



CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE MEETING AND BOARD OF DIRECTORS MEETING

DATE: Wednesday, November 20, 2024

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 November 20, 2024, at the Carrollwood Cultural Center.

II. ROLL CALL:

Directors Present:

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

Directors Absent:

Gary Lopez – Excused  
Jessica Magrill – Excused

Staff Present:

Dawn Archambault, CAM  
Karen Neidig, Transcriptionist

Guests Present:

Barbara Jordan  
Lori McCarty  
Bob Mantler  
Pat

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

III. APPROVAL OF MINUTES – October 30, 2024, Meeting Minutes

Frank Mazzie made a motion to approve the October 30, 2024, Meeting minutes as presented. Anne Whitaker seconded the motion. **All in favor, motion passed.**

IV. PRESENTATIONS:

- A. Comments from Homeowners (3 minutes time limit)
- Homeowner reported seeing a gator in the park pond.

V. RATIFICATION of ARC REQUESTS:

- A. Suggestions Regarding Updates to Community Standards  
Suzanne Fernandez made a motion to ratify the approval of 15ARC applications. Andrew Titen seconded the motion. **All in favor, motion passed.**

Suzanne Fernandez for homeowners to suggest changes to the Community Standards that are reviewed in January each year. Tanel Law, board attorney, will be looking over the standards with regards to all the State requirement changes for HOA's that were enacted this year.

VI. UNFINISHED BUSINESS:

- A. Adoption of 2025 Proposed Budget  
Andrew Titen made a motion to approve the 2025 Budget as presented. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**

The 2025 dues for houses will be \$670.40 and apartments \$500.41 which is due January 1st. The coupons with a letter will be sent to the printer to be mailed to all homeowners.

The letter details the cost of the cleanup from hurricanes, Helene and Milton which is costing well over \$100,000. In order to prevent a special assessment, the Board is asking for donations as opposed to a special assessment to offset the cleanup expense and replacement of the tree canopy in Phase III.

Andrew Titen made a motion that homeowners make a voluntary donation in whatever amount to offset the cost of the hurricane cleanup and tree replacement. This donation could be anonymous. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**

- B. Burrington Easement Gate Replacement Bids  
Andrew Titen made a motion to approve the proposal to replace the easement gate. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**

- C. Holiday Party  
Holiday party at Anne Whitaker's home on December 5, 2024 at 6:30pm.

## VII. NEW BUSINESS

- A. Fieldstone Bids
- Proposal 19954 in the amount of \$1,432.15. Chris Wojcik made a motion to approve the Fieldstone proposal. Andrew Titen seconded the motion. **All in favor, motion passed.**
  - Proposal in the amount of \$2,200 for Annuals - Chris Wojcik made a motion to not approve the Fieldstone annual flower proposal. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**
  - The back landscape of a resident on Sun Ct has metastasized into the easement. Suzanne Fernandez made a motion to approve Proposal 19953 in the amount of \$895 to clean up the easement on Sun Ct. Andrew Titen seconded the motion. **All in favor, motion carried.**
- B. Fining Recommendations  
No report.
- C. Hurricane Clean Up Update  
Fieldstone has completed the A List clean up trees, damage, vegetation, debris along the boulevard. Most of the B List to clean up the easements. C List is clean up along the ponds.  
**Action:** An email will be sent out to the homeowners regarding information about hurricane clean up.
- D. Holiday Village  
Holiday Village is a Phase II sponsored event at the park on December 7, 2024, from 11:00am until 6:00pm. Requesting volunteers to sit at the HOA table from 10-1, 1-4 and 4-6.

## VII. REPORTS FROM COMMITTEES AND MANAGEMENT: PHASE III SPECIFIC

- A. Financials
- Suzanne Fernandez gave the financial report as of October 31, 2024.
- B. Grounds/Landscape/Parks/Ponds – Suzanne Fernandez
- The committee did a drive around with Fieldstone to identify problem areas post hurricanes. They also did a drive around with the pond company.
  - Dawn Archambault will schedule another drive around with Fieldstone.

- C. Communications
  - Deadline for newsletter is November 27, 2024 for the December newsletter.
- D. Carrollwood Village Park
  - Next Event: Holiday Village December 7<sup>th</sup> and Car Show December 14<sup>th</sup>.
- E. Welcome – Chris Wojcik
  - In October, there were 9 sales; two were not owner occupied.
- F. Giving
  - No reports.
- G. Zoning
  - Marlene Harper is investigating when Circle K will be opening.
- H. Management Report
  - A management report was sent to the Board prior to the meeting.
- I. Fining
  - No reports.
- J. Wellington Revitalization Committee
  - On hold.

VIII. NEXT MEETING:  
 The next board meetings will be Wednesday, January 8, and January 29, 2025, at 7:00 p.m. at the Carrollwood Cultural Center, 4537 Lowell Rd.

IX. ADJOURNMENT:  
 There being no further business to come upon the board, Andrew Titen made a motion that was seconded by Jack Crutchfield to adjourn the meeting at 7:57 PM. **All in favor, motion passed.**

Respectfully Submitted,  
 Karen Neidig, For the Secretary

These minutes were approved on Jan 08, 2025.

Andrew Titen  
Andrew Titen (Jan 9, 2025 09:03 EST)

Signed Name

Andrew Titen

Printed Name





# 2 11.20.2024 Phase III Minutes

Final Audit Report

2025-01-09

Created:	2025-01-09
By:	Dawn Archambault (darchambault@greenacre.com)
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