



205 Towne Lake Way, Pooler, Georgia 31322

[board@townehoa.org](mailto:board@townehoa.org)

Monthly Meeting Agenda

March 5, 2019

Call to Order/ Roll Call : Kenneth

Open Discussion (Resident's Voice/Concerns)

### Executive Session of the Board

Approval of Previous Meeting Minutes: Kenneth

### HOA Board Reports

1. Treasure's Report: Reggie
2. Neighborhood Watch: Kenneth
3. Pool Chair: Darryl
4. Pavilion Rentals: Darlene
5. Architectural Review Board Chair Report: Darlene
6. Social Committee Report: Yasmin/Ruthie
  - a. Planning of Summer Event
  - b. Purchase of games (cornhole, horseshoes, ect)
  - c. Teen activities

### Old Business

1. Light at curve on Manor Row: Reggie
2. Upgrading of Pier: Kenneth
  - a. Review bids
3. Replacement of dead bushes in common areas: Reggie
4. Adding New Landscaping in all common areas: Reggie
5. Review of AT&T services: Reggie
6. Review of all Towne Lake Contracts: Reggie/Kenneth
7. Tree/Palm Tree Removal: Reggie
8. Maintenance
  - a. Pressure Washing Service for Pool/Pavilion/Pier Areas: Kenneth
  - b. Review bids

## New Business

1. Delegated responsibilities of Treasurer/Booker: Kenneth
2. Transfer/Audit of Towne Lake Books/Records: Kenneth
3. Review of Fencing/Lock Bids to secure amenities: Reggie
4. Cleaning out of Pool Room/adding phone jack: Kenneth
5. Upgrading of circle: Reggie
6. Repair and upgrade of Tennis Court: Kenneth
  - a. Open discussion of additional activities.
  - b. Teen Activities: Darlene

## Open Actions

1. Quote for sign to entrance of neighborhood: Kenneth
2. Quote for street light on Manor Row entrance: Reggie
3. Create/maintain HOA Membership card database: Kenneth

Review New Actions: Kenneth

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