



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

MEETING

DATE: Wednesday, March 26, 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 March 26, 2025, at the Carrollwood Cultural Center.

- II. ROLL CALL:

**Directors Present:**

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

**Directors Absent:**

Gary Lopez - Excused  
Anne Whitaker - Excused

**Staff Present:**

Dawn Archambault, CAM  
Rachel Wilton, Transcriptionist

**Guests Present:**

Gene Kotz      George White  
Karim Mella      Bart Ziegler  
Barbara Jordan      Jane Case

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

- III. APPROVAL OF MINUTES – February 26, 2025 Meeting Minutes  
Andrew Titen made a motion to approve the February 26, 2025, Meeting Minutes as presented. Chris Wojcik seconded the motion. **All in favor, motion passed.**

- IV. PRESENTATIONS:

- A. Comments from Homeowners (3 minutes time limit)

Bart Ziegler: Owner reports an increase in street parking in Buckingham. The roads are owned by the county, but the Board will discuss ideas to remedy the issue.

Gene Kotz: Owner reports cars filling up the cul de sac in Chardonay. The Board at Chardonay is addressing this and the Phase III Board will put an article in the newsletter regarding street parking.

George White: Owner makes additional comments regarding the street parking issues in Chardonay.

- V. RATIFICATION of ARC REQUESTS:

Andrew Titen made a motion to ratify the approval of the ARC applications presented. Suzanne Fernandez 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 #985480 for \$1,485 for the removal of a dead pine tree on Turner Road. Frank Mazzie seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #992459 for \$525 for oak tree branch removal on Sussex. Frank Mazzie seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #984987 for \$1,275 for oak trimming at the West Village entrance monument. Frank Mazzie seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #20570 for \$1,209 for landscaping at the West Village entrance monument. Frank Mazzie seconded the motion. **All in favor, motion passed.**
- Frank Mazzie made a motion to approve Fieldstone Proposal #20569 for \$1,432 for stump grinding in multiple areas. Andrew Titen seconded the motion. **All in favor, motion passed.**
- Frank Mazzie made a motion to approve Fieldstone Proposal #20571 for \$590 for tree replacement at the Wolcott entrance. Andrew Titen seconded the motion. **All in favor, motion passed.**
- Andrew Titen made a motion to approve Fieldstone Proposal #20535 for \$1,149 for landscaping at the Cypress Trace entrance. Frank Mazzie seconded the motion. **All in favor, motion passed.**

B. Fining Recommendations

- None

C. Marsocci, Appleby and Company 2024 Engagement Letter

- Frank Mazzie made a motion to approve the Marsocci, Appleby and Company 2024 Engagement Letter for financial auditing and tax return services. Andrew Titen seconded the motion. **All in favor, motion passed.**

D. Mueller Home Repairs Estimate 1019

- Tabled, Dawn Archambault will contact the gate company who installed the gate to see if they can do the handle replacement.
- Suzanne Fernandez made a motion to partially approve Mueller Home Repair Estimate #1019 for \$350 for algae cleaning along Burrington. Andrew Titen seconded the motion. **All in favor, motion passed.**

E. 2025 Annual Meeting Ballot Approval

- Dawn Archambault will have the final draft of the ballot reviewed by Tanel to ensure it is in compliance with FL Statutes.

F. Carrollwood Village Phase I, II, III President's Meeting Held March 12th

- A few representatives from each of the Phases met to establish follow up meetings where two members from each Board will participate and discuss ways the Boards can coordinate their efforts.

- G. Community Standards Update – Tankel
  - Tankel reviewed the current community standards and came back with suggestions. A committee was formed to review the current standards and will coordinate a meeting to discuss potential changes.

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

- A. Financials – January and February 2025
  - Suzanne Fernandez gave the report.
- B. Grounds/Landscape/Parks/Ponds
  - Suzanne Fernandez gave the report.
  - Cross Creek has been servicing the ponds twice a month for a variety of issues.
- C. Communications
  - Chris Wojcik gave the report.
  - Articles for the March newsletter should be sent to the committee.
- D. Carrollwood Village Park
  - Upcoming Events: April 19<sup>th</sup>: Easter Egg Hunt, May 3<sup>rd</sup>: Master Gardner Workshop.
- E. Welcome
  - Chris Wojcik gave the report.
  - In February, there were 4 home sales, 3 of which were owner occupied.
- F. Giving
  - No reports.
- G. Zoning
  - No reports.
- H. Management Report
  - Dawn Archambault gave the report.
  - The Carrollwood Cultural Center is hosting Blues & BBQ on April 5<sup>th</sup>, 11-6.
  - The property manager at MAA Belmore has indicated that the check for 2025 assessments is in transit.
- I. Fining
  - No reports.
- J. Wellington Revitalization Committee
  - Suzanne Fernandez gave the report.
  - The committee is working to schedule a meeting.
- K. Nominating Committee
  - Chris Wojcik gave the report.
  - There are 4 candidates for 3 open Board positions.

IX. NEXT MEETING:

The next board meeting will be on Wednesday, April 23, 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 to adjourn the meeting at 7:50 PM. **All in favor, motion passed.**

Respectfully Submitted,  
Rachel Wilton, For the Secretary

These minutes were approved on Apr 23, 2025.

Andrew Titen  
Andrew Titen (Apr 24, 2025 09:04 EDT)

Signed Name

Andrew Titen

Printed Name







# 2 3.26.2025 Phase III MinutesRev1

Final Audit Report

2025-04-24

Created:	2025-04-23
By:	Dawn Archambault (darchambault@greenacre.com)
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