



CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW COMMITTEE MEETING AND BOARD OF DIRECTORS MEETING

DATE: Wednesday, February 26, 2025

TIME: ARC Meeting 6:30 PM followed by Board Meeting 7:00 P.M.

PLACE: Carrollwood Cultural Center, 4537 Lowell Road, Tampa, FL 33618

MINUTES

I. CALL TO ORDER:

Jack Crutchfield, President, called The Carrollwood Village Phase III Board of Directors Meeting and Architectural Review Committee Meeting to order at 7:00 PM on February 26, 2025, at the Carrollwood Cultural Center.

II. ROLL CALL:

**Directors Present:**

Jack Crutchfield  
Chris Wojcik  
Gary Lopez  
Andrew Titen  
Marlene Harper  
Jessica Magrill  
Frank Mazzie  
Anne Whitaker

**Directors Absent:**

Suzanne Fernandez –  
Excused

**Staff Present:**

Dawn Archambault, CAM  
Karen Neidig, Transcriptionist

**Guests Present:**

George & Patti White	Rohana Chomick
Pat Higgins	James Carter
Ligia Rodriguez	Todd Sudman
Thor Raabe	Jane Case
Linda & Richard Fobes	Lee McCarty
Bob Maxtler	

It was noted that the meeting was properly noticed as required by Florida statutes.

III. APPROVAL OF MINUTES – January 29, 2025, Meeting Minutes

Gary Lopez made a motion to approve January 29, 2025, Meeting Minutes as presented. Chris Wojcik seconded the motion. Those in favor: Jack Crutchfield, Chris Wojcik, Gary Lopez, Marlene Harper, Jessica Magrill, Frank Mazzie and Anne Whitaker. Andrew Titen abstained. **Motion carried.**

IV. PRESENTATIONS:

A. Comments from Homeowners (3 minutes time limit)

James Carter, 14123 Riverstone - Phase II basketball court does not have signs posted for parking correctly or that the facility is for Carrollwood Village residents. There were cars parked on the grassy knoll. Traffic has increased and concerned about security. This area is part of Phase II and Phase III does not have any physical control. A possible solution would be to write a letter to Phase II and secure as many signatures as possible.

V. RATIFICATION of ARC REQUESTS:

Gary Lopez made a motion to ratify the approval of the ARC applications presented. Frank Mazzie seconded the motion. **All in favor, motion carried.**

VI. UNFINISHED BUSINESS:

None

VII. NEW BUSINESS

A. Fieldstone Bids

- Andrew Titen made a motion to approve Fieldstone Proposal #20416 in the amount of \$1,084.13 to install 15 bales of pine straw in the entrance of Stonegate. Anne Whitaker seconded the motion. **All in favor, motion passed.**
- Jessica Magill made a motion to approve Fieldstone Proposal #95820 in the amount of \$2,650.00 to remove the Laurel Oak tree at the entrance of Trouville and West Village. Andrew Titen seconded the motion. **All in favor, motion carried.**
- Frank Mazzie made a motion to approve Fieldstone Proposal #20185 in the amount of \$1,906.58 to repair a depression on Burrington where the existing sod will be removed, backfilled with dirt and lay new sod. Andrew Titen seconded the motion. **All in favor, motion carried.**
- Gary Lopez made a motion to approve Fieldstone Proposal #20388 not to exceed \$1,000 for repairing the main irrigation line by the lift station on Burrington. Andrew Titen seconded the motion. **All in favor, motion carried.**

B. Fining Recommendations

- Nothing ready at this time.

C. Carlson Construction Wall Painting Bid

- Gary Lopez made a motion to approve Carlson Construction Proposal #2172025002 in the amount of \$2,250 to pressure clean the entrance at Cypress Trace. Anne Whitaker seconded the motion. **All in favor, motion carried.**

VIII. COMMITTEES AND MANAGEMENT: PHASE III  
SPECIFIC:

A. Financials

- Chris Wojcik presented the financials in lieu of Suzanne Fernandez, but Andrew Titen raised some objections as to the accuracy. The Board agreed to have the financial reports for January and February presented at the March meeting by Suzanne Fernandez, Treasurer who is currently absent.

B. Grounds/Landscape/Parks/Ponds

- Chris Wojcik gave a report on fish kill at pond #1 due to oxygen stratification level drop in the water. Cross Creek will investigate the ponds with the boat.

C. Communications

- Chris Wojcik Announced that articles are due by March 26<sup>th</sup> for the upcoming newsletter. There was a homeless camp sighted and the police want people to call 911 if someone sees suspicious activity. We all need to be vigilant, so they don't return.
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D. Carrollwood Village Park

- Jack Crutchfield gave a report on the Taste of Carrollwood event sponsored by CABA.

There were approximately 50 food vendors.

E. Welcome

- Eight (8) closings in the community, all of which are owner-occupied.

F. Giving

- No reports.

G. Zoning

- Marlene Harper reported the gas station is open.

H. Management Report

- Dawn Archambault gave an update on Belmere Apartments. The dues payment was approved by their corporate office and we should receive payment soon.
- All Board members are to take a 4-hour continuing education course by June 30, 2025.
- The April meeting will be changed to April 23, 2025.

I. Fining

- Dawn Archambault gave a summary as follows: Six owners with seven violations – 1 remedied; 3 fined (one had 2 violations); 2 granted an extension.

J. Wellington Revitalization Committee

- The Wellington association lost their charter several years ago, but a number of residents are interested in getting involved again. Nothing new at this time.

K. Nominating Committee

- The newsletter will include the deadline for sending in an application to run for the Board. Two current board members and two residents are running for the Board. They will need to fill out a new application for the nominating committee to review.

IX. NEXT MEETING:

The next board meeting will be on Wednesday, March 26, 2025, at 7:00 p.m. at the Carrollwood Cultural Center, 4537 Lowell Rd.

X. ADJOURNMENT:

There being no further business to come upon the board, Andrew Titen made a motion to adjourn the meeting at 7:37 PM. Anne Whitaker seconded the motion. **All in favor, motion passed.**

Respectfully Submitted,

Karen Neidig, For the Secretary

These minutes were approved on Mar 28, 2025

Andrew Titen

Andrew Titen  
Andrew Titen (Mar 28, 2025 11:11 EDT)

Signed Name

Printed Name

# 2.26.2025 Phase III Minutes REV 03.24.25

Final Audit Report

2025-03-28

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