



**CARROLLWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MONTHLY  
AND  
ARCHITECTURAL REVIEW COMMITTEE  
MEETING MINUTES**

**June 24, 2019**

**I. WELCOME / CALL TO ORDER / OVERVIEW OF THE MEETING**

President Dick Woltmann of the Carrollwood Village Homeowners Association, Inc. called the monthly meeting to order at 7:02 p.m. at the Carrollwood Cultural Center, 4537 Lowell Road, Tampa, FL.

**Directors Present**

Steve Myers  
Steve Shirley (Phone)  
Scott Nelson  
Susan Baxter-Gibson  
Stacey Caporicci  
Jennifer Grebenschikoff (Phone)  
Dick Woltmann  
Kristine Glein

**Directors Absent**

Diana Rao  
Lindsey Fowkes

**Guests**

Van Chandler, GPI  
Sonja Seery, GPI  
Megan Diaz, GPI Minutes Recording  
Sgt. Dennis Hobbs, FHP  
Damon Rohner, Fairway Townhomes  
Rita McWilliams, Fairway Townhomes  
Callen Sapien, Top of the Village  
Bill Miller, Villas of San Marino  
Bernadette Storck, Pine Lake Garden  
Barbara Mahlmeister, Pine Lake Garden  
Scott Thomas, Golf Crest

**II. APPROVE MINUTES OF PRIOR MEETING**

The motion was made by Susan Baxter-Gibson to approve the April 29, 2019 meeting minutes with the correction showing Scott Thomas's name is replaced with Scott Nelson. The motion was seconded by Kristine Glein. **All in favor, motion passed.**

**III. PRESENTATIONS**

- A. Damon Rohner, President Fairway Townhomes, Re: Beautification Award** – Scott Thomas gave the report. Rita McWilliams is one of the homeowners who allow the Association to have lighting at the front entrance of Fairway Townhomes. Damon Rohner is the current president of Fairway Townhomes and their Board has updated their area tremendously. All items include trimming over 120 trees, new pool furniture, pool awnings, pool hoses, landscaped lighting at the front entrance, lit the entire pool area and painted curbs. Scott Thomas presented the beautification award on June 24, 2019 to Damon Rohner, President Fairway Townhomes and Rita McWilliams, homeowner in Fairway Townhomes.
- B. FHP Officer, Re: Review of Duties** – Dick Woltmann presented Dennis Hobbs with FHP to the floor. Speed enforcement, parking enforcement and marked patrol cars in Carrollwood Village has had a positive impact on the community. FHP stats range anywhere from excessive speed, crosswalk violations and individuals not wearing their seat belts. FHP goal is to keep everyone safe and the crime low.
- C. Comments from Homeowners (Three Minute Limit – Meeting Policy Guidelines Included)** – Bill Miller gave the report. Speeding and lighting were the two (2) main concerns of Carrollwood Village residents when a survey was completed a few years ago. The patrol is different for all three (3) phases as different areas need to be monitored.

**IV. ITEMS FOR CONSIDERATION/DECISION**

- A. Discuss/Approve Executive Board Slate from the Nominating Committee** – Kristine Glein made a motion to recommend Dick Woltmann remains as President and to nominate Jennifer Grebenschikoff as the Vice President, Susan Baxter-Gibson as the Treasurer and Diana Rao as Secretary. The motion was seconded by Steve Myers. **All in favor, motion passed.**



**CARROLLWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MONTHLY  
AND  
ARCHITECTURAL REVIEW COMMITTEE  
MEETING MINUTES**

**June 24, 2019**

**IV. ITEMS FOR CONSIDERATION/DECISION (CONTINUED)**

- B. Write-Off of \$1,411.46 for 14510 Clifty Ct per the Association Attorney – Van Chandler gave the report. Steve Myers made a motion to write-off \$1,411.46 for 14510 Clifty Ct. The motion was seconded by Susan Baxter-Gibson. All in favor, motion passed.**
- C. Write-Off of \$1,744.45 for 13904 Hayward Pl per the Association Attorney – Van Chandler gave the report. Steve Myers made a motion to write-off \$1,744.45 for 13904 Hayward Pl. The motion was seconded by Susan Baxter-Gibson. All in favor, motion passed.**
- D. Discuss/Approve 2019 Welcome Committee Budget Request of \$1,750.00 – Kristine Glein gave the report. Fifty five (55) bags were delivered to the new homeowners who purchased their property from January 2019 – June 2019. Items need to be ordered. Kristine Glein made a motion to approve \$1,750.00 for the Welcome Committee to purchase items for the welcome bags. The motion was seconded by Steve Myers. All in favor, motion passed.**
- E. Discuss/Approve Welcome Committee New Welcome Letter – Kristine Glein gave the report as needed/required.**
- F. Approve Back Lot Line Variance for 13310 Golf Crest Circle – Jennifer Grebenschikoff gave the report. Steve Myers made a motion to approve the variance for 13310 Golf Crest Circle. The motion was seconded by Susan Baxter Gibson. All in favor, motion passed.**
- G. Discuss/Consider Phase 1 ARC Color Palette Book – Jennifer Grebenschikoff gave the report. Edits need to be made on the description and the Association wants to inform the community on colors that are acceptable. This will be an addition to the Association’s documents and the residents need to be informed by posting of a notice at a minimum of fourteen (14) days. Guidelines include paint colors, fencing, walkways, driveways, gates and roofs. The Association wants the residents to know all exterior changes need to go through ARC process.**
- H. Discuss/Approve ACoT Renewal of Contract – Scott Nelson gave the report. The contract states the Association needs to notify ACoT within sixty (60) days of contract expiration or the contract renews for another two (2) years. A letter has been drafted by Amanda Uliano, Association Attorney to be sent to ACoT, providing notice to terminate as contractually required and that the Board is agreeable to a one (1) renewal going forward. Scott Nelson made a motion to send the letter to ACoT. The motion was seconded by Stacy Caporicci. All in favor, motion passed.**
- I. Discuss/Approve New Pickleball Vendor for Dan Ruskiewicz Field – Scott Nelson gave the report. The company that was previously approved did not have workers compensation insurance. Scott Nelson made a motion to rescind the agreement with Elite Court Construction and approve the proposal from Stewart Tennis in the amount of \$37,550.00 with the contingency of Stewart Tennis signing the Phase I contract as prepared by the Association’s attorney. The motion was seconded by Susan Baxter-Gibson. All in favor, motion passed.**



**CARROLLWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MONTHLY  
AND  
ARCHITECTURAL REVIEW COMMITTEE  
MEETING MINUTES**

**June 24, 2019**

**IV. ITEMS FOR CONSIDERATION/DECISION (CONTINUED)**

**J. Levying of Fines for Violations** – Van Chandler presented the Board with two (2) homeowners who have not brought their property up to the community standards as adopted by the Board of Directors at their February 27, 2017 meeting. The following homeowner(s) have received the Fining Notification Letter:

**George, Jeffrey of 13349 Golf Crest Circle** currently has six (6) violations as follow:

- 1a).** Remedy Leaning Mailbox and/or Mailbox Post (Community Std. 2.12);
- 1b).** Replace Rotten Wood Second Story West Facing Wall above Utility Room Entry (Community Std. 2.06);
- 1c).** Remedy Discolored Chimney Housing and Crown and Replace Missing Flagstone (Community Std. 2.06);
- 1d).** Remedy Discolored Fencing at North Facing the Street (Community Std. 2.05);
- 1e).** Remedy Discolored House All Along the Front and Upper Story (Community Std. 2.06);
- 1f).** Remedy Discolored Driveway (Community Std. 2.11).

**Discussion ensued about a course of action against the non-compliant homeowner(s).** On a MOTION made by Jennifer Grebenschikoff the BOARD hereby levies a fine of \$1,000 [computed at \$100 per day from July 17, 2019 through today’s date, but continuing and increasing hereafter at the same per diem rate until the date such violation is cured] against

- 1). George, Jeffrey (“Owner”) with respect to the property at 13349 Golf Crest Circle (“Property”);

and, pending confirmation by the Fining Review Committee, the Board imposes said fine on the Owner and Property. If confirmed by the Fine Review Committee, said fine shall automatically be imposed against the Owner and Property without further action by the Board. This was seconded by Steve Myers; approved unanimously. **All in favor, motion passed.**

**Sauer, Kenneth of 14520 Nettle Creek Rd** has three (3) violations as follows:

- 2a).** Mow, Edge, Weed and Trim the Lawn (Community Std. 3.03);
- 2b).** Trim, Weed Bushes and Shrubs (Community Std. 3.02);
- 2c).** Remedy Discolored House at North Upper Story Gable (Community Std. 2.06);

Jennifer Grebenschikoff made a motion to levy the fine for 14520 Nettle Creek Rd on the lawn and shrubs and to wait on the discolored house violation until July 19, 2019.

**Discussion ensued about a course of action against the non-compliant homeowner(s).** On a MOTION made by Jennifer Grebenschikoff the BOARD hereby levies a fine of \$1,000 [computed at \$100 per day from June 19, 2019 through today’s date, but continuing and increasing hereafter at the same per diem rate until the date such violation is cured] against

- 2). Sauer, Kenneth (“Owner”) with respect to the property at 14520 Nettle Creek Rd (“Property”);

and, pending confirmation by the Fining Review Committee, the Board imposes said fine on the Owner and Property. If confirmed by the Fine Review Committee, said fine shall automatically be imposed against the Owner and Property without further action by the Board. This was seconded by Kristine Glein; approved unanimously. **All in favor, motion passed.**



**CARROLLWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MONTHLY  
AND  
ARCHITECTURAL REVIEW COMMITTEE  
MEETING MINUTES**

**June 24, 2019**

**IV. ITEMS FOR CONSIDERATION/DECISION (CONTINUED)**

- K. Discuss/Approve Solicit Competitive Bids for Association Insurance** – Steve Shirley gave the report. Steve Shirley made a motion to actively solicit companies to get a competitive bid for Phase I to compete against Brown & Brown. The motion was seconded Susan Baxter-Gibson. **All in favor, motion passed.**
- L. Nominating Committee** – Dick Woltmann made a suggestion to have Callen Sapien be reviewed by the Nominating Committee and to gather as many applicants as possible for the open vacancy.
- M. Cultural Center** - Susan Baxter-Gibson gave the report. Homeowners need to fill out what they want to see from the Cultural Center. The Board will get with Lindsey Fowkes to include the form in an email blast via Survey Monkey.

**V. ITEMS OF INFORMATION:**

**A. MANAGEMENT**

- 1. Financial (Chandler)
- 2. Management Report / Crime Mapping (Chandler)

**B. ARCHITECTURAL REVIEW COMMITTEE (Grebenschikoff)**

(See IV. ITEMS FOR CONSIDERATION/DECISION, F.)

ARC met once in May and approved four requests (two [2] house paint, one [1] house paint and replace Windows, one [1] new fence). ARC met once in June and approved two (2) requests (one [1] new roof and one [1] room addition).

**C. LANDSCAPE (Glein)**

Jennifer & Diana met with Bob Foster, General Manager of the Carrollwood Country Club on May 10th. Together with Bob, they rode around CCC's landscape areas that our committee felt needed attention. Bob agreed with our observations and was to contact his landscape contractor to see what could be done to remedy them. He did say that he would have to run any capital expenditures by the owners of CCC and that would probably not happen until sometime in January 2020. However, the pruning and cleaning up of Carrollwood Village Run could be done by the CCC's Maintenance personnel. Diana followed up with an email to Bob on June 4th to see when he planned to address the areas cleaned up on Carrollwood Village Run.

**D. PATROL (Shirley)**

(See III. PRESENTATIONS, B.)

**E. EXECUTIVE COMMITTEE (Woltmann)**

No report

**F. LEGAL (Myers)**

No report. Gardner Law Group Collections and Foreclosure Reports received.

**G. VISTA GARDENS (Grebenschikoff)**

Due to VISTA's experience with the heat, humidity, bugs and weeds the last few summers, VISTA Gardens is having all of the gardeners close their beds June 15th through end of August. This will allow the soil to re-nourish itself and be ready for fall plantings at the beginning of September.



**CARROLLWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MONTHLY  
AND  
ARCHITECTURAL REVIEW COMMITTEE  
MEETING MINUTES**

**June 24, 2019**

**V. ITEMS OF INFORMATION (CONTINUED)**

**H. CARROLLWOOD COUNTRY CLUB (Woltmann)**

Bob Foster, General Manager indicates the Club is doing well. The bar area has been remodeled. The fireworks extravaganza will take place on Saturday, June 29, 2019 at the Club.

**I. COMMUNICATIONS COMMITTEE (Fowkes)**

No report.

**J. VILLAGE COMMONS**

(See IV. ITEMS FOR CONSIDERATION/DECISION, H, I.)

Included are the Woodruff Design Report and the Proposed Fence Change.

**K. OUTREACH COORDINATOR (Thomas)**

Welcome Committee - Kristine Glein

(See IV. ITEMS FOR CONSIDERATION/DECISION, D, E.)

**Remaining CV Entrance Lighting - Thomas**

Village Cove	\$2,400	\$1,200 CVHO	\$1,200 VC	Coming in July
--------------	---------	--------------	------------	----------------

Village Green	\$1,500	\$750 CVHO	\$750 VG	Obtaining second quote
---------------	---------	------------	----------	------------------------

- All "No Soliciting" signs are installed. Village Cove has agreed to light their front entrance.
- Carrollwood Country Club is paying a portion and will light their entrance too. Club is thrilled!
- Have approval from the SW unit owner to gain power for Village Green, still need board approval. Twin Lakes and Village Green are the only other sub-associations that have not participated.
- Replacement street signs are in at Bardmoor Place & Rolling Green.
- Our First Leadership Council Coffee at Panera was very successful, and participants were thrilled they were even asked. Will be 3rd Saturday every other month.
- Working to calm down car theft victims in Golf Crest & Whisper Sound. More later on that.
- Will present "Beautification Award" to Fairway Townhouses at Monday's meeting. Have invited the FT BOD's (See III. PRESENTATION, A.)

**L. CULTURAL CENTER (Baxter-Gibson)**

Included in the Board packet is a list of possible events for the CCC HOA sponsored events. The committee is currently canvassing homeowners to get a feel for what the homeowners would like to see. The Cultural Center will be meeting to discuss the results in the next few weeks and hopefully have a slate for the three Board Presidents to review.

**VI. NEXT MEETING**

The next regular Board & ARC meeting is scheduled for Monday, August 26, 2019, 7:00 p.m. at the Cultural Center (CCC), Village Community Room to be preceded by the ARC meeting at 6:30 p.m. **NOTE: There will be no regular Board meeting for July due to the summer recess.**



**CARROLLWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MONTHLY  
AND  
ARCHITECTURAL REVIEW COMMITTEE  
MEETING MINUTES**

**June 24, 2019**

**VII. ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Kristine Glein to adjourn. The motion was seconded by Scott Nelson. The motion was carried unanimously. The meeting adjourned at 8:20 p.m.

Respectfully submitted,  
Megan Diaz, For the Secretary

These minutes were approved unanimously at the August 26, 2019 Board meeting on a MOTION

made by Jennifer Grebenschikoff first and Steve Shirley second.

Minutes approved on August 26, 2019

Diana Rao  
Diana Rao, Secretary