



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.
MONTHLY BOARD OF DIRECTORS
MEETING MINUTES
April 28, 2021**

I. CALL TO ORDER

William West, President of Carrollwood Village Phase III Homeowners Association Inc., called the Board of Directors meeting to order at 7:01p.m. on April 28, 2021 at Carrollwood Cultural Center, 4537 Lowell Road, Tampa, FL 33618, Carrollwood Village Room

II. ROLL CALL / NOTICE OF MEETING

Directors Present:
William West-President
Suzanne Fernandez- Treasurer (7:05pm)
Jack Crutchfield-Secretary
Marlene Harper-Director
Frank Mazzie-Director
Chris Rule-Director (7:10pm via Zoom)
Mike Jenkins-Director
Chris Wojcik-Director

Directors Absent:

Guests Present:
Van Chandler, GPI
Sonja Seery, GPI
Tracy Preston, GPI Recd. Secretary
Calvin Boyd, GPI
Jane Case, Cypress Trace
Mario Reyes, Chattam
Andrew Titen, Chattam
Donna Goodman, Somerset
George White, Chardonnay
Patti White, Cypress Trace
John Wells, Diamond Head
Patrick Higgins, Wolcott
Fernando Alejo, Cypress Trace

III. APPROVAL OF MINUTES

Marlene Harper made a motion to approve the March 31, 2021 Board of Directors and ARC meeting minutes as amended. The motion was seconded by Mike Jenkins. **All in favor, the motion passed.**

IV. PRESENTATIONS

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

1. Donna Goodman, 14116 Fennsbury Drive – Presented concerns regarding continuous violations at the front entrance. 14102 Fennsbury Drive has had construction going on since before COVID-19; [there is a PODS storage container in the yard for more than 6months;](#) trash bags along the back and covered cars are being stored on the property.
A motion was made by Chris Wojcik to send 14102 Fennsbury Drive to the attorney for an attorney demand. The motion was seconded by Frank Mazzie. **All in favor, the motion passed.**
2. Jane Case, 4968 Cypress Trace Drive- Presented concerns about in person Board meetings now and in the future until county mandates are lifted. Also presented questions regarding the new patrol vehicle.

V. UNFINISHED BUSINESS

A. Update on Master Document Modification Committee- Suzanne Fernandez gave the report. We are making progress. We will be soliciting for community volunteers in next month's newsletter to put extra eyes on it. We are trying to bring the docs up to today's standards while being



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April 28, 2021**

meticulous, which is very time consuming. Will conduct Community zoom meetings. Once the final documents are ready, proxy cards will be mailed to the membership for a final vote and approval.

V. UNFINISHED BUSINESS (continued)

- B. Update Board on Wolcott Drive Underdrainage Work-** Van Chandler gave the report. Work is coming to a close. The county has not released the staging area. Once the staging area is released, the county will be responsible for repairing damage to the staging area.
- C. Update Board on Sussex Way Electrical Work-** Van Chandler gave the report. Brandon Electric came out and revamped the grounding and wires and installed a new panel box with surge protection. The irrigation box on Sussex Way was being zapped and we lost three (3) of them. Brandon Electric upgraded the system so a new clock can be installed. **Zones?** will be working, and the timing can be adjusted with the new clock.
- D. Discuss/Approve BOD Code of Conduct-** Suzanne Fernandez gave the report. The Board of Directors Code of Conduct goes hand in hand with the new documents. In the current documents, version seven (7), second page, paragraph eleven (11); the Board's fiduciary responsibility involves three (3) basic components: Duty of Care, Duty of Loyalty and Duty to Act. A motion was made by Suzanne Fernandez to use the guidelines on file and accept version seven (7) of the current documents. The motion was seconded by Mike Jenkins. **All in favor, the motion passed.**
- E. Update Board on Annual Meeting Timelines-** Chris Wojcik gave the report. The Annual Meeting will be held on May 19, 2021. There are three (3) openings available, with four (4) candidates running. The meeting packet will be mailed by April 30, 2021. Email blasts will be going out on May 6, 2021 and May 12, 2021 reminding the membership to keep an eye out for the meeting packet and proxy.

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VI. NEW BUSINESS

- A. Announce Dan Martucci Resignation as VP-** Suzanne Fernandez gave the report. Vice President Dan Martucci has resigned. The Phase III Executive Committee consists of President, Vice President, Secretary -and Treasurer, and requires all ~~three-four~~ (4) seats to be filled to properly function. A motion was made by Chris Wojcik to nominate Jack Crutchfield to fill the position of Vice President. The motion was seconded by Suzanne Fernandez. **All in favor, one (1) abstain, Jack Crutchfield, the motion passed.**
A motion was made by Suzanne san Fernandez to nominate Chris Wojcik to fill the seat of Secretary. The motion was seconded by Bill West. **All in favor, one (1) abstain, Chris Wojcik, the motion is passed.**
- B. Discuss Problem with Illegal Activity on TECO Easement-** William West gave the report. The Association owns the land and is taking measures to secure the land from trespassers as the liability falls on the Association if an injury occurs on the property. No Trespassing signs are being installed and Phase II will assist in closing the area off.
- C. Discuss and Define Deed Restriction Violations-** William West gave the report. Bill would like to set up a Deed Restriction Violations committee to work on a "Deed Violations Policy". The committee will consist of Bill West, Mike Jenkins and Chris Rule. The Deed Violations Committee will be a segway to the Fining Committee.



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.
MONTHLY BOARD OF DIRECTORS
MEETING MINUTES
April 28, 2021**

VI. NEW BUSINESS (continued)

- D. Discuss/Approve Listing Approved-Denied ARC's to the Agenda**-Mike Jenkins gave the report. Phase I lists the ARC's in monthly minutes and newsletter. Phase II also lists ARC's in monthly minutes. Phase III may want to consider listing the ARC's in the minutes; list address, ARC type and approved/disapproved. Frank Mazzie does not agree with adding ARC information to the monthly minutes or newsletter. Mike Jenkins suggested placing the information in the management report. A decision was not agreed upon, no board action at this time.

VII. REPORTS FROM MANAGEMENT AND COMMITTEES

PHASE III SPECIFIC

- A. Financial** – Van Chandler gave the report. Belmere Apartments are delinquent. Van will send one more notice before sending to the attorney for collections. A motion was made by Suzanne Fernandez to send all delinquent accounts, except those on approved payment plan, to the attorney for collections. The motion was seconded by Mike Jenkins. **All in favor, the motion passed.**
- B. Management/Violations/Crime Mapping/Legal Issues/Violations** – Van Chandler gave the report. All information was included in the Board packet. A motion was made by Mike Jenkins to send 13629 Diamond Head Drive to the attorney for a demand letter as this property is a habitual offender: commercial vehicle [parked in driveway](#). The motion was seconded by Frank Mazzie. **All in favor, the motion passed.**
- C. Architectural Review Committee** – Mike Jenkins gave report. We had close to fifty (50) ARC requests this month.
- D. Grounds/Landscape/Parks** – Suzanne Fernandez gave the report. Fieldstone Landscape has improved [their level of service](#). The irrigation issues have been resolved. We will receive the trees from the Tree Grant at the end of May or the beginning of June.
- E. Communications** – Suzanne Fernandez gave the report. Committee members from Phase I, Phase II and Phase III are working on new photos and refreshing website content.
- F. Welcome Committee** – Suzanne Fernandez gave the report [.....?](#).

VIII. REPORTS FROM MANAGEMENT AND COMMITTEES

VILLAGE WIDE

- A. Executive Committee** –William West gave report. We are working on redrafting the contract [for Events](#).
- B. VISTA Gardens** – William West gave report. We had our first wedding, exciting! Plots are sold out. Lots of activity.
- C. Carrollwood Cultural Center** – Marlene Harper gave the report. We will ask the new liaison to provide a monthly report.
- D. Carrollwood Park Conservancy** – Jack Crutchfield gave the report. There is a meeting every second Tuesday of the month, information is provided in The Carrollwood Village Voice.



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.
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April 28, 2021

E. Safety/Community Patrol – Frank Mazzie gave the report. The new patrol vehicle is here! It is a brand-new Ford Bronco SUV, ~~it is fantastic!~~ Lee Hunter is now in charge of community patrol. We still have people fishing in the ponds. Soliciting seems to be down.

IX. NEXT MEETINGS

The next regular Board and ARC meetings will be held at 6:30p.m. for ARC and 7:00 p.m. for the Board on Wednesday, June 30, 2021 at the Carrollwood Cultural Center, 4537 Lowell Rd, Carrollwood Village Room. **The Annual Membership Meeting will be held on May 19, 2021 at 7:00pm via Zoom video conferencing.**

X. ADJOURNMENT

There being no further business to come before the Board, a motion was made by Frank Mazzie and seconded by Marlene Harper to adjourn the meeting at 8:15p.m.

Respectfully submitted,
Tracy Preston, For the Secretary

These minutes were approved on _____.

Signed

Printed Name



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