



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.  
MONTHLY BOARD OF DIRECTORS  
MEETING MINUTES  
June 29, 2022**

**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 June 29, 2022 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  
Marlene Harper – Director  
Andrew Titen – Director  
Mike Jenkins – Director  
Jessica Magrill – Director  
Anne Whitaker - Director

**Directors Absent:**

**Guests Present:**

Dawn Archambault, GPI  
Laura Salgado, GPI Recd. Secretary

**III. APPROVAL OF MINUTES**

Chris Wojcik made a motion to approve the April 27, 2022 meeting minutes with no changes. Andy Titen seconded the motion. **All in favor, the motion passed.**

**IV. PRESENTATIONS**

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

None

**V. UNFINISHED BUSINESS**

**A. 2022 Hillsborough County Grant (Fernandez)**

The mini-grant report is in process to be filed with the County.

**B. Community Standards (Crutchfield)**

In light of community feedback, Standards are being returned to the committee for review and revision, to be placed on the agenda for discussion at the next Board meeting. The Standards will be revisited for clarity based on community input received to date, and an FAQ section will be included in the upcoming newsletter to address common questions. Andy Titen will join the Standards committee, which currently consists of Marlene Harper, Suzanne Fernandez, and Chris Wojcik, and will assist in drafting a new letter to notify owners that their inputs have been received and submitted to the committee.



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**C. Flagpole Installation/Dedication (Fernandez)**

Lighting and plantings have been completed. Fieldstone will be asked for quotes/recommendations to add a border for the mulch.

**D. Roof Replacement John Miley Park Storage Building (Crutchfield)**

Andy Titen made a motion to approve Westfall Roofing proposal #CCC056392 dated 4/29/22, for \$6,500.00 for the new roof project, the total of which is being split among Phase 1 (41.5%) and Phase 2 (21%), and Phase 3 (37.5%), with an approved cost of up to 10% to allow for the possibility of increased material costs on refreshed quote. Mike Jenkins seconded the motion. **All in favor, the motion passed.**

**VI. NEW BUSINESS**

**A. Ratification of Accurate LED Proposal 1556 (Archambault)**

Frank Mazzie made a motion to accept Accurate LED proposal #1556, dated 6/15/22, in the amount of \$1,156.00 for landscape lighting installation at the West Village entryway. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

**B. Playground Audit (Archambault)**

Suzanne Fernandez made a motion to authorize an amount up to \$2,500.00 for performance of the playground audit, with quote to be ratified at next Board meeting. Andy Titen seconded the motion. **All in favor, the motion passed.**

**C. Election of Officers (Crutchfield)**

Suzanne Fernandez made a motion to retain the current Board positions as follows:

Jack Crutchfield – President

Chris Wojcik – Vice President

Frank Mazzie – Secretary

Suzanne Fernandez – Treasurer

Mike Jenkins – Sergeant at Arms

Andy Titen – Director

Marlene Harper – Director

Jessica Magrill – Director

Anne Whitaker – Director

Andy Titen seconded the motion. **All in favor, the motion passed.**



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

**A. Financials (Fernandez)**

Suzanne Fernandez gave the report. Major expenditures will be postponed until after hurricane season where possible, to allow for additional funds to remain available as needed for storm clean-up. Suzanne Fernandez and Andy Titen will explore CDs and money market accounts to better leverage total Association funding.

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

Trees showing possible decay/damage will be marked on upcoming drive-around with Fieldstone in order to obtain quotes for removal. More frequent mowing of tractor fields/greenbelts will be discussed with Fieldstone.

**C. Communications (Fernandez)**

Updated community website completed by Core Interactive is scheduled to go live within the next few days.

**D. Welcome Committee/Welcome Wagon (Wojcik)**

Chris Wojcik requested that Board members reach out to business contacts within the area to inquire about coupons/incentives that can be included in welcome packs. Board members will be emailed a letter to facilitate this request.

**E. Community Patrol (Mazzie)**

Frank Mazzie will discuss the need for better recording and notifying of possible ARC violations/issues with Allied Universal patrol. Dawn Archambault was requested to begin work on the RFP process for future security patrol bidding purposes.

**F. Executive (Crutchfield)**

The Presidents of all three Phases continue to meet monthly to discuss goals, issues, and other items pertaining to the community.

**G. Management Report (Archambault)**

All Board members were given a copy of the management report. Frank Mazzie has requested to attend a ride-along with Calvin Boyd to review the ARC/violation process.

**H. Carrollwood Cultural Center (Crutchfield)**

Nothing to report.





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**VIII. NEXT MEETING**

The next regular Board meeting will be held at 7:00 p.m. on Wednesday, July 27, 2022 at Carrollwood Cultural Center, 4537 Lowell Rd, Carrollwood Village Room.

**XI. ADJOURNMENT**

There being no further business to come before the Board, Mike Jenkins made a motion to adjourn. Andy Titen seconded the motion. All in favor, Jack Crutchfield called the meeting to adjournment at 8:25 p.m.

Respectfully submitted,  
Laura Salgado, For the Secretary

These minutes were approved on 7/21/2022.

Frank R. Mazzie  
Signed

FRANK R. MAZZIE  
Printed Name