



CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION, INC.

**BOARD OF DIRECTORS MONTHLY
AND**

ARCHITECTURAL REVIEW COMMITTEES MEETING

DATE: TUESDAY, February 25, 2025

TIME: 6:00 P.M.

PLACE: The Carrollwood Cultural Center, 4537 Lowell Rd., Carrollwood Village Room

MINUTES

I. CALL TO ORDER

Paul Klubek, President, called The Carrollwood Village Phase II Board of Directors Meeting and Architectural Review Committee Meeting to order at 6:02 PM on February 25, 2025, at the Carrollwood Cultural Center.

II. ROLL CALL

Directors Present:

Paul Klubek

Jerry Campbell

Coleen Ritari

Adrian Madhosingh

Bobby Kilgore

Bonnie French

Directors Absent:

None

Guests Present:

Alan Aaron

Lisa Strunin

Jason & Susan Hoge

Staff Present:

Samantha Morfa, CAM

Rachel Wilton, Transcriptionist

It was noted that the meeting was properly noticed as required by Florida statutes.

III. APPROVAL OF MINUTES – January 28, 2025, Meeting Minutes

Paul Klubek made a motion to approve the January 28, 2025, Meeting Minutes as presented. Jerry Campbell seconded the motion. **All in favor, motion passed.**

IV. PRESENTATIONS: HOMEOWNER OPEN FORUM (Maximum Three Minutes)

HOA President – Opening review and comments

- Paul Klubek made a motion for Phase II to donate up to \$150 for food for the annual community cleanup event. Adrian Madhosingh seconded the motion. **All in favor, motion passed.**

V. UNFINISHED BUSINESS:

A. Towing Contract

- The towing company will put up two towing signs by the basketball court and near the pond off S Village Dr.

B. Native Grass in Banbury Pond

- Jerry Campbell discussed the native Spike Rush grass on Banbury Pond. A homeowner has asked for the grass to be removed. Cross Creek

Environmental has advised that the cost to remove and replace the grass in this area is very high, and removal efforts will prove ineffective as the grass will regrow again.

- Jerry Campbell made a motion not to proceed with the removal of the Spike Rush grass in Banbury Pond. Bobby Kilgore seconded the motion. **All in favor, motion passed.**

VI. NEW BUSINESS:

- A. Treasurer Position
 - The Board is still in need of a Treasurer.
- B. Board Member Solicitation
 - There is currently no Board representation in Pepperell or Village Towers. The Board is working to find new individuals that would be willing to serve on the Board from these subdivisions.
 - Samantha Morfa will bring quotes to the Board for meeting notification signs.
- C. Alexander's Proposal – Hangers in Park
 - Paul Klubek made a motion to approve Alexander's Property Maintenance Estimate #6063 for \$6,700 for hanger and broken limb removal in West Village Park, with an amendment that they also pick up the branches in the water. Coleen Ritari seconded the motion. **All in favor, motion passed.**
- D. Alexander's Proposal – Hangers on South Village
 - Alexander's Property Maintenance Estimate #6065: \$6,500.
 - Tabled.
- E. Alexander's Proposal – Hangers on West Village
 - Alexander's Property Maintenance Estimate #6064: \$1,000.
 - Tabled.
- F. Alexander's Proposal – Dead Palm Removal in Bradcliff Monument
 - Paul Klubek made a motion to approve Alexander's Property Maintenance Estimate #6085 for \$500 for dead palm removal in the Bradcliff monument. Bobby Kilgore seconded the motion. **All in favor, motion passed.**
- G. Avista Annuals
 - Alexander's Property Maintenance Estimate #6083: \$1,402
 - This proposal will have to be revised and sent back to the Board.
- H. Reserve Study
 - Paul Klubek made a motion to approve Florida Reserve Study and Appraisal for up to \$3,000 for reserve study with site inspection. Coleen Ritari seconded the motion. **All in favor, motion passed.**
- I. Revision of Phase II Covenants
 - The next newsletter will include a section explaining that a committee is needed to work on creating the potential changes to the association covenants.
- J. Phase I, II, and III Gathering on March 12 at 6:00 PM
 - Paul Klubek is leading the above-mentioned meeting to improve the working relationship between the three Boards.
- K. Sidewalk Repairs at Park
 - Jerry Campbell made a motion to partially approve the Krueger Contracting Estimate #867 for \$954 for trip hazards at John Miley Park to be grinded down. They must provide photos upon job completion. Bobby Kilgore seconded the motion. **All in favor, motion passed.**

- Jerry Campbell will bring proposals for the pond erosion in the Gazebo area to a future meeting.

VII. REPORTS FROM MANAGEMENT AND COMMITTEES:

- A. Financial Update
 - Samantha Morfa gave the report.
- B. Architectural Review Committee
 - 4313 Middle Lake: Fence
 - 14813 Clarendon: Mailbox
 - 13915 Wellesford: Roof
 - 13519 Clubside: Paint
 - 14019 Lake Bluff: Roof
 - 14019 Lake Bluff: Paint
 - 13924- Pepperell: Fence
 - 13924 Pepperell: Roof
 - 13924 Pepperell: Gutters/facia
 - 13924 Pepperell: Replacement siding
 - 14206 Ashburn: Paint
 - Coleen Ritari made a motion to ratify the approval of the ARC applications above. Bobby Kilgore seconded the motion. **All in favor, motion passed.**
- C. Refer Violations to Attorney
 - 5003 Paloma: Pavement Weeds
 - 14810 Dartmoor: Palm Maintenance
 - 13903 Lake Bluff: Fence
 - 4314 North Park: Discolored House
 - 14810 Dartmoor: Wood Repair
 - 13610 Avista: Landscape Bed Weeds
 - Jerry Campbell made a motion to refer the violations above to the association attorney. Coleen Ritari seconded the motion. **All in favor, motion passed.**

IX. NEXT MEETING:


The next meeting of the Phase II Board will be held on March 25, 2025, at 6:00 p.m.

X. ADJOURNMENT:

There being no further business to come upon the board, Paul Klubek made a motion that was seconded by Coleen Ritari to adjourn the meeting at 7:30 PM. **All in favor, motion passed.**

Respectfully Submitted,
Rachel Wilton, For the Secretary

These minutes were approved on 3.25.2025.


Coleen S. Ritari (Mar 26, 2025 20:06 EDT)
Signed Name

Coleen Ritari, Secretary

Printed Name







2.25.25 Phase 2 Minutes

Final Audit Report

2025-03-27

Created:	2025-03-26
By:	Samantha Morfa (smorfa@greenacre.com)
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"2.25.25 Phase 2 Minutes" History

-  Document created by Samantha Morfa (smorfa@greenacre.com)
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-  Signer coleenritari@icloud.com entered name at signing as Coleen S. Ritari
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-  Document e-signed by Coleen S. Ritari (coleenritari@icloud.com)
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