



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

DATE: Wednesday, January 29, 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 January 29, 2025, at the Carrollwood Cultural Center.

II. ROLL CALL:

Directors Present:

Jack Crutchfield
Suzanne Fernandez
Marlene Harper
Jessica Magrill
Frank Mazzie
Anne Whitaker

Directors Absent:

Chris Wojcik – Excused
Gary Lopez – Excused
Andrew Titen – Excused

Staff Present:

Dawn Archambault, CAM
Rachel Wilton, Transcriptionist

Guests Present:

George White
Pat Higgins
Susan Sandberg
Charlie Campbell

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

III. APPROVAL OF MINUTES – January 8, 2025, Meeting Minutes

Frank Mazzie made a motion to approve the January 8, 2025, Meeting Minutes as presented. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**

IV. PRESENTATIONS:

A. Comments from Homeowners (3 minutes time limit)

George White: Owner reports the owner next door made changes to their backyard that has caused flooding at their home. The Board explains that the owners will have to contact the county regarding this issue.

V. RATIFICATION of ARC REQUESTS:

Suzanne Fernandez made a motion to ratify the approval of the ARC applications presented. Frank Mazzie seconded the motion. **All in favor, motion passed.**

VI. UNFINISHED BUSINESS:

A. Burrington Easement Gate Replacement Bids

- Frank Mazzie made a motion to approve the Royce Bravo Proposal for \$1,380 for Burrington easement gate replacement. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**

B. Hurricane Clean Up Update

- There was \$3,550 contributed to the Hurricane Clean Up fund from 35 owners.
- Suzanne Fernandez made a motion to purchase and plant 3-4 Live Oak trees along Burrington with the above referenced contributions. Frank Mazzie seconded the motion. **All in favor, motion passed.**

C. Wall Painting Bids West Village Drive Near Stonegate

- Suzanne Fernandez made a motion to approve Carlson Construction Proposal#12122024001 for \$3,500 for wall painting at West Village Drive Near Stonegate. Anne Whitaker seconded the motion. **All in favor, motion passed.**

D. Homeless Encampment Clean Up Quotes

- Suzanne Fernandez made a motion to ratify the approval of Peppers Cleaning Proposal for \$2,500 for clean-up of the homeless encampment on association property. Frank Mazzie seconded the motion. **All in favor, motion passed.**

E. Insurance Renewal

- Frank Mazzie made a motion to approve the insurance renewal for 2025 from Coastal Insurance Underwriters. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**

VII. NEW BUSINESS

A. Fieldstone Bids

- Anne Whitaker made a motion to approve Fieldstone Proposal #20215 for irrigation leak repair at the tennis court on W Village Dr for \$1,072. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**
- Frank Mazzie made a motion to approve Fieldstone Proposal #20184 for dead palm removal on Atley & Sussex for \$720. Anne Whitaker seconded the motion. **All in favor, motion passed.**
- Fieldstone Proposal #20185 for Burrington Ground Fill & Sod Replacement for \$2,900: Tabled.

- B. Fining Recommendations
 - None.
- C. Annual Meeting Date
 - May 20, 2025, at 7:00 PM.
 - The April meeting is scheduled for April 23, 2025, as opposed to the regular meeting date.
- D. Entrance Lighting
 - Proposal #1858: Accurate LED: \$13,250.
 - Proposal #81781: S & S Boring: \$2,940.
 - Proposal #1857: Accurate LED: \$14,550.
 - Proposal #81782: S & S Boring: \$3,700.
 - Frank Mazzie made a motion to approve the proposals detailed above for a total of \$34,000 for entrance lighting at Waterfall, Lytton, and Sussex. Marlene Harper seconded the motion. **All in favor, motion passed.**
- E. Carrollwood Cultural Center Contracts
 - Suzanne Fernandez made a motion to approve the 2025 Carrollwood Cultural Center contract for meeting room rental. Anne Whitaker seconded the motion. **All in favor, motion passed.**

VIII. COMMITTEES AND MANAGEMENT: PHASE III
SPECIFIC:

- A. Financials
 - Suzanne Fernandez gave the financial report at the previous meeting in January.
- B. Grounds/Landscape/Parks/Ponds
 - Suzanne Fernandez gave the report.
- C. Communications
 - Suzanne Fernandez gave the report.
 - Articles are due by January 31 for the upcoming newsletter.
- D. Carrollwood Village Park
 - Jack Crutchfield gave the report.
- E. Welcome
 - No reports.
- F. Giving
 - No reports.
- G. Zoning
 - Marlene Harper gave the report.
- H. Management Report
 - Dawn Archambault gave the report.
 - MAA Belmere is checking with corporate on payment.

- I. Fining
 - No reports.
- J. Wellington Revitalization Committee
 - No reports.
- K. Nominating Committee
 - The newsletter will include the deadline for sending in an application to run for the Board. The current board members that are running again will need to fill out a new application.

IX. NEXT MEETING:
The next board meeting will be on Wednesday, February 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, Jack Crutchfield made a motion to adjourn the meeting at 7:56 PM. **All in favor, motion passed.**

Respectfully Submitted,
Rachel Wilton, For the Secretary

These minutes were approved on Feb 26, 2025.

Andrew Titen
Andrew Titen (Feb 27, 2025 12:41 EST)
Signed Name

Andrew Titen
Printed Name







2 1.29.2025 Phase III Minutes

Final Audit Report

2025-02-27

Created:	2025-02-27
By:	Dawn Archambault (darchambault@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6hhfOF1-R_Dfvm2Zt_pozVftCXKwgVyh

"2 1.29.2025 Phase III Minutes" History

-  Document created by Dawn Archambault (darchambault@greenacre.com)
2025-02-27 - 0:22:42 AM GMT
-  Document emailed to Andy Titen (atiten@tampabay.rr.com) for signature
2025-02-27 - 0:22:45 AM GMT
-  Email viewed by Andy Titen (atiten@tampabay.rr.com)
2025-02-27 - 5:38:45 PM GMT
-  Signer Andy Titen (atiten@tampabay.rr.com) entered name at signing as Andrew Titen
2025-02-27 - 5:41:33 PM GMT
-  Document e-signed by Andrew Titen (atiten@tampabay.rr.com)
Signature Date: 2025-02-27 - 5:41:35 PM GMT - Time Source: server
-  Agreement completed.
2025-02-27 - 5:41:35 PM GMT