



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.
MONTHLY BOARD OF DIRECTORS
MEETING MINUTES
January 25, 2023**

I. CALL TO ORDER

Jack Crutchfield, President of Carrollwood Village Phase III Homeowners Association Inc., called the Board of Directors meeting to order at 7:00 p.m. on January 25, 2023 at Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

II. ROLL CALL / NOTICE OF MEETING

Directors Present:

Jack Crutchfield – President
Chris Wojcik – Vice President
Suzanne Fernandez – Treasurer
Frank Mazzie – Secretary
Mike Jenkins – Director
Andrew Titen – Director
Marlene Harper – Director
Jessica Magrill – Director
Anne Whitaker – Director

Directors Absent:

Guests Present:

Dawn Archambault, GPI
Laura Salgado, GPI Recd. Secretary
Gary Lopez, Buckingham
Jan Fisher, Chardonnay
Bonnie Behnke, Wellington
Darlene Lugo, Wellington
Pat Higgins, Wolcott
Jane Case, Cypress Trace
Linda Fobes, Cypress Trace

III. APPROVAL OF MINUTES

Suzanne Fernandez made a motion to approve the November 30, 2022 meeting minutes as written. Andy Titen seconded the motion. **All in favor, the motion passed.**

IV. PRESENTATIONS

A. Comments from Homeowners [three (3) minute time limit]

Bonnie Behnke – Wellington maintenance issues

V. RATIFICATION OF ARC REQUESTS

Mike Jenkins made a motion to ratify the 1/25/23 ARC requests as presented. Frank Mazzie seconded the motion. **All in favor, the motion passed.**

VI. UNFINISHED BUSINESS

A. Accurate LED Bid to Remove Gray Caps at Ehrlich Entrance

Mike Jenkins made a motion to approve Accurate LED proposal 1605, dated 12/11/22, in the amount of \$290.00, for PVC cap removal at Ehrlich and Burrington entrances, to be paid from the landscape budget. Andy Titen seconded the motion. **All in favor, the motion passed.**

B. Violation Policy Including Fining

Tabled for review at February meeting

C. Discussion of Items to be Included in Drive By Inspection List

List of 11 items presented will be added to the community standards as discussed.



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January 25, 2023

VII. NEW BUSINESS

A. Tree Removal Bids

Andy Titen made a motion to approve the quote from Bay Site Works dated 1/24/23 in the amount of \$600.00 for Pine removal in front of Chardonnay. Mike Jenkins seconded the motion. **All in favor, the motion passed.**

Andy Titen made a motion to approve the quote from Bay Site Works dated 1/24/23 in the amount of \$3,225.00 for various tree removal along Sussex. Anne Whitaker seconded the motion. **All in favor, the motion passed.**

Andy Titen made a motion to approve the quote from Bay Site Works dated 1/24/23 in the amount of \$2,375.00 for large tree removal on Burrington along Brynn Mawr near the tennis courts. Mike Jenkins seconded the motion. **All in favor, the motion passed.**

Approval of Bay Site Works quote dated 12/15/22 in the amount of \$4,000.00 for Live Oak removal at Fennbury wall is being tabled for additional vendor consult.

B. Fieldstone Bids

CAM Dawn Archambault will follow up with vendor; no approvals at this time.

C. Investment Policy for Board Directed Non-Statutory Reserve Fund

Andy Titen made a motion to approve the Reserve Investment Policy for Carrollwood Village Phase III Homeowners Association dated 1/25/23 as submitted. Suzanne Fernandez seconded the motion. **All in favor, the motion passed.**

D. CertaPro Common Area Painting Bid

Marlene Harper made a motion to approve the CertaPro Painters quote JOB-1356-2482, dated 1/17/23, in the amount of \$2,625.00, for wall panel and sign painting at Burrington, Cypress Trace, and Ehrlich Rd. Frank Mazzie seconded the motion. **All in favor, the motion passed.**

E. Sussex Way Basketball Poles Painting and Priming Bids

Approval for CertaPro Painters quote dated 12/19/22 is tabled for bid revision.

F. Ratification of Architectural Fountains Wolcott Fountain Pump and Motor Replacement Bid

Mike Jenkins made a motion to approve the Architectural Fountain quote dated 12/9/22 in the amount of \$3,100.00 for motor and pump replacement at the Wolcott fountain. Andy Titen seconded the motion. **All in favor, the motion passed.**



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G. Two Pet Waste Station Bids for Wellington Including Installation

Andy Titen made a motion to approve an amount Not to Exceed \$975.00 for installation of two pet waste stations, including labor (vendor Mueller Home Repair) and materials (vendor QFC Supply Company). Mike Jenkins seconded the motion. **All in favor, the motion passed.**

H. Set Date Annual Meeting and Reserve Room

The annual meeting will be held 5/23/23 at 7:00 p.m. at Carrollwood Cultural Center.

I. Insurance Renewal Quotes

Andy Titen made a motion to approve the Rip Weachter Insurance quote dated 1/25/23 to bind coverage for Commercial Property, General Liability, Crime/Employee Dishonesty, Directors & Officers, and Employment Practices Liability in the amount of \$47,567.95, and purchase of an additional \$5m in Excess Liability. Mike Jenkins seconded the motion. **All in favor, the motion passed.**

J. *NEW ITEM* Frank Mazzie Resignation

Effective immediately, Frank Mazzie has tendered resignation as Secretary. Marlene Harper made a motion to accept Andy Titen as a replacement to fill Frank's position until the next election. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

**VIII. REPORTS FROM MANAGEMENT AND COMMITTEES
PHASE III SPECIFIC**

A. Financials (Fernandez)

Suzanne Fernandez gave the report.

B. Grounds/Landscape/Parks/Ponds (Fernandez)

Suzanne Fernandez gave the report. A bid for Oleander cutback has been requested from the vendor.

C. Communications (Fernandez)

Suzanne Fernandez gave the report. There will be a plant sale on 4/8/23, and Phase I will be hosting a community waste pickup event on 3/4/23.

D. Welcome Committee/Welcome Wagon (Wojcik)

Chris Wojcik gave the report. There were six home sales each in the months of November and December.

E. Giving (Titen)

Andy Titen gave the report.

F. Nominating (Wojcik)

Chris Wojcik gave the report. Jessica Magrill will be taking over as the 2023 Committee Chair. Suzanne Fernandez and Chris Wojcik will be running for re-election.



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G. Zoning (Harper)

There are no major updates at this time.

H. Management Report (Archambault)

All Board members were given a copy of the management report. CAM Dawn Archambault will be reaching out to potential fining committee members.

IX. NEXT MEETING

The next regular Board meeting will be held at 7:00 p.m. on Wednesday, February 22, 2023 at Carrollwood Cultural Center, 4537 Lowell Rd, Carrollwood Village Room.

X. ADJOURNMENT

There being no further business to come before the Board, Jack Crutchfield called the meeting to adjournment at 8:20 p.m.

Respectfully submitted,
Laura Salgado, For the Secretary

These minutes were approved on Feb 23, 2023.

Andrew B. Titen
Andrew B. Titen (Feb 23, 2023 09:50 EST)

Signed

Andrew B. Titen

Printed Name

1.25.2023 Phase 3 MinutesRev2

Final Audit Report


2023-02-23

Created:	2023-02-23
By:	Dawn Archambault (darchambault@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGgyLxBcNYvJV8125K3urP1NkSDT4TdCt

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 Document created by Dawn Archambault (darchambault@greenacre.com)

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 Email viewed by atiten@tampabay.rr.com

2023-02-23 - 2:47:33 PM GMT

 Signer atiten@tampabay.rr.com entered name at signing as Andrew B. Titen

2023-02-23 - 2:50:18 PM GMT

 Document e-signed by Andrew B. Titen (atiten@tampabay.rr.com)

Signature Date: 2023-02-23 - 2:50:20 PM GMT - Time Source: server

 Agreement completed.

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