



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.  
MONTHLY BOARD OF DIRECTORS  
MEETING MINUTES  
January 29, 2020**

**I. CALL TO ORDER**

Suzanne Fernandez, Treasurer of Carrollwood Village Phase III Homeowners Association Inc., called the Board of Directors meeting to order at 6:55p.m. on January 29, 2020 at Carrollwood Cultural Center (C.V. Community Room), 4537 Lowell Rd, Tampa, FL 33618.

**II. ROLL CALL / NOTICE OF MEETING**

**Directors Present:**

Phillip Clark-Director  
Chris Rule-Director  
Frank Mazzie-Director  
Suzanne Fernandez-Treasurer  
Marlene Harper-Director  
Jack Crutchfield-Secretary  
Mike Jenkins-Director

**Directors Absent:**

William West-President  
Dan Martucci-Vice President

**Guests Present:**

Van Chandler, GPI  
Sonja Seery, GPI  
Tracy Preston, GPI Recording Secretary  
Chris Wojcik, Buckingham  
Mario Reyes, Chattam  
Audrey and Amanda Daniel, Cypress Trace  
John & Marilyn Burke, Diamond Head I  
Linda & Rich Fobes, Cypress Trace  
Jane Case, Cypress Trace

**III. APPROVAL OF MINUTES**

Mike Jenkins made a motion to approve the November 20, 2019 Board of Directors and ARC meeting minutes, as amended. The motion was seconded by Chris Rule. **All in favor, the motion passed.**

**IV. PRESENTATIONS**

**A. Comments from Homeowners [three (3) minute time limit]** –Mario Reyes, of 5007 Garrick Ct gave the report. The 2020 budget allocated \$18,000.00 for new mulch on the playground and in beds. The current estimate is for \$18,450.00. Where is the difference coming from?

**V. UNFINISHED BUSINESS**

- A. Update on Master Document Modification Committee** – Suzanne Fernandez gave the report. We're making rapid headway. The goal is to have the Master Documents completed before the annual Membership Meeting in May.
- B. Update on Sandra Harrington Memorial** – Suzanne Fernandez gave the report. The Memorial has been completed. The sign is still needed. This is the most popular bench in Phase III.
- C. Update Board on County Adopt a Pond Program Behind Pickett Ct** - Suzanne Fernandez gave the report. The County has dredged the inlet. Suzanne Fernandez and Van Chandler will meet sometime within the next week to discuss progress with Bonnie Leedy.
- D. Update on Illegal Destruction at Wellington Common Area.** Van Chandler gave the report. Fieldstone Landscape has had to clear debris from the water for a second time. Van Chandler will get a quote to remove the sidewalk at the end of Village View. Removing the sidewalk will hopefully deter the illegal destruction. Fieldstone Landscape is checking the creek weekly. Director Chris Rule offered to loan his personal trail cameras to the Association in hopes of catching the culprit(s).



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**VI. NEW BUSINESS**

- A. Discuss/Approve American Mulch Estimate 12753 for \$7,339.00 of Playground, Senior Exercise Area and Other Areas**– Van Chandler gave the report. The quote lists the Playground as 135 cubic yards of mulch installed for \$5,535.00. A motion was made by Frank Mazzie to get a 2<sup>nd</sup> quote for mulching only the playground. If the quote is higher than the quote from American Mulch, stay with the current quote. If the 2<sup>nd</sup> quote is lower than the American Mulch quote, it will be discussed at the next meeting. The motion was seconded by Jack Crutchfield. **All in favor, the motion passed.**
- B. Discuss/Approve Fieldstone Estimate 2704 for \$16,250 to Mulch All of Phase 3 Community** – Van Chandler gave the report. The quote is for 250 cubic yards of mulch, which is \$64.00 per yard. The cost of the mulch and installation is higher than what was in the budget. Van will speak with Brian Stephens of Fieldstone Landscape to try to lower the cost and will get a 2<sup>nd</sup> quote from American Mulch.
- C. Discuss/Approve 2020 Annual Membership Date (Last Year= Wednesday May 15, 2019)** – Suzanne Fernandez gave the report. A motion was made by Frank Mazzie to hold the Annual Membership Meeting on Wednesday May 13, 2020 at 7:00pm. The motion was seconded by Marlene Harper. **All in favor, the motion passed.**
- D. Discuss/Approve Crosscreek Environmental Quote to Repair Wellington Pond Erosion at the Weir (Pond is Unusually Low)** – Van Chandler gave the report. The weir is a county structure. Van will ask the county to repair the weir. The Crosscreek Environmental Quote to repair the erosion at the weir in the Wellington Pond is \$2,900.00. A provisional motion was made by Mike Jenkins to approve the Crosscreek Environmental Quote of \$2,900.00 from the Infrastructure/Maintenance budget if the county does not agree to the repair. The motion was seconded by Frank Mazzie. **All in favor, motion is passed.**
- E. Resume Violation Letters for Pressure Cleaning of Driveways and Sidewalks** - Van Chandler gave the report. A motion was made by Frank Mazzie to publish an article in the February newsletter reminding residents to pressure clean their driveway and entry walks now as violation letters will resume March 1, 2020. The motion was seconded by Mike Jenkins. **All in favor, the motion passed.**
- F. Discuss/Approve Letter to Wellington Residents about Vandalism in Common Areas** - Van Chandler gave the report. A letter to Wellington residents is necessary. The Association's attorney needs to review the letter before it can be mailed. A motion was made by Mike Jenkins to approve the attorney's review of the Wellington Vandalism letter. The motion was seconded by Frank Mazzie. **All in favor, the motion passed.**
- G. Discuss Action Plan for the Denied ARC for 5040 Cypress Trace Dr and the Horizontal Fence (State Mandated).** Mike Jenkins gave the report. Further Board discussion required in regard to approving a demand letter written by the attorney. No action on the owners' part, will require State Mandated mediation.



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**VI. NEW BUSINESS (continued):**

- H. Discuss/Approve Umbrella Policy Renewal for \$6,918.00.** – Suzanne Fernandez gave the report. A motion was made by Suzanne Fernandez to approve \$6,918.00 for the Umbrella Policy Renewal. The motion was seconded by Chris Rule. **All in favor, motion is passed.**

**VII. REPORTS FROM MANAGEMENT AND COMMITTEES**

**PHASE III SPECIFIC**

- A. Financial** – Van Chandler gave the report.
- B. Management/Violations/Crime Mapping/Legal Issues/Violations** – Van Chandler gave the report. The County will start the underdrainage project at Sussex Way/Wolcott soon, but will not be completed until September 2020.
- C. Architectural Review Committee** – Mike Jenkins gave the report. ARC form needs to be revised. Mike will work with Sonja Seery on the revisions.
- D. Grounds/Landscape/Parks** – Suzanne Fernandez gave the report.  
Update on County Sponsored Mini-Grant;  
Re: Tree and Micro Irrigation Grants –  
We won the \$2,500.00 County Tree Grant! We will receive a total of 16 trees (8 Live Oaks and 8 Crepe Myrtles). The trees will be provided by Tree Mart and must be planted by September 1, 2020. 4-8 trees will be installed at a time, planting in phases. The trees will be planted in phases along West Village Dr. Each new tree must have an irrigation drip line installed when the tree is planted.  
Re: 2020 Tree Canopy Trimming and Planting, Entrance  
There is a \$5,000.00 Community Grant for Improvements available. The deadline to apply is June 1, 2020. Please email all ideas to [communications@carrollwoodvillage.com](mailto:communications@carrollwoodvillage.com).
- E. Communications** – Suzanne Fernandez gave the report. A suggestion was made by resident, Mario Reyes of Chattam to email the monthly Board Meeting Agenda to residents once approved. Frank Mazzie and Suzanne Fernandez will work on this with a disclaimer “As subject to change”.
- F. Welcome Committee** – Suzanne Fernandez gave the report.

**VIII. REPORTS FROM MANAGEMENT AND COMMITTEES**

**VILLAGE WIDE**

- A. Executive Committee** – No report.
- B. VISTA Gardens** – Suzanne Fernandez gave the report. Vista Gardens has asked to be added to the monthly events calendar.
- C. Carrollwood Cultural Center** – Marlene Harper gave the report.
- D. Carrollwood Park Conservancy** – Jack Crutchfield gave the report.
- E. Safety/Community Patrol** – Frank Mazzie gave the report. Two (2) dogs at 5029 Cypress Trace are causing trouble. One dog is a pit bull, which is tethered to a tree. The other is a Jack Russell Terrier who runs free chasing residents. Animal Control is aware and assigned Case# 20-115599. A letter from the Association to the owner has already been sent. Van Chandler will speak to the Association’s attorney about the attorney writing a letter to the owner.



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**VIII. NEXT MEETING**

The next regular Board and ARC meetings will be scheduled for February 26, 2020 at the Carrollwood Cultural Center, 4537 Lowell Road, Tampa, FL 33618 at 7:00pm to be preceded by the ARC meeting to be held at 6:30pm.

**IX. ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Mike Jenkins and seconded by Marlene Harper to adjourn the meeting at 8:43p.m.

Respectfully submitted,  
Tracy Preston, For the Secretary

These minutes were approved on 26 FEB 2020

Signed

Printed Name

JACK C CRUTCHFIELD