

Meeting Minutes
November 15, 2025
Towne Square HOA

Call to Order

- CJ called the meeting to order at 3:34 pm.
- A small group of residents attended, see sign in sheet.

New Board Member Introductions

- The new board members were introduced.
- **Adrienne Wright**

Secretary (former member at large)
Unit J3

- **Gordon**

Treasurer (former member at large)
Unit J4

- **CJ (Cecil) Patin**

President
Unit I4

- **Angela Colley**

Member at Large (former treasurer)
Unit G6

- **Nancy Roy**

Vice President
Unit F7

- **Jamie Mathews**

Member at Large
Unit

- **Mary Andre**

Member at Large
Unit

Mission Statement 2026

- CJ read the mission statement for the HOA board.

Open Forum

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- CJ closed

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- CJ opened the open forum.
- A question was asked about the lockbox availability for HOA payments Jamie confirmed the box is available.
- A question was asked if a treasurer would be in charge of QuickBooks. CJ affirmed yes.
- It was reported that unit B5 was sold and is closing on Monday.
- The new directory is not yet ready. Jamie is working on it. She will provide it after Mark makes his edits. It was stated by Mary Andre that it needs to be provided now and edits can be made by the new board.
- CJ closed the open forum.

Organizational Minutes

There are no organizational minutes to approve.

Treasurer Resignation and Election

- Mary motioned to elect a new treasurer as Angela Colley resigned the position. Adrienne seconded.
- Mary motioned to nominate Gordon as treasurer. Nancy seconded.
- The board unanimously elected Gordon as treasurer.

Secretary Election

- Mary nominated Adrienne as secretary. Nancy seconded.
- The board unanimously elected Adrienne Wright to secretary.

Banking Resolution

- Nancy motioned for president and treasurer to be the authorizes signers for the bank account and have all former signers removed.
- Adrienne seconded.
- The motion carried.
- The banking resolution will be executed on Monday.

Establish Monthly Meeting Time

Adrienne motioned to have the meeting time be the 3rd Tuesday of each month at 5:30 pm.

Mary seconded.

Motion carried.

Meeting Adjourned

Cecil adjourned the meeting at 3:51 pm.

Presented by Adrienne Wright, HOA Secretary

TOWNE SQUARE HOA BOARD MEETING SIGN-IN SHEET

Meeting Date: 11.15.2025 Meeting Time: 3:30 PM Location: Villas
 Please print legibly. This is a formal HOA record.

Lot #	Owner Name (Print)	Owner Signature	Phone	Email
I-4	BETH REIZER	<i>Beth Reizer</i>	850-503-3530	bretzerla@att.net
B-4	Ann Ring	<i>Ann Ring</i>	403-244-9718	anniering48@gmail
C-3	Linor & Richard Comolone	<i>Linor Comolone</i>	727-777-2375	rcomaloni@msn.com
K-2	J.H. SEBEST	<i>J.H. Sebest</i>	245-257-0200	hsebest@comcast.com
G-7	YANNE GARDY	<i>Yanne Gardy</i>	(850) 748-1145	
F-2	DOMINIC RUSTY	<i>Dominic Rusty</i>	(937) 414-5792	dorusth44@gmail.com
J-4	Gordon Adams	<i>Gordon Adams</i>	850-744-6756	
M-4	Jamie Matthews	<i>Jamie Matthews</i>	850-205-515 850-6783	jamie@ams
J-3	Alicia W. Light	<i>Alicia W. Light</i>	404-538-8473	matthaus
G-6	Angela Colley	<i>Angela Colley</i>	850-712-3739	Angcolley7@gmail.com
I-4	Cecil Parrin	<i>Cecil Parrin</i>	810-542-7411	cjparrin@att.net
G-F-7	Nancy Ray	<i>Nancy Ray</i>	803-419-7072	nancyray12@gmail.com

Notes: Sign-in sheet is for attendance tracking only per Florida Statute 720. Only owners of record may speak during the owner-comment period. Tenants/guests may observe if permitted by the board. Members may only speak for 3 minutes during open forum.

E-4 MARY ANDRE (850) 621-7027 SANDRE 29950 APOL. Com