



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

DATE: Wednesday, June 25, 2025

TIME: ARC Meeting 6:30 PM followed by Board Meeting 7:00 P.M.

PLACE: Carrollwood Cultural Center – Studio Building, 13345 Casey 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 June 25, 2025, at the Carrollwood Cultural Center.

II. ROLL CALL:

Directors Present:

Jack Crutchfield
Suzanne Fernandez
Chris Wojcik
Marlene Harper
Jessica Magrill
Gary Lopez
Ligia Rodriguez-Rendon
Anne Whitaker
Andrew Titen

Directors Absent:

None

Staff Present:

Dawn Archambault, CAM
Rachel Wilton, Transcriptionist

Guests Present:

George & Patty White
Charlie Campbell
James Carter

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

III. APPROVAL OF MINUTES – April 23, 2025, Meeting Minutes

Andrew Titen made a motion to approve the April 23, 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)

Charlie Campbell: Owner raised concerns about motorized bicycles and scooters being used on sidewalks. It was noted that county rules restrict such usage and further communication with law enforcement should be considered.

James Carter: Owner raised ongoing concerns about unauthorized parking at the Phase II court area and signage issues. Dawn Archambault will send the owner the information for the next Phase II meeting.

V. RATIFICATION of ARC REQUESTS:

Suzanne Fernandez made a motion to ratify the approval of the ARC applications presented, except for 4916 Cypress Trace Dr which is denied. Gary Lopez seconded the motion. **All in favor, motion passed.**

VI. UNFINISHED BUSINESS:

A. None

VII. NEW BUSINESS

A. Fieldstone Bids and Bay Site Works Tree Removal Bid

- Andrew Titen made a motion to approve Fieldstone Proposal #20778 for \$463.34 for irrigation repairs along the northwest side of the pond on West Village. Chris Wojcik seconded the motion. **All in favor, motion passed.**
- Fieldstone Proposal #21048 for \$2,357.45 for irrigation repairs in Stonegate, Sussex, and other areas on property. **Approved;** there was discussion about the itemization on the invoice, the committee will review and discuss with Fieldstone.
- Fieldstone Proposal #21232 for \$700.00 for the replacement of three coontie palms at the last island on West Village. **Tabled.**
- Andrew Titen made a motion to approve Fieldstone Proposal #21362 for \$1,750.20 for monument upgrades to the Burrington entrance. Gary Lopez seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #21363 \$2,235.57 for monument upgrades at the West Village entrance. Gary Lopez seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #21371 for \$2,078.00 for installation of Live Oak trees in multiple locations. Gary Lopez seconded the motion. **All in favor, motion passed.**
- Chris Wojcik made a motion to approve Fieldstone Proposal #1036947 for \$1,625.00 for tree removal near West Village. Andrew Titen seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #1036949 for \$8,235.00 for the removal of four pine trees at the Sussex basketball court. Chris Wojcik seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #1036954 for \$4,600.00 for the removal of two oak trees on Turner Rd. Gary Lopez seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #1062149 for \$4,100.00 for the removal of 10 pine trees. Anne Whitaker seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to deny Bay Site Works Proposal #21-7487 for \$2,650.00 for tree removal on Village View. Gary Lopez seconded the motion. **All in favor, motion passed.**

B. Ratification of Fast Signs Street Sign Repair

- Gary Lopez made a motion to ratify the approval of FastSigns Estimate #16530 for \$584.86 for street sign repair. Suzanne Fernandez seconded the motion. **All in favor, motion passed.**

C. Sidewalk Repair Bids around Tennis Courts

- Suzanne Fernandez made a motion to deny Carlson Construction Quote #1052025001 for \$8,870.00 for sidewalk repair near the tennis courts. Gary Lopez seconded the motion. **All in favor, motion passed.**
- Suzanne Fernandez made a motion to approve Triple Crown Maintenance Quote

#202568 for \$5,500 for sidewalk repair near the tennis courts. Andrew Titen seconded the motion. **All in favor, motion passed.**

- Triple Crown Maintenance Quote #202582 for additional concrete work and a pergola at the tennis courts. **Tabled.**
- Suzanne Fernandez made a motion to approve up to \$900.00 to remove two benches and grind the jagged metal pieces at the tennis court. Andrew Titen seconded the motion. **All in favor, motion passed.**
- D. Election of Officers
 - Jack Crutchfield made a motion to nominate Andrew Titen as President, Suzanne Fernandez as Treasurer, Chris Wojcik as Vice President, and Jack Crutchfield as Secretary. There was no second to this motion. **Motion fails.**
 - Andrew Titen made a motion to nominate Suzanne Fernandez as President, Andrew Titen as Treasurer, Chris Wojcik as Vice President, and Jack Crutchfield as Secretary. Anne Whitaker seconded the motion. **All in favor, except for Jack Crutchfield, motion passed.**

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

- A. Financials – June 2025
 - Suzanne Fernandez gave the report.
 - Suzanne Fernandez made a motion to write off homeowner account balances of less than \$30. Andrew Titen seconded the motion. **All in favor, motion passed.**
 - Andrew Titen made a motion to move \$100,000 from the operating account to the reserve account. Chris Wojcik seconded the motion. **All in favor, motion passed.**
 - Andrew Titen made a motion to ratify the approval to consolidate the two reserve CDs into one \$200,000 reserve CD at a 4.3% interest rate. Anne Whitaker seconded the motion. **All in favor, motion passed.**
- B. Grounds/Landscape/Parks/Ponds
 - Chris Wojcik gave the report.
 - The committee met with Fieldstone for a drive through the community last week.
 - Cross Creek Environmental is on site twice a month to service the ponds.
- C. Communications
 - Chris Wojcik gave the report.
 - The newsletter will be consolidated to only 5 sections. Any comments on the newsletter can be directed to the committee.
 - The community website will be updated with Ligia Rodriguez-Rendon's information.
- D. Carrollwood Village Park
 - No reports.
- E. Welcome
 - Chris Wojcik gave the report.
 - There were 4 sales in May, 2 of which were owner occupied.
 - Welcome bags are caught up to May.
- F. Giving
 - No reports.
- G. Zoning

- Marlene Harper gave the report.
 - The committee reported on a new restaurant going up across from the new Chick Fil A on Ehrlich.
 - Dawn Archambault and a Board representative will go to ModWash and ask the management if there is anything that can be done to cover the large fence.
- H. Management Report
- Dawn Archambault gave the report.
 - Every owner will be getting a postcard which shares the location of the financials to comply with FL Statutes.
 - Anne Whitaker made a motion for Suzanne Fernandez, Chris Wojcik, and Andrew Titen to be check signers and invoice approvers. Jessica Magrill seconded the motion. **All in favor, motion passed.**
- I. Wellington Revitalization
- Ligia Rodriguez-Rendon gave the report.
 - The committee is sending a letter to all Wellington owners gauging interest in revitalizing the subdivision.
 - The draft letter and questions regarding the revitalization will be sent to legal for review.

IX. NEXT MEETING:

The next board meeting will be on Thursday, July 17, 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, Andrew Titen made a motion that was seconded by Chris Wojcik to adjourn the meeting at 8:19 PM. **All in favor, motion passed.**

Respectfully Submitted,

Rachel Wilton, For the Secretary Jul 24, 2025

These minutes were approved on _____.

Jack Crutchfield

Printed Name

Jack Crutchfield

Jack Crutchfield (Jul 24, 2025 17:02:52 EDT)

Signed Name

6.25.2025 Phase III MinutesRev1

Final Audit Report

2025-07-24

Created:	2025-07-24
By:	Dawn Archambault (darchambault@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqcnZ7Du81pSwJ3nSLnUXlildJQgvW311

"6.25.2025 Phase III MinutesRev1" History

-  Document created by Dawn Archambault (darchambault@greenacre.com)
2025-07-24 - 8:52:29 PM GMT
-  Document emailed to Jack Crutchfield (jack@crutchfields.net) for signature
2025-07-24 - 8:52:52 PM GMT
-  Email viewed by Jack Crutchfield (jack@crutchfields.net)
2025-07-24 - 9:02:19 PM GMT
-  Document e-signed by Jack Crutchfield (jack@crutchfields.net)
Signature Date: 2025-07-24 - 9:02:52 PM GMT - Time Source: server
-  Agreement completed.
2025-07-24 - 9:02:52 PM GMT