as of May 31st, 2024

PNC Operating	\$15,545.53
PNC Non-Statutory Reserve	\$83,849.90
PNC Roof Account	\$40,373.52
Truist Checking 7170	\$ 711.32
Totals as of April 30, 2024	\$140,480.27

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

The balances include all the painting, vinyl purchases and repairs and pump room repairs. All are staying on the budget. Profit to budget reports are upon request.

Past Due Association Dues - After 90-days a letter will be sent from the association; at 120-days the past dues will be sent to our attorney for collection. It will be explained in the 90-day letter it will be the homeowners' expense when it goes to our attorney at 120-days. A motion to pass this collection form was made by Lora Colley and seconded by Scott Bush.

COMMITTEE REPORT(S):

- Architectural –

B1 French doors are ordered.

K3 Spark arrestor screen needs replacing. Rodents are getting in. The chimney cap also needs replacing. An estimate from Mark Taylor was \$850. Two additional bids will be requested. Scott will investigate to see if they can replace and have a cap made on their own.

C3 The vinyl soffit in roof corner on right side of house needs to be closed and secured.

Painting has been completed through the G building. Starting on the I building Thursday.

M2 Driveway and curb repairs – They took a big job at the airport. We need to get new bids.

An estimate for scoping PCC roadway drains (Large drains, not behind L & M buildings) is \$8,000 to \$10,000. It would be 2-3 month before they could do.

-- Landscape –

F6 and F5 Stumps will be removed between units.

D3 tree needs to be removed.

--Pool—

The Garden Club is storing their tools in the pool room. It was discussed the pool room access would not be given to residents to store items. There is a pit that someone could fall in or trip over one of the pipes. The key to the pool room will be removed from the lock box.

- Planning – No report.

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

-Budget – Mark is looking for a couple of volunteers to get the budget for 2025 together starting in July to be presented to the board in the October meeting.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Two door will need to be replaced at G6. I5 doors will be inspected today.

HOMEOWNER'S INPUT:

Susan Morgan reported H1 lawn needs replacing. After the meeting she discovered the tenant had not been watering.

F & G buildings are up for reroofing in 6 to 7 years.

ADJOURN: Lora Colley made the motion to adjourn the meeting and Scott Bush seconded at 6:09pm.