



**CARROLLWOOD VILLAGE PHASE III HOMEOWNERS ASSOCIATION, INC.
MONTHLY BOARD OF DIRECTORS
MEETING MINUTES
DECEMBER 1, 2021**

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 December 1, 2021, at Carrollwood Cultural Center, 4537 Lowell Road, Tampa, FL 33618, Carrollwood Village Room.

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
Chris Rule – Director

Directors Absent:

Mike Jenkins – Director

Guests Present:

Janet MacNealy, GPI
Laura Salgado, GPI Recd. Secretary
Jane Case, Cypress Trace
Gary Lopez, Buckingham
Valerie Toblin, Windemere East
Todd Sudman, Stonegate

III. APPROVAL OF MINUTES

Suzanne Fernandez made a motion to approve the October 27, 2021, Board of Directors meeting minutes pending clarification of Item V.C. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

IV. PRESENTATIONS

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

Mr. Sudman from Stonegate was present and was questioning where in the governing documents does it state that political party flags may not be displayed. This will be researched further, and management will reach back out to Mr. Sudman.

V. UNFINISHED BUSINESS

A. Discuss/Approve Accurate LED Quote – installation of entrance lights (Fernandez)

1. West Village and Timmes

Suzanne Fernandez made a motion to accept Accurate LED proposal 1504 dated 11/12/21 in the amount of \$9,898.00 and S & S Directional Boring estimate 5651 dated 11/16/21 in the amount of \$4,575.00 for the West Village and Timmes entrance light installation project. Frank Mazzie seconded the motion. **All in favor, the motion passed.**

2. Sussex and Pinnock

Suzanne Fernandez made a motion to accept Accurate LED proposal 1493 dated 9/22/21 in the amount of \$7,109.00 and S & S Directional Boring estimate 5653 dated 11/16/21 in the amount of \$3,600.00 for the Sussex and Pinnock entrance light installation project. Frank Mazzie seconded the motion. **All in favor, the motion passed.**



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B. 2022 Hillsborough County Grant (Fernandez)

County Mini-grant applications for 2022 opened November 24, 2021 with a deadline for submission of December 19, 2021. Suzanne Fernandez submitted a 2022 Mini-grant request for a flagpole, lighting and landscaping at the Phase III park. The flagpole project involved in this effort is on hold temporarily as the matching grant process continues to progress. The winners of the 2022 Grant requests will be announced the week of January 31, 2022.

C. Bill West Recognition Update (Crutchfield)

Phase 3 is working in cooperation with Phases 1 and 2 to honor Bill West for his service to the community. A large boulder with mounted plaque will be placed in the community with cost shared equally among the Phases.

D. Holiday Lighting (Wojcik)

Lighting has been installed and decorating continues throughout the community in conjunction with Fieldstone.

E. 2022 Budget Ratification (Fernandez)

Suzanne Fernandez made a motion to ratify the 2022 budget as proposed to homeowners following the successful town hall meetings. Andy Titen seconded the motion. **All in favor, the motion passed.**

VI. NEW BUSINESS

A. Community Standards (Crutchfield)

The Board will continue to work with Amanda Uliano at Gardner Brewer Martinez-Monfort to update the Community Standards to more closely align with today's environment, as well as to provide clarity to the residents.

B. Violation Policy (MacNealy)

The Board will be reviewing the current violation policy to find opportunities to create additional clarity and uniformity within the policy.

C. Fieldstone Landscape Contract (Fernandez)

Suzanne Fernandez made a motion to approve the Fieldstone Landscape Management Proposal in the amount of \$171,512.00, which aligns with the accepted budget. Andy Titen seconded the motion. **All in favor, the motion passed.**

D. Fieldstone Annual Rotation (Fernandez)

Chris Wojcik made a motion to approve Fieldstone proposal 10852 dated 11/9/21 in the amount of \$3,090.00 for work on annual beds, including disposal, prep, drainage, and installation. Suzanne Fernandez seconded the motion. **All in favor, the motion passed.**



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E. Allied Universal Patrol Contract (Mazzie)

Work continues on the Allied Universal service contract, with additional clarity needed on the Scope of Work.

F. Board Designated Reserve Fund (Titen)

Andy Titen made a motion to move \$250,000.00 from prior year equity into a Board Designated Reserve Fund to be held in the Associations' Valley National Bank Money Market Fund for future major repairs or replacements. Suzanne Fernandez seconded the motion. **All in favor, the motion passed.**

G. 2021 Year End Audit of Financials and Tax Return (Fernandez)

Suzanne Fernandez made a motion to approve the Marsocci Appleby & Company proposal dated 11/10/21 in the amount of \$2,250.00 for the audit of the financial statements and preparation of federal income tax return for year ending 12/31/21. Chris Wojcik seconded the motion. **All in favor, the motion passed.**

H. Fieldstone Proposals (Fernandez)

Suzanne Fernandez made a motion to approve Fieldstone proposal 10843 dated 11/11/21 in the amount of \$4,868.99 for Buckingham entrance landscaping work, and Fieldstone proposal 10842 dated 11/11/21 in the amount of \$6,232.64 for Sussex and Chestersall entrance landscaping work. Andy Titen seconded the motion. **All in favor, the motion passed.**

Suzanne Fernandez made a motion to expend \$5,500.00 from the landscape account surplus to work with Fieldstone to refresh medians/entrances at West Village, Cypress Trace, and Sussex. Chris Rule seconded the motion. **All in favor, the motion passed.**

Fieldstone proposal 10844 dated 11/9/21 in the amount of \$6,260.63 was reviewed and will be part of the grant activity previously discussed. Fieldstone proposal 10845 dated 11/9/21 in the amount of \$305.24 for work around the bench monument was discussed with no motion required due to approved dollar threshold.

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

A. Financials (Fernandez) – Suzanne Fernandez gave the report and noted that revenue has improved due to collection of bad debt. The current total expenses are under-budget due to holding major expenditures until after the hurricane season.

B. Grounds/Landscape/Parks/Ponds (Fernandez) – Suzanne Fernandez gave the report on Barrowe/Cypress Trace Pond erosion correction project and continued work with Crosscreek Environmental on vegetation removal.



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- C. Communications (Fernandez)** – Core Interactive has begun working on the Carrollwood Village website revamp, with Phase 2 having recently approved the proposal for their portion. Dawn Archambault was introduced to the Board as the new CAM for Phase 3, effective 11/8/21, with a bio to be included in the upcoming community newsletter. 2022 coupon mailing was discussed and will be sent out early next week.
- D. Welcome Committee/Welcome Wagon (Wojcik)** – Dawn Archambault will begin sending New Resident lists to Chris Wojcik on a scheduled basis. Chris Wojcik continues to work with local businesses on obtaining vendor promos for welcome bags.
- E. Community Patrol (Mazzie)** – Frank Mazzie continues to work with Allied on issues such as littering at the parks and non-residents fishing on properties.
- F. Executive (Crutchfield)** – Jack Crutchfield is continuing to work with the Presidents of the other Phases with no major updates to report.
- G. Documents (Fernandez)** – Suzanne Fernandez is continuing her work in this area and document updates are in-process as previously discussed.
- H. County Parks / VISTA Gardens (Crutchfield)** – Nothing to report.
- I. Carrollwood Cultural Center (Crutchfield)** – There is a Holiday Village event at the county park that the CCC is holding on December 11, 2021, with HOA support.
- J. (New item) Collection Policy (MacNealy)** – Janet MacNealy discussed Florida statute updates. Suzanne Fernandez made a motion to adopt the revised collection policy reflecting the changed interest rate. Andy Titen seconded the motion. **All in favor, the motion passed.**

VIII. NEXT MEETING

The next regular Board meeting will be held at 7:00 p.m. on Wednesday, January 26, 2022, at Carrollwood Cultural Center, 4537 Lowell Rd, Carrollwood Village Room.

XI. ADJOURNMENT

There being no further business to come before the Board, Jack Crutchfield called the meeting to adjournment at 8:13 p.m.

Respectfully submitted,
Laura Salgado, For the Secretary



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These minutes were approved on January 26, 2022.

Signed

Frank Mazzie
Printed Name