

**Towne Square Homeowners Association of Pensacola, Inc**

**Annual Membership Meeting Minutes**

**November 11, 2025 6:00PM**

**Cokesbury United Methodist Church**

**5725 North 9<sup>th</sup> Avenue, Pensacola, FL 32504**

The meeting was called to order at 6:05pm after a quorum of members was established.

The board Secretary was absent and current board failed to provide another Secretary as backup, thus Mary Andre asked where the Secretary was to record the minutes and Beth Retzer, home owner, volunteered to take the minutes for the annual meeting.

There were 18 proxies. 27 owners were present representing 30 units on the sign in sheet. See Annual Meeting Sign In Sheet, Exhibit A.

Jamie Mathews M-4, Judy Fung I-6, Donald Ruth F-2, Jewell Maxwell A-1, Ann Ring B-6, Pat Solomon B-4, Jeannie Gray G-7, Mary and Scott Andre E-4, Beth Marie Barham I-5, Beth Retzer and Cecil Patin I-4, Angela Colley G-6, Marjorie Stone K-5, Terry Burns A-2 and D-2, Nancy Roy F-7, Gordon Adams and Eddie Hamilton J-4, David and Susan Morgan H-1, D-3, G-4, L-3, L-5, Ann Marie Visger and Gary Strickland L-2, Alice Fay Baker D-4 and C-1, Corina and Chris Welch E-2, Lisa M. Novatka M-1, Gencho Danev F-8

Jeannie Gray was elected moderator to conduct the annual meeting.

There was a motion to accept the Annual Meeting Minutes from 2024 and seconded. All in favor.

L6 Proxy was invalid because A and B were left blank and the Secretary was not present at the meeting to be a Proxy. A substitution of Proxy Holder was also left blank as well as the yes and no blanks were not filled out under 1 and 2. Judy Fung motioned to cap the contingency Account at \$10,000 dollars per year by board approval. Lisa Novatka seconded the motion. The majority voted yes.

**President's Report**

President Novatka reported a lot has been accomplished in ten years including landscaping, quarterly vinyl inspections, salt water pool, and painting. He gave appreciation to the board members. Alice Fay Baker also commended the board members for their accomplishments especially in the last 5 to 6 years.

## **Treasurer's Report**

The Treasurer was not present. President Novatka gave the Treasurer's report.

\$15,808 Operating Funds

\$34,000 with \$48,000 for check not cleared yet for road repair Contingency

\$65,907 Roofing account

\$6285 current receivables

\$1300 60 to 90 days past due, \$1324 90 +days past due

\$71.00 overpay 1 to 30 days, \$1052 overpay 31 to 60 days

\$6722.00 owed to HOA

President Novatka reported the records are kept for seven years.

## **New Business**

Beth Barnum, home owner, inquired about the pool lights not working and President Novatka reported they need a new timer. Beth also brought up about the issues of signature space on the secret ballots. The board printed new ballots without the signature information, according to President Novatka.

Susan Morgan, home owner, recommended as a requirement for all new board members to be educated on Robert's Rules and take an online class for board members. President Novatka reported Susan Blankenship, attorney, does a class for new board members.

## **Election of Board Members**

Moderator asked for nominations from the floor. There were none. The following seven home owners applied for board members: Gordon Adams J-4, Angela Colley, Jamie Matthews M-4, Adrienne Wright J-3, Mary Andre E-4, Cecil Patin I-4, and Nancy Roy F-7 and were voted in by Acclamation.

Mark Novatka gave all transferring information to Jamie Matthews to give to the new board members, including passwords. The printer is currently in the file room. Cecil Patin inquired about current CPA. PNC Bank requires new board members are in the minutes.

Jamie Matthews reported that she is planning a social event once a quarter with assistance of board members and home owners.

Mark Novatka asked if there were any questions getting on the HOA website.

The meeting was adjourned after a motion was made and seconded and voted unanimously at 7:05pm.

Respectfully Submitted Beth Retzer, homeowner

Cecil Patin

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