



CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW COMMITTEE MEETING AND BOARD OF DIRECTORS

DATE: Wednesday, April 23, 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 April 23, 2025, at the Carrollwood Cultural Center.

II. ROLL CALL:

Directors Present:

Jack Crutchfield
Suzanne Fernandez
Chris Wojcik
Jessica Magrill
Gary Lopez
Frank Mazzie
Anne Whitaker
Andrew Titen

Directors Absent:

Marlene Harper – Excused

Guests Present:

Lesley & Peter Damisch
George & Patti White
Janine Chechanover

Staff Present:

Dawn Archambault, CAM
Rachel Wilton, Transcriptionist

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

III. APPROVAL OF MINUTES – March 26, 2025, Meeting Minutes

Suzanne Fernandez made a motion to approve the March 26, 2025, Meeting Minutes as presented. Frank Mazzie seconded the motion. **All in favor, motion passed.**

IV. PRESENTATIONS:

A. Comments from Homeowners (3 minutes time limit)

Lesley Damisch: Owner reports an overflow of lily pads in Pond 14 in Stonegate. The Board explains that the issue is being treated and can take multiple treatments to remedy. Dawn Archambault will ask Cross Creek Environmental to advise when improvement will show.

George White: Owner discusses concern with resident safety after dark. The Board will put a message in the newsletter reminding residents to be aware of their surroundings when alone at night.

V. RATIFICATION of ARC REQUESTS:

Suzanne Fernandez made a motion to ratify the approval of the ARC applications presented, except for 13615 Lytton Way which is denied. Andrew Titen seconded the motion. **All in favor, motion passed.**

VI. UNFINISHED BUSINESS:

A. None

VII. NEW BUSINESS

A. Fieldstone Bids

- Andrew Titen made a motion to approve Fieldstone Proposal #20922 for \$702 for the replacement of dead plants on an island in Sussex. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #20923 for \$2,835 to add plants in Diamond Head neighborhood entrances. Gary Lopez seconded the motion. **All in favor, motion passed.**
- Frank Mazzie made a motion to approve Fieldstone Proposal #20969 for \$3,640 for installation of landscaping on Burrington, to be paid from reserves. Andrew Titen seconded the motion. **All in favor, motion passed.**
- Suzanne Fernandez made a motion to approve Fieldstone Proposal #20971 for \$11,577 for sod replacement and irrigation on Burrington, to be paid from reserves. Andrew Titen seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #992449 for \$1,750 for the removal of a dead pine tree on Lynn Turner. Frank Mazzie seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #993090 for \$1,800 for the removal of a dead oak tree on Sussex, to be paid from reserves. Gary Lopez seconded the motion. **All in favor, motion passed.**
- Gary Lopez made a motion to approve Fieldstone Proposal #1004577 for \$12,610 for community wide palm tree trimming and the removal of dangerous trees. Anne Whitaker seconded the motion. **All in favor, motion passed.**
- Frank Mazzie made a motion to approve Fieldstone Proposal #1004580 for \$850 for the removal of a dead laurel oak tree near Brushy Creek in the TECO Easement, to be paid from reserves. Andrew Titen seconded the motion. **All in favor, motion passed.**

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

A. Financials – March 2025

- Suzanne Fernandez gave the report.
- Andrew Titen made a motion for all accounts over 90 days late with a balance greater than \$20 at April 30, 2025, be turned over to Tankel for collections. Frank Mazzie seconded the motion. **All in favor, Chris Wojcik abstained, motion passed.**

B. Grounds/Landscape/Parks/Ponds

- Suzanne Fernandez gave the report.
- Cross Creek has been treating the community ponds for issues.

C. Communications

- Chris Wojcik gave the report.
- The community newsletter went out to the membership 2 weeks ago. The next newsletter will go out the first week of June.
- The signs reminding residents to submit their ballots will be posted in a few days.

D. Carrollwood Village Park

- Jack Crutchfield gave the report.
- The park is hosting a Gardening Class on Saturday, May 3rd from 10:00AM-11:00AM.

E. Welcome

- Chris Wojcik gave the report.
- There were 2 sales in March, both of which were owner occupied.

F. Giving

- No reports.

G. Zoning

- No reports.

H. Management Report

- Dawn Archambault gave the report.
- Andrew Titen made a motion for Account #5498 to go to Tankel for violations. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**
- The Annual Meeting materials were mailed to the membership on April 23, 2025.

I. Annual Meeting

- The Annual Meeting will be held on Tuesday, May 20, 2025, at 7:00PM. at the Carrollwood Cultural Center.

J. Community Clean Up

- The community cleanup is scheduled for Saturday, May 17th from 9:00AM-1:00PM at Dan Ruskiewicz field
- Suzanne Fernandez made a motion to approve up to \$450 for the community clean-up event. Gary Lopez seconded the motion. **All in favor, motion passed.**

IX. NEXT MEETING:

The Annual Meeting will be held on Tuesday, May 20, 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, Gary Lopez made a motion that was seconded by Andrew Titen to adjourn the meeting at 8:10 PM. **All in favor, motion passed.**

Respectfully Submitted,

Rachel Wilton, For the Secretary

These minutes were approved on Jun 25, 2025.

Andrew Titen
Andrew Titen (Jun 26, 2025 07:21 EDT)

Signed Name

Andrew Titen

Printed Name


2 4.23.2025 Phase III Minutes


Final Audit Report


2025-06-26


Created:	2025-06-25
By:	Dawn Archambault (darchambault@greenacre.com)
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