



**CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MONTHLY
AND
ARCHITECTURAL REVIEW COMMITTEE
MEETING MINUTES
January 28, 2025**

I. CALL TO ORDER

The Carrollwood Village Phase II Homeowners Association Board of Directors meeting convened on Tuesday, January 28, 2025, at the Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618. Paul Klubek called the meeting to order at 5:57 p.m.

II. ROLL CALL

Directors Present

Paul Klubek
Jerry Campbell
Coleen Ritari
Bonnie French
Bobby Kilgore
Adrian Madhosingh

Directors Absent

Guests

Samantha Morfa, CAM
Laura Salgado, Recording Secretary, GPI
Ann Baiocchi
Bill DeMare
Robert French
Denise Selsky
Chris Sheehan

III. APPROVAL OF MINUTES

Paul Klubek made a motion to approve the November 12, 2024 Board of Directors Meeting Minutes as submitted. The motion was seconded by Bobby Kilgore. **All in favor, motion passed.**

IV. PRESENTATIONS

A. Homeowner Comments (3 minute limit)

None

B. HOA President – Opening Review and Comments

None

V. UNFINISHED BUSINESS

A. Towing Contract

Tabled for follow up by Paul Klubek.

VI. NEW BUSINESS

A. Treasurer Position

Position remains open. Greenacre General Ledger will work with Board to provide updates on all financials and/or attend meetings as needed in interim of position being filled.

B. Board Member Solicitation

Treasurer position remains open as noted. Interested candidates may contact Board or CAM for more information.

C. Alexander's Proposals

Jerry Campbell made a motion to approve Alexander's Property Maintenance estimate 5984 dated 12/17/24 in the amount of \$800.00 for leaning tree removal at 13604 Avista Dr. The motion was seconded by Paul Klubek. **All in favor, motion passed.**



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Alexander's Property Maintenance estimate 5985 dated 12/17/24 in the amount of \$18,000.00 was tabled, to be returned to vendor for breakout between items on West and South Village, and items at park.

Jerry Campbell made a motion to approve Alexander's Property Maintenance estimate 5983 dated 12/17/24 in the amount of \$750.00 for large limb removal at 4315 Southpark Dr. The motion was seconded by Paul Klubek. **All in favor, motion passed.**

Jerry Campbell made a motion to approve Alexander's Property Maintenance estimate 5982 dated 12/17/24 in the amount of \$450.00 for dead pine and limb removal at 13925 Pepperrell Dr. The motion was seconded by Paul Klubek. **All in favor, motion passed.**

Bobby Kilgore made a motion to approve Alexander's Property Maintenance estimate 5981 dated 12/17/24 in the amount of \$10,000.00 for cutbacks at Avista wall / pond as outlined. The motion was seconded by Paul Klubek. **All in favor, motion passed.**

D. Phase I, II, III – Meeting Review

Board presidents will be meeting to discuss building unity amongst the Phases.

E. Avista Painting Discussion

Bobby Kilgore made a motion to approve the Munyan Painting Service proposal dated 11/6/24 in the amount of \$62,650.00 for Avista exterior and interior wall painting as outlined, with work to be scheduled in the spring. The motion was seconded by Paul Klubek. **All in favor, motion passed.** A mailer will be sent regarding vine removal / damage / responsibilities.

VII. REPORTS FROM MANAGEMENT AND COMMITTEES

A. Financial Update

Financial statements through p/e 12/31/24 are included in the Board packet.

Owners are asked to direct payment receipt concerns to Samantha Morfa.

B. Items of Information

All relevant updates were provided in the Board packet.

C. Architectural Review Committee Recommendations:

The following have been recommended for approval or denied:

1. 13617 Clubside Dr (gutters) – Approved
2. 4308 Southpark Dr (paint) – Approved
3. 14803 Hadleigh Way (fence) – Approved
4. 4322 Southpark Dr (roof) – Approved
5. 14224 Clarendon Dr (pavers, fence) – Approved
6. 14224 Clarendon Dr (front door replacement) – Approved
7. 4315 Middle Lake Dr (windows) – Approved



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8. 4406 Endicott Pl (windows / doors) – Approved
9. 4310 Northpark Dr (garage door) – Approved
10. 4324 Middle Lake Dr (door replacement) – Approved
11. 4307 Northpark Dr (pool cage) – Approved
12. 13902 Village Lake Pl (windows) – Approved
13. 13508 Clubside Dr (paint) – Approved
14. 4313 Middle Lake Dr (fence) – Approved
15. 14813 Clarendon Dr (mailbox) – Approved

Coleen Ritari made a motion to ratify all ARC approvals as listed (period 11/16/24-1/26/25). The motion was seconded by Bobby Kilgore. **All in favor, motion passed.**

D. Refer Violations to Attorney

Avista

1. 5003 Paloma Dr – Grounds - Trim Hedges
2. 5003 Paloma Dr – Grounds - Pavement Weeds / Wall Weeds
3. 13610 Avista Dr – Grounds – Landscape Bed Maintenance
4. 5036 Paloma Dr – Maintenance – Wood Repair

Jerry Campbell made a motion to proceed with attorney action on the items noted above, with the exception of item 3; following discussion, item 3 was granted a 30-day extension to remedy. The motion was seconded by Coleen Ritari. **All in favor, motion passed.**

VIII. NEXT MEETING:

The next regular meeting of the Phase II Board will be held on Tuesday, February 25, 2025 at 6:00 p.m. at the Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

IX. ADJOURNMENT:

There being no further business before the Board, Bobby Kilgore made a motion to adjourn the meeting at 6:45 p.m. The motion was seconded by Adrian Madhosingh. **All in favor, meeting adjourned.**

Minutes approved on February 25, 2025:

Coleen Ritari *Coleen Ritari*
Printed / Signed