

**Townes HOA**  
**Board of Directors Executive Session Zoom meeting**  
**Aug. 29, 2023**

- I. **Establish a Quorum** – A Quorum was established
- II. **Call to Order** - Kerri Payne called the meeting to order on Aug. 29, 2023, at 6:00pm

**Roll Call**

Board Members Present;

- Keri Payne, President
- Michelle Orvis, Vice President
- Dave Tushar, Treasurer
- Beverly Tomlin, Secretary
- Tyler Ritter, At Large

Other attendees present:

Kimberly Conen – Property Manager, Community Focus

I. **Approval of Meeting Minutes**

For the purpose of publishing our minutes promptly, the board members present at today's meeting unanimously consent to correcting/approving these minutes by email correspondence, to be completed within 10 days. If it should be determined that a "special meeting" is technically required for approval, we consent to this virtual meeting, to be completed at noon on the 10th day following today's meeting.

II. **Old Business**

- a. **Financials and Budget Update** – Reserve study still a few weeks out. The financials are available on 5<sup>th</sup> of the month - these will be the first correctly reconciled financials since the transition to Community Focus and will be sent out then. (Kimberly). The company for the reserve study has been booked and we are waiting on an opening in their schedule.

**b. Violations/Rules & Regs**

1. The Board discussed how to revise issues concerning parking, parking signage, short term rentals, trash receptacle placement, repair/replacement of mailboxes, storm doors among other items.
2. Parking issues were discussed parking one car per garage and the need to delineate guest parking. It was suggested that we do a walk-around to get a better idea of how to best deal with this issue. The board decided to delve into this issue later. Speed limit suggestion 17mph. Board agreed to continue discussions of parking issues.
3. **Violations** – Homeowner is responsible for all infractions. No more short term rentals (AIRBNB). Kimberly will send a revision of the rules to all homeowners. Discussed the Flags/Sign– limitations, flag-size, limit time. Kimberly requested clarification on restrictions from Roger Knight. Discussion is tabled until we get further guidance. Driveway damage is the owners responsibility. No painting of front porches. Suggestions for trash receptacles to be inside the garages or pulled next to garage Discussed mailbox repairs. Storm doors should be ARB approved. Kimberly and violations manager will be identifying additional site violations.

**III. Grounds-** Kimberly and grounds managers are collecting proposals for next year.

**IV. New Business**

No new business.

**V. Adjournment**

With no further business to discuss, Kerri adjourned the meeting at 7:17pm

**VI. Scheduled Meeting**

The next monthly Board meeting is scheduled for September 25, 2023, at 6:00pm