

## Meeting Minutes

November 18, 2025

Towne Square HOA

- Meeting called to order 5:30 pm
- Meeting notice confirmed
- Quorum confirmed
- Meeting minutes were approved for 11/11 and 11/15

### Old Business

- Cecil confirmed that the road project is finished and fully paid.

### New Business

- A special board meeting is being held on Friday, 11/21 at 4:15
- Jamie Mathews expressed the need for the board to have a vote whether to hire a property management firm. This will be added to a later agenda.
- Landscaping: Jamie Mathews provided an end of year landscape report. A motion was made to replace plants at the entrance. Motion denied. This topic will be revisited at a later meeting.
- First Residential Property Management Company presented on the following topics:
  - Billing
  - Collections
  - Financial reporting
  - Communication policies
  - Vendor contacts
  - Administrative
  - Community policies

Meeting Adjourned 7:00

*Presented by Adueane Wright, HOA Secretary*



Spring  
Annual  
Flowers!

Mexican  
Heather

# LANDSCAPE COMMITTEE END OF YEAR REPORT

## Agenda:

1. Status of flower beds
2. Immediate Needs
3. 2026 Plan and Budget
4. Motion re 2025 remaining work
5. Motion re 2026 budget

During 2025, the Landscape Committee maintained (1) the flower bed by the pool entrance, (2) the North Entrance, and (3) the South (main) Entrance.

### 1. Flower Garden at the pool entrance

Status: The lantana and mexican heather still look decent.

Immediate Needs: None.

2026 Plan: In the Spring we will plant zinnias. We collected seeds so we do not need to purchase them. The lantana is a perennial so it will come back in the Spring. The garden will be simple to maintain in 2026. We will have only lantana and zinnias. This bed requires minimal maintenance.

### 2. North Entrance

Status: Surprisingly healthy. A lot of weeds. Some life left.

Immediate Needs: Weed, trim bushes, prepare for winter.

2026 Plan: First of the year, when the lantana goes dormant, plant flowering bushes in place of the lantana. In the spring and fall, plant annual flowers. From Spring to Fall, the bed needs weekly maintenance: replace

dead plants and flowers as needed, fertilize, deadhead flowers, apply neem oil to infected plants, add fresh pine straw and trim liriopse as needed.

### 3. South (Main) Entrance

Status: **\*\*SEE PICTURE\*\*** The bed is in bad shape. All of the Mexican Heather have died and they are little balls of brown dead sticks. The marigolds look scraggly. The lantana under the sign is beginning to go dormant.

Immediate Needs: Plant fall flowers, replace mexican heather with a hardy winter ground cover. Weed, trim bushes, winterize the bed.

2026 Plan: First of the year, when the lantana goes dormant, plant flowering bushes in place of the lantana. This bed is high maintenance and requires weekly attention from early spring to late fall. Weed, deadhead flowers, trim bushes, treat bugs, fertilize, replace dying plants and flowers, maintain border, add pine straw periodically. In the spring and fall, plant seasonal annuals.

### MOTIONS:

MOTION TO AUTHORIZE THE IMMEDIATE PURCHASE OF FALL/WINTER PLANTS AND FLOWERS TO BE USED TO REPLACE THE MEXICAN HEATHER WITH A WINTER GROUND COVER, AND REPLACE SUMMER ANNUAL FLOWERS WITH WINTER ANNUAL FLOWERS, NOT TO EXCEED \$300.

MOTION TO MAKE NO CHANGES TO THE 2026 LANDSCAPING BUDGET WHEN THE BUDGET IS REWORKED TO PAY FOR A PROPERTY MANAGER.

LABOR:

The 2026 Landscape Committee provided the labor at no charge to maintain all three beds. The HOA will need to assume responsibility for maintaining the beds in 2026. The Landscape Committee is eager to continue gardening but cannot assume full responsibility for the beds maintenance.

**TOWNE SQUARE HOMEOWNERS ASSOCIATION OF PENSACOLA, INC.**

**PROXY TALLY SHEET – ANNUAL MEETING, NOVEMBER 11, 2025**

*11/18 Board Mtg.*

Used to record, verify, and tally all proxies received for quorum and voting purposes.

/ Lot #	Owner Name(s)	Proxy Holder	Type	Date Rec'd	Deadline	Valid Sig	Valid Date	Sec. Default	Subst.	Quorum	Vote	Notes	Int
	<i>Beth Baker</i>	<i>IS</i>											
	<i>Angela Coker</i>	<i>G-6</i>											
	<i>John O. Put</i>	<i>M-1</i>											
	<i>Mary Anne</i>	<i>E-4</i>											
	<i>AWright</i>	<i>J-3</i>											
	<i>Bonnie</i>	<i>I-4</i>											
	<i>Sarah Coleman</i>	<i>C-4</i>											
	<i>Susan Morgan</i>	<i>D-3</i>											
	<i>Ann Bink</i>	<i>B-6</i>											
	<i>Pat Solomon</i>	<i>B-4</i>											
	<i>Joe Montgomery</i>	<i>M-1</i>											
	<i>Nancy Ray</i>	<i>I-7</i>											
	<i>DONALD RUTH</i>	<i>F-2</i>											
	<i>Carl Parr</i>	<i>I-4</i>											
	<i>Carl Parr</i>	<i>I-4</i>											

**Instructions:** Record each proxy before the meeting begins. Check "Deadline Met" only if received by November 4, 2025. If the Secretary is the default proxy holder and no substitution is attached, count for quorum only. Retain this sheet with all proxy originals and minutes for at least one (1) year per F.S. §720.306(8).