



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.  
MONTHLY BOARD OF DIRECTORS  
MEETING MINUTES  
MARCH 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 March 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  
Marlene Harper – Director  
Andrew Titen – Director  
Mike Jenkins – Director  
Jessica Magrill (via Zoom) – Director

**Directors Absent:**

Chris Rule – Director

**Guests Present:**

Dawn Archambault, GPI  
Laura Salgado, GPI Recd. Secretary  
Jane Case, Cypress Trace  
Gary Lopez, Buckingham

**III. APPROVAL OF MINUTES**

Suzanne Fernandez made a motion to approve the February 23, 2022 meeting minutes with no changes. Andy Titen seconded the motion. **All in favor, the motion passed.**

**IV. PRESENTATIONS**

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

No comments.

**V. UNFINISHED BUSINESS**

**A. 2022 Hillsborough County Grant (Fernandez)**

A volunteer planting and possible potluck will be held at the new flagpole location on 5/28/22 beginning at 8:00am. The Board plans to invite Hillsborough County Commissioner Ken Hagan and other honored guests.

**B. Community Standards (Crutchfield)**

All proposed changes are being tabled until the new Board is in place in June.

**C. Violation Policy (Crutchfield)**

Work continues on the Community Standards revision with GBH; CAM Dawn Archambault will complete additional work to mirror the current policy in line with the other Phases and re-submit to the Board for review.



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**D. Cross Creek April 1, 2022 Monthly Increase from \$2,050.00 to \$2,665.00 (Archambault)**

Dawn Archambault will be reaching out to new vendors for comparison bids on monthly pond service due to the large cost increase announced by Cross Creek Environmental on 3/23/22. She will also contact a structural engineer to assist with future pond remediation plans.

**E. S&S Boring Bids (Fernandez)**

Suzanne Fernandez made a motion to accept S&S Directional Boring estimate #5651, dated 3/24/22, in the amount of \$4,575.00 for lighting at Timmes Way and W Village. Andy Titen seconded the motion. **All in favor, the motion passed.**

Frank Mазzie made a motion to accept S&S Directional Boring estimate #5652, dated 3/24/22, in the amount of \$4,725.00 for lighting at Walbrooke Dr and Sussex, and estimate #5654, dated 11/16/21, in the amount of \$4,875.00 for lighting at Diamond Head East and Sussex. Mike Jenkins seconded the motion. **All in favor, the motion passed.**

**VI. NEW BUSINESS**

**A. Fieldstone Quotes (Fernandez)**

Mike Jenkins made a motion to accept Fieldstone proposal #12185, dated 3/11/22, in the amount of \$1,413.47 for planting of spring/early summer annuals. Andy Titen seconded the motion. **All in favor, the motion passed.**

Suzanne Fernandez made a motion to accept Fieldstone proposal #10844, dated 3/21/22, in the amount of \$2,447.87 for plantings at the Burrington playground flagpole site. Andy Titen seconded the motion. **All in favor, the motion passed.**

Suzanne Fernandez made a motion to ratify Fieldstone proposal #11949, dated 2/16/22, in the amount of \$1,286.22 for the previously performed irrigation timer replacement at Stonegate and W Village Dr. Andy Titen seconded the motion. **All in favor, the motion passed.**

**B. Discussion of Election (Wojcik)**

There are three Board spots currently up for re-election, with four candidates running. Bios will be included in the upcoming election mailing. Proposed annual meeting date is 5/25/22.

**C. Bill West Rock Dedication (Crutchfield)**

Boulder dedication date is TBD; engraving is currently pending.

**D. Bulletin Board (Fernandez)**

Suzanne Fernandez made a motion to approve the purchase of the proposed 36"x48" All Weather Herald Outdoor Standing Bulletin Board Cabinet from MyBinding.com, totaling approx. \$1,500.00 including shipping. Andy Titen seconded the motion. **All in favor, the motion passed.**



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**VII. REPORTS FROM MANAGEMENT AND COMMITTEES  
PHASE III SPECIFIC**

**A. Financials (Fernandez)**

Suzanne Fernandez gave the report and noted that increase in revenue was due to collection of interest from delinquent accounts. The annual audit results will be available closer to the annual meeting.

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

Suzanne Fernandez gave the report. Monthly drive-about with Fieldstone to identify needed areas are currently occurring on the second Tuesday of each month.

**C. Communications (Fernandez)**

The deadline for Board/owner submissions to the community newsletter is 4/1/22.

**D. Welcome Committee/Welcome Wagon (Wojcik)**

No updates at this time.

**E. Community Patrol (Mazzie)**

Frank Mazzie gave the report; clarification changes are being made to the Special Watch request form.

**F. Executive (Crutchfield)**

Jack Crutchfield will be meeting with the other Phase presidents on 4/4/22; no updates at this time.

**G. County Parks / VISTA Gardens (Crutchfield)**

A car show will be held at Carrollwood Village Park on 4/30/22; additional details are currently available on the Park Facebook page. There are no items of note regarding VISTA Gardens at this time.

**H. Carrollwood Cultural Center (Crutchfield)**

Nothing to report.

**I. Review of Committee Assignments (Wojcik)**

Chris Wojcik noted that Board member Committee assignments have been added to the carrollwoodvillage.com Phase 3 Board of Directors tab on the community website.



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**VIII. NEXT MEETING**

The next regular Board meeting will be held at 7:00 p.m. on Wednesday, April 27, 2022 via Zoom or at Carrollwood Cultural Center, 4537 Lowell Rd, Carrollwood Village Room (depending on Covid numbers).

**XI. ADJOURNMENT**

There being no further business to come before the Board, Andy Titen made a motion to adjourn. Mike Jenkins seconded the motion. All in favor, Jack Crutchfield called the meeting to adjournment at 8:28 p.m.

Respectfully submitted,  
Laura Salgado, For the Secretary

These minutes were approved on

Signed

4/27/2022  
FRANK R. MAZZIE  
Printed Name