



# **Carrollwood Village Phase III Homeowners Association, Inc.**

## **ANNUAL MEMBERSHIP MEETING**

**DATE:** May 2, 2024  
**TIME:** 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 Annual Membership Meeting to order at 7:00 PM on May 2, 2024, at the Carrollwood Cultural Center.

#### **II. NOTICE OF MEETING**

The affidavit is signed and notarized and certifies all homeowners who were on the membership list received a membership packet per Florida Statute.

#### **III. ROLL CALL/CERTIFICATION OF BALLOTS/PROXIES**

**Directors Present:**

Jack Crutchfield  
Suzanne Fernandez  
Chris Wojcik  
Marlene Harper  
Jessica Magrill  
Frank Mazzie  
Anne Whitaker  
Andrew Titen

**Directors Absent:**

Gary Lopez – Excused

**Staff Present:**

Dawn Archambault, CAM  
Rachel Wilton, Transcriptionist

**Guests Present:**

Patrick Higgins  
Mary Shattles  
Patricia & George White  
Debra Bergeris  
Michaele Rao  
Ligia Rodriguez-Rendon  
Kelley Jeter

Robert Baggett  
Jane Case  
Fernando Alejo  
Linda Shanker  
Angel Gonzalez  
Cynthia McCoy

Dawn Archambault certified that a quorum of the membership in person or by proxy was present.

#### **IV. READING/APPROVAL OF THE 2023 MINUTES**

Suzanne Fernandez made a motion to waive the reading of the 2023 Annual Meeting minutes. Chris Wojcik seconded the motion. **All in favor, motion passed.**

Suzanne Fernandez made a motion to approve the 2023 Annual Meeting minutes. Chris Wojcik seconded the motion. **All in favor, motion passed.**

## **V. PRESENTATIONS**

## **VI. ELECTION OF DIRECTORS**

Dawn Archambault gave the report for the three (3) available positions and presented the three (3) nominees for the election: Jack Crutchfield, Jessica Magrill, and Andrew Titen. A quorum of ballots were received and all 3 of the nominees were elected to the Board of Directors.

## **VII. REPORTS FROM OFFICERS AND COMMITTEES**

### **A. President's Remarks**

- Jack Crutchfield gave the remarks.

### **B. Financials**

- Suzanne Fernandez gave the report.
- Phase III dues are permitted to increase by the CPI for the Tampa/St. Pete/Clearwater area.
- The cost of insurance increased significantly in 2024.
- The 2023 audited financial report was completed by Marsocci, Appleby & Company. No issues were reported in the Phase III financials.
- Reserves are fully funded as of December 2023.

### **C. Architectural Review**

- Frank Mazzie gave the report for Gary Lopez.
- 181 ARC applications were submitted in 2023, only 10 applications were denied.
- Any owner who would like to make an exterior change to their home must have approval from the Architectural Review Committee and Board.

### **D. Giving Committee**

- Andrew Titen gave the report.
- In 2024, an owner donated an oak tree which was planted near the tennis courts.
- There are several other spots where owners could donate. Owners interested should contact Dawn Archambault.

### **E. Grounds Committee**

- Suzanne Fernandez gave the report.
- The committee is currently working on lighting subdivision entrances. This is an ongoing project, expected to be completed in 2029.
- The Board selected Fieldstone as the landscaper for Phase III for their large scope of work for the best price. The committee does a drive-around with Fieldstone monthly to review areas that may need attention.
- The irrigation system is fully operational. Repairs are completed monthly. The community was mulched at the end of 2023.
- Hillsborough County Tree Grant was awarded to Phase III in 2023. Crepe Myrtles and Live Oaks will be planted.
- The tennis court at the Phase III park, as well as the basketball court on

Sussex & Burrington will be replaced/repared in 2024. All courts will be closed temporarily for repairs.

- All ponds are serviced twice a month. Residents should keep 2 ft. vegetation buffer around the ponds.

**F. Communications**

- Chris Wojcik gave the report.
- An electronic newsletter, the Village Voice, is published every other month. Owners can sign up for the newsletter by visiting the community website.
- The community website has been updated, carrollwoodvillage.com.

**G. Welcome Wagon**

- Chris Wojcik gave the report.
- In 2023, there were 54 home sales in Phase III. Of those 54 sales, 10 were not owner occupied.
- Welcome bags are delivered to new residents every few months. The committee is caught up through January of 2024.
- Chris Wojcik asked the residents to begin displaying their Village decals on their cars to enforce the usage of amenities by residents only.

**H. Zoning**

- Marlene Harper gave the report.
- In 2023, the committee worked closely with the county to have the Burrington roads repaved and sidewalk resurfaced.
- The committee is currently monitoring the new car wash and the 18 Habitat for Humanity townhomes that will be built in the areas surrounding the community.

**VIII. UNFINISHED BUSINESS**

- None

**IX. NEW BUSINESS**

**A. Vote to Rollover Any 2024 Excess Income**

- Yes: 382
- No: 9
- The Rollover of the 2024 Excess Income passed with a majority of votes.

**B. Question and Answer Session**

- George White: Owner asks the Board questions surrounding ARC requests and commercial vehicles.
- Ligia Rodriguez-Rendon: Owner reported multiple issues in the Wellington subdivision. She volunteered to serve on the Board for Wellington if it can be brought back together.
- Patrick Higgins: Owner reports that many pick up trucks are parked in driveways in his community.
- Cynthia McCoy: Owner asked the Board questions on community security, basketball court lights, and homes with ongoing renovations.

**X. ADJOURNMENT**

There being no further business to come upon the board, Andrew Titen made a motion that was seconded by Frank Mazzie to adjourn the meeting at 7:55 PM. **All in favor, motion passed.**

Respectfully submitted, Rachel Wilton, for the Secretary.

These minutes were approved on May 20, 2025.

Andrew Titen

Printed Name

Andrew Titen  
Andrew Titen (May 21, 2025 13:24 EDT)

Signed Name







# 05.02.2024 AnnualMeetingMinutes Phase III-DRAFTRev3

Final Audit Report

2025-05-21

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