



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.
MONTHLY BOARD OF DIRECTORS
MEETING MINUTES
November 30, 2022**

I. CALL TO ORDER

Jack Crutchfield, President of Carrollwood Village Phase III Homeowners Association Inc., called the Board of Directors meeting to order at 7:00 p.m. on November 30, 2022 at Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

II. ROLL CALL / NOTICE OF MEETING

Directors Present:

Jack Crutchfield – President
Chris Wojcik – Vice President
Suzanne Fernandez – Treasurer
Frank Mazzie – Secretary
Andrew Titen – Director
Marlene Harper – Director
Jessica Magrill – Director
Anne Whitaker – Director

Directors Absent:

Mike Jenkins

Guests Present:

Dawn Archambault, GPI
Laura Salgado, GPI Recd. Secretary
Jane Case, Cypress Trace
Charles Black, Brynn Mawr
Cabell Finch, Diamond Head II

III. APPROVAL OF MINUTES

Suzanne Fernandez made a motion to approve the October 26, 2022 meeting minutes following correction of proposed assessment amount for single family homes listed in IV.B. from \$618.87 to \$618.27, as per approved budget. Andy Titen seconded the motion. **All in favor, the motion passed.**

IV. PRESENTATIONS

A. Comments from Homeowners [three (3) minute time limit]

None

V. RATIFICATION OF ARC REQUESTS

Frank Mazzie made a motion to ratify the 11/30/22 ARC requests as presented, with the exception of items 3 (5052 Barrowe Dr – paint) and 9 (5051 Cypress Trace Dr – fence), which will be returned back to the owners for clarification. Suzanne Fernandez seconded the motion. **All in favor, the motion passed.**

VI. UNFINISHED BUSINESS

A. Ratification of Approval of 2023 Budget

Following the recent town halls held for owner input, Andy Titen made a motion to adopt the previously presented, reviewed, and discussed budget as the finalized budget for 2023. Chris Wojcik seconded the motion. **All in favor, the motion passed.**



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VII. NEW BUSINESS

A. Tree Removal Bids

Andy Titen made a motion to approve the three (3) following Bay Site Works proposals:

11/15/22 – large Pine removal, haul away, and stump grind on Burrington – \$2,250.00

11/15/22 – fallen Cherry Laurel removal, haul away, and stump grind on Sussex – \$950.00

11/15/22 – large Pine (qty 4) removal, haul away, and stump grinds at Chardonnay – quoted at \$2,350.00 but approved at NTE \$3,100.00 to account for one additional tree needed but not presented in current proposal

Anne Whitaker seconded the motion. **All in favor, the motion passed.**

B. Fieldstone Bids

Marlene Harper made a motion to approve Fieldstone quotation #14391, dated 11/16/22, in the amount of \$399.44 for irrigation timer replacement behind the Stonegate entry wall (not inclusive of electrician charges to be bid separately). Andy Titen seconded the motion. **All in favor, the motion passed.**

C. Fieldstone 2023 Proposed Contract

Andy Titen made a motion to approve the Fieldstone Landscape Management Contract Renewal, dated 11/17/22, in the amount of \$255,984.00 per year. Frank Mazzie seconded the motion. **All in favor, the motion passed.**

D. Approval of 2022 CPA Engagement Letter

Suzanne Fernandez made a motion to approve the Marsocci, Appleby, & Company engagement letter dated 11/1/22 for the audit of the financial statements for y/e 12/31/22 in the amount of \$2,000.00, and preparation of the Federal Income Tax Return for same period in the amount of \$275.00. Andy Titen seconded the motion. **All in favor, the motion passed.**

VIII. REPORTS FROM MANAGEMENT AND COMMITTEES

PHASE III SPECIFIC

A. Financials (Fernandez)

Suzanne Fernandez gave the report. Andy Titen led a discussion on Reserves balances compared to inflation as per the CPI-U annual increase. Suzanne Fernandez made a motion to move \$100,000.00 from Equity item “Fund Balance – Prior Years” to the Reserves account for deferred maintenance at Valley National Bank to better leverage funds on hand. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

B. Grounds/Landscape/Parks/Ponds (Fernandez)

Suzanne Fernandez gave the report. Spatterdock has been treated in ponds and plantings are nearing completion at Burrington.



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C. Communications (Fernandez)

Suzanne Fernandez gave the report. Updated website is now active. December issue of newsletter will be out this week.

D. Welcome Committee/Welcome Wagon (Wojcik)

Chris Wojcik gave the report. There were two home sales in the month of October.

E. Giving (Titen)

Andy Titen gave the report. The committee has approved purchase and installation of a new memorial bench on Sussex near W Village (activity will be at no expense or profit to Association).

F. Nominating (Wojcik)

Chris Wojcik gave the report. Activity will resume in January.

G. Zoning (Harper)

There are no major updates at this time.

H. Management Report (Archambault)

All Board members were given a copy of the management report. Architectural Fountains will be checking on the fountain at Wolcott and changing out lights for Christmas. The Board requested a write off of the small amounts under \$1.00 listed on the Aging Report dated 11/28/22 as previously discussed. CAM Dawn Archambault advised that, per Florida Statutes, only late fees and interest, and no portion of an assessment amount, can be written off.

I. Executive (Crutchfield)

There are no major updates at this time.

J. Community Patrol (Mazzie)

Frank Mazzie provided updates. Allied Universal invoices for services 1/1/22-10/31/22 will be reviewed by the CAM and Board for accuracy prior to final contract payment.

IX. NEXT MEETING

The next regular Board meeting will be held at 7:00 p.m. on Wednesday, January 25, 2023 at Carrollwood Cultural Center, 4537 Lowell Rd, Carrollwood Village Room.



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X. ADJOURNMENT

There being no further business to come before the Board, Jack Crutchfield called the meeting to adjournment at 8:00 p.m.

Respectfully submitted,
Laura Salgado, For the Secretary

These minutes were approved on Jan 26, 2023.

Andrew B Titen

Andrew B Titen (Jan 26, 2023 14:08 EST)

Signed

Andrew B Titen

Printed Name

11.30.2022 Phase 3 Minutes

Final Audit Report

2023-01-26

Created:	2023-01-26
By:	Dawn Archambault (darchambault@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1vTTTnxKGWS2yYN-bpA7IzBFT3py7Uc3

"11.30.2022 Phase 3 Minutes" History

 Document created by Dawn Archambault (darchambault@greenacre.com)

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 Document emailed to atiten@tampabay.rr.com for signature

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 Email viewed by atiten@tampabay.rr.com

2023-01-26 - 7:06:15 PM GMT

 Signer atiten@tampabay.rr.com entered name at signing as Andrew B Titen

2023-01-26 - 7:08:10 PM GMT

 Document e-signed by Andrew B Titen (atiten@tampabay.rr.com)

Signature Date: 2023-01-26 - 7:08:12 PM GMT - Time Source: server

 Agreement completed.

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