

TOWNE SQUARE HOMEOWNER'S ASSOCIATION OF PENSACOLA, INC

5051 GRANDE DRIVE

BOX 11

PENSACOLA, FLORIDA 32504

NOTICE OF ANNUAL MEMBERSHIP MEETING

Notice is hereby provided that the annual membership meeting of Towne Square Homeowners Association of Pensacola Florida, Inc. will be held on:

DATE: Tuesday, November 11, 2025

TIME: 6:00 PM

LOCATION: Cokesbury United Methodist Church, 5725 North 9th Ave. Pensacola, Florida 32504 (IN ASHBURY PLACE, BLDG BEHIND THE CHURCH)

AGENDA

Packet

1. Call to Meeting to Order
2. Establish a Quorum of members present or by proxy
3. Elect a Moderator to conduct the annual meeting
4. Reading of Annual Meeting Minutes of November 12, 2024
5. **Treasurers report and Notice of monthly assessment increase for: 2026 Dues \$207. Operating, \$75. Roofing Assessment. Total starting January 1st, 2026. \$282.00 per homeowner**
6. **Members vote** – IRS Ruling 70-604 “rollover” any excess “member income” (as defined by the IRS) from current tax year to the next tax year.
7. **Members Vote – Continue with Contingency account, funded out of operating budget to be used as emergency account or to be used on common areas i.e. roads, common areas, pool etc. Board cap of \$15,000 yearly any amounts above \$15,001 per year would have to be approved by membership in a special meeting.**
8. **Presidents report**
9. **New Business (Homeowner input)**
10. **Election of Board of Directors – 7 Positions available. (Ballot enclosed)**
11. **Adjourn**

Towne Square Homeowners Association of Pensacola, Inc
Annual Membership Meeting Minutes
November 12, 2024 7:00PM
Cokesbury United Methodist Church
5725 North 9th Avenue, Pensacola, FL 32504

The meeting was called to order after a quorum of members was established. There were 49 proxies and 27 owners present.

Lisa & Mark Novatka M-1, Terry Burns D-2, Paul Fritz I-3, Lora Colley B-1 & F-6, Alice Fay Baker C-1 & D-4, Beth Bartam I-5, Judy Fung I-6, Connie Shannon E-3, Dana McKenzie E-1, Jean Gray G-7, Ann Ring B-6, Barbara Kondroski H-3, Pat Solomon B-4, Patti Jernigan B-2, Susan & David Morgan H-1, D-3, G-4, L-3, L-5, Linda & Richard Comerford G-3, Mary Ann Boutin A-4, Jamie Mathews M-4, Gencho Danev F-8, Nancy Rouy F-7, Amy Bajjaly F-1

Terry Burns was elected moderator to conduct the annual meeting.

There was a motion to accept the Annual Meeting Minutes and seconded. All in favor.

Treasurer's Report as of October 31st, 2024

Racket

\$129, 723.68 total

President's Report

IRS Ruling 70-604 – “rollover” any excess “member income” (as defined by the IRS from the current tax year to the next tax year.

David Morgan made a motion to increase the Roof Fund by a \$25 increase: from \$50 to \$75 per month. Mary Ann Boutin seconded, and the motion passed 43 to 9. This is now a Dedicated Roof account that can only be used for roof replacement. This cannot change unless approved by the members in a member meeting.

In 2028 and 2029 buildings F and G will have their roofs replaced.

There was a reminder for each owner to have their dryer vents cleaned once a year.

Starting January 1st, 2025, the new monthly assessment will be \$272.00.

The board wanted the members' input on upgrading the pool from chlorine to saltwater. It had been added to the 2025 budget. The initial cost will be \$5000 with a savings of \$600 per year.

The vinyl for G-6 needs replacing. There is rotten wood on the F-6 doors.

Richard Comerford requested that two sign off on expenses. This is currently being done by Paul and Mark.

There was also a request to provide

Jeannie Gray G-7 researched Mark Novatka on the internet finding that his past business partners were suing him for embezzling funds from that company. David Morgan stood up and asked her if he had been convicted of the crime or was it just an accusation? Mark had not been convicted and the charges were not true. Due to the bad word of moth Mark is suing them. After a long speech slandering Mark, Jeannie Gray G-7 made a motion for Mark Novatka to resign from the board. It was seconded by Dana McKenzie E-1. Motion failed; 2 for and the remaining 27 present against.

Election of Board Members – The owners voted, and the following board members will begin 2025. Mark Novatka as President, Terry Burns VP, Lora Colley Secretary, Scott Bush and Jamie Matthews.

The meeting was adjourned after a motion was made and seconded and voted unanimously.

Rachel

Towne Square Homeowners Association of Pensacola, Inc.

Limited Proxy (WITH GENERAL POWERS FOR NON-LIMITED PROXY MATTERS)

INSTRUCTIONS: If you do not plan to be present for the meeting, it is important you complete and return this proxy so that a quorum can be obtained. Please fill in the address of your property at Towne Square, and the name of the person you desire to vote, *on your behalf*. Sign and return the proxy **SO THAT IT REACHES the association no later than days end on November 4th, 2025**. Only the registered owner(s) of a unit may sign the proxy.

The undersigned, owner(s) or designated voter of Towne Home Unit Number _____ in Towne Square appoints (check one):

_____(a) if left blank by me, Lora Colley, Secretary of Towne Square Homeowners Association of Pensacola, Inc

_____(b) _____ (Owner: you must write the name of the desired proxy holder) as my proxy holder. If neither box is checked, the secretary of the association will be appointed as proxy holder by default

To Attend the Annual meeting of the members of Towne Square Homeowners Association of Pensacola, Inc. **To be held on Tuesday November 11th, 2025. At 6:00 pm. At Cokesbury Church, 5725 North 9th Avenue, Pensacola Florida 32504. PLEASE NOTE IN ASHBURY HALL BEHIND THE CHURCH.**

The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of the substitution, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS: (You may choose to grant general powers, limited powers or both. Check "General Powers" if you want your proxy holder to vote on other issues which might come up at the meeting and for which a limited proxy is not required). *Packet*

____ I authorize and instruct my proxy to use his or her best judgement on all matters which properly come before the meeting and for which a general power may be used.

LIMITED POWERS: (For your Vote to be counted on the following issues, you must indicate your preference in the Blank (s) provided below).

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXY HOLDER TO CAST MY VOTE REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

(1) Should the Association apply any excess of membership income over membership expenses for the year ended December 31, 2025, against the subsequent tax year member assessment as provided by IRS Revenue Ruling 70-604?

_____ YES, _____ NO

(2) Towne Square Homeowners Association to keep funding the contingency Account at the rate of \$1500. per month with funds to be used as (1) emergency account, (2) or on common area improvements only i.e. roads, vinyl, pool upgrades, With a cap of \$15,000 per year by board approval. Any amount above \$15,000.01 per year will have to be approved by membership in a special meeting.

_____ YES, _____ NO

_____ (Signature of owner or designated voter) _____ (Print Name)

_____ (Signature of owner or designated voter) _____ (Print Name)

SUBSTITUTION OF PROXY HOLDER

(To be executed only by the designated proxyholder if unable to attend the meeting)

The Undersigned, appointed as proxy holder above, designates _____ to substitute for me in voting the proxy

As set forth above

_____ (Signature of Proxyholder)

THIS PROXY IS REVOCABLE BY THE OWNER (S) AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAT NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT IS GIVEN

2025-2026 Ballot
Towne Square Homeowners Association
5051 Grande Drive
Pensacola, FL 32504

Below are the candidates for the Board of Directors for Towne Square Homeowners Association. There is a total of 7 board members. We will be accepting nominations from the floor at the meeting. You can only nominate yourself.

- Gordon Adams J-4
- Angela Colley G-6
- Jamie Matthews M4
- Vivian Maxwell A-1
- Adrienne Wright J-3
- Nomination 1
- Nomination 2
- Nomination 3

*Packet
2025*

1. Vote for the director by placing a check mark beside their name.
2. After you complete your ballot.
3. Place the complete ballot in the envelope marked "Ballot" and seal securely.
4. Place the "Ballot" envelope into the envelope addressed to Towne Square Homeowners Association.
5. The eligible voter should SIGN the addressed envelope and IDENTIFY THE UNIT which the voter represents.
6. Mail this envelope to Towne Square Homeowners Association, 5051 Grande Drive, Box 11, Pensacola, FL 32504 by November 4, 2025 or bring it to the election meeting on November 11, 2025.

Printed Name

Signature

Unit #

Date Signed

Towne Square Homeowners Association Budget 2026

Beginning January 1, 2026, and Ending December 31, 2026

	2025	2025	2026	2026	2026	2026
Ordinary Income/Expense	PER MONTH	PER YEAR	Monthly 5% with \$75.00 Roof			Work area
Per homeowner monthly	\$197	\$2,484	\$207	\$2,484		
Per homeowner roof assessment	\$75	\$900	\$75	\$900		
Total homeowner	\$272	\$3,384	\$282	\$3,384		
<i>Total Operating income (roof assessment not included)</i>	13,987	159,324	14,697	176,364		
EXPENSES		\$6,768				
Contingency (Non Statutory Reserve)	1,292	15,504	1,500	18,000		
Maintenance						
(NEW ITEM) BATHROOM CONVERSION	478	5,736	300	3,600		
Pressure Washing	600	7,200	350	4,200		
Roof Repairs	200	2,400	250	3,000		
Vinyl Siding	300	3,600	300	3,600		
Window and Door	2,292	27,504	1,333	15,996		
Painting 1/3 of 24 units	500	6,000	500	6,000		
Irrigation maintenance/repairs	50	600	100	1,200		
lawn chemicals	350	4,200	400	4,800		
lawn and Yard Maintenance	2,950	35,400	3,750	45,000		
landscaping improvements/maintenance	400	4,800	850	10,200		
Pine Straw Purchase pine straw Only	125	1,500	67	804		
Driveways and Walks	100	1,200	500	6,000		
Gutter guard/Gutters Cleaning	200	2,400	200	2,400		
Misc./pool repairs	70	840	166	2,000		
Fence Repairs	100	1,200	100	1,200		
Tree Service	200	2,400	0	0		
Terminate inspections	450	5,400	500	6,000		
Pool Maintenance						
Pool Cleaning	550	6,600	600	7,200		
Pool Chemicals	20	240	150	1,800		
Pool Bathroom cleaning	100	1,200	100	1,200		
UP GRADE POOL TO SALTWATER	400	4,800	0			
Administration						
Accountant/Monthly Bookeeping/Quickbook	250	3,000	425	5,100		
bank charges	25	300	24	288		
Insurance	930	11,160	650	7,800		
Website w/ text	42	504	104	1,248		
meeting expense	50	600	70	840		
mailings /copies	100	1,200	150	1,800		
Florida Power	550	6,600	550	6,600		
ECUA	225	2,700	475	5,700		
City of Pensacola	38	456	38	456		
Taxes, License, Permits	25	300	45	540		
legal fee	100	1,200	150	1,800		
Total Expenses	\$14,062	\$168,744	\$14,697	\$176,372		
ROOF ASSESSMENT INCOME TOTAL			\$5,325	\$63,900		
Loan payment until March 2028			\$3,321	\$39,852		
Gross income			\$2,004	\$24,048		
Est. balance Roof Acct on March 31, of 28				\$125,318		

THE BUDGET OF THE ASSOCIATION DOES NOT PROVIDE FOR FULLY FUNDED RESERVE ACCOUNTS FOR CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE THAT MAY RESULT IN SPECIAL ASSESSMENTS REGARDING THOSE ITEMS. OWNERS MAY ELECT TO PROVIDE FOR FULLY FUNDED RESERVE ACCOUNTS UNDER SECTION 720.303(6), FLORIDA STATUTES, UPON OBTAINING THE APPROVAL OF A MAJORITY OF THE TOTAL VOTING INTERESTS OF THE ASSOCIATION BY VOTE OF THE MEMBERS AT A MEETING OR BY WRITTEN CONSENT

TOWNE SQUARE HOMEOWNER'S ASSOCIATION OF PENSACOLA, INC

5051 GRANDE DRIVE

BOX 11

PENSACOLA, FLORIDA 32504

NOTICE OF ORGANIZATIONAL BOARD MEETING

NOTICE IS HEREBY PROVIDED THAT THE ORGANIZATIONAL BOARD MEETING OF TOWNE SQUARE HOMEOWNER'S ASSOCIATION OF FLORIDA, INC. WILL BE HELD ON:

DATE: Tuesday, November 11, 2025

TIME: Immediately following the annual membership meeting

PLACE: Cokesbury Church, 5725 North 9th Avenue, Pensacola, Florida 32504

AGENDA

- 1. CALL TO ORDER**
- 2. ESTABLISH A QUORUM OF DIRECTORS**
- 3. ELECTION OF OFFICERS**
- 4. AUTHORIZE ANY CHANGES TO BANK SIGNATURE CARDS**
- 5. FUTURE MEETINGS**
- 6. ADJOURNMENT**