



CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MONTHLY
AND
ARCHITECTURAL REVIEW COMMITTEES MEETING

DATE: TUESDAY, March 25th, 2025

TIME: 7:00 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 7:02 PM on February 25, 2025, at the Carrollwood Cultural Center.

II. ROLL CALL

Directors Present:

Paul Klubek

Jerry Campbell

Transcriptionist

Coleen Ritari

Adrian Madhosingh

Bobby Kilgore

Bonnie French

Directors Absent:

None

Homeowners:

Jason Logan

Matilda Perez

John Newton

Staff Present:

Janet McNealy, CAM VP

Betsy Ferrer,

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

III. APPROVAL OF MINUTES – February 25th, 2025, Meeting Minutes

Paul Klubek made a motion to approve the February 25th, 2025, Meeting Minutes as presented. Adrian Madhosingh seconded the motion. **All in favor, motion passed.**

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

HOA President – Opening review and comments

Matilde Pelaez – 14009 Lake Bluff Ct. – driveway is cracked- underground stream is causing the driveway to crack, water to filter and slime to build in the surface, homeowner seek help with finding help of who to contact; the president will help her contact a reliable contractor to fix the issue and the homeowner will pay for the repair. The secretary will provide help with the ARC application to have the work approved.

John Newton - Common areas not edging being maintained, potholes; provided pictures of grass not cut, area of south village/club side drive not being maintained and the outside wall has not

been painted in years. The board will reach out to Alexanders (Maintenance grounds vendor). President also brought up the entrance on Club Side needing upgrades. Vice-President suggested to have the common areas upgrades included in the upcoming reserve studies to budget for it. Entrance of Erlich into South Village – SW corner needs to be completed, plants are dead, president wants CAM to contact Alexander to review ground irrigation on the area and at all possible check all the areas on the association.

Jason Logan – commented that in the last few months there has been an increase of homeless trespassing, also an increase in crime, cars being broken into and a stolen car being left in front of their property. President explained that years prior the association had a security company, but the breakings happened after 10 PM when there was no security. It was suggested to contact their county commissioner to bring awareness to all the issues and have the sheriff department drive by the areas.

V. UNFINISHED BUSINESS:

Bobby Kilgore brought up Proposal no. 6083 Clean up entrance on left side, replace plants, annuals on the monument, quote - \$141, Avista will pay for it. Bobby Kilgore made a motion to approve the work, Adrian Madhosingh second the motion. **All in favor. Motion Passed.**

Common area, coming into Avista, first wall, needs to have plants replaced, mulch and grass, quote of \$875 from the Avista budget Quote 6084, Bobby Kilgore made a motion to approve the work, Coleen Ritari second the motion. **All in favor. Motion Passed.**

Quote 6916-Phase II property and will be paid through their budget. Dead areas with a fungus, \$4237.50, will redo 2250 sq feet. Will have St. Agustin grass; Bobby Kilgore made a motion to complete the work, Paul Klubek second the motion. **All in favor. Motion Passed.**

Bobby Kilgore- Painting contract needs to be revised, they have him listed as the owner and needs to be listed as Avista Board member; expected work to commence on April 20th.

VI. NEW BUSINESS:

A. Treasurer Position

The Board is still in need of a treasurer, an interested party name will be forwarded to the Community Manager.

B. Board Member Solicitation

The Board continues to reach out for board member directors position and subs representatives.

C. President met with board members of Phase I & Phase III

Paul Klubek and Jerry Campbell met with other members of Phase I and Phase III at the Carrollwood Country Club to improve communication and have monthly meetings to promote strength in relations to work together.

D. Reserve Study Update

Jerry Campbell is expecting to have it back shortly, the issue about the entrance way was not included, Jerry will reach out to have included.

E. Treasurer Report / None still pending to fill the position

F. Architectural Fountain Update.

CAM provided proposal, needs to list the 2 fountains, at \$200 a quarter, Vice President would like to have the contractor provide a report after maintenance is completed quarterly with

pictures to be submitted with invoice. Jerry Campbell made a motion to approve, Colleen Ritari second the motion. **All in favor. Motion Passed.**

VII. OTHER BUSINESS:

President brought up the probability to use part of the reserve funds (currently \$93,000 as of end of 2024) and invest into a CD; Janet MacNealy will have the GL provide current rates.

Insurance Renewal - \$7746.45 Auto Owners paid in full, -motion to approve the renewal Adrian Madhosigh made a motion to approve, Jerry Campbell second the motion. **All in favor. Motion Passed.**

Reports:

A. Financial Update:

Jerry Campbell questioned the report, February 2025 - in the past there was an outstanding balance, but now on the aging report is showing fees that he needs to clarify, CAM to follow up with accounting. Will need the reserve amount explained against their left-over operating that was not used, then it should be added to the reserve.

Questions regarding homeowner's complaints on late fees have been added after their payment was received but posted later; Janet McNealy requested to have those homeowners reach out to the CAM or the Accounting Department to review their payment processing against the community collection policy regarding fees, and to investigate any delay in posting payments. CAM and Board to review collection policy to see if there is clause allowing a one time waiver of late fee and/or interest. President/Secretary will then post on their newsletter.

CAM to send an email blast with reminder of the new PO BOX address in Orlando.

B. Architectural Report:

13 requests approved; Bob French met with Greenacre regarding ease of use. An ARC workshop was suggested to help homeowners understand and navigate the system. Savannah Stohler/ administrator at Greenacre provided Coleen Riata a list of the documents needed per the different application item requests.

C. Secretarial Report: None

Violations to Attorney: None

Miscellaneous: Still pending quotes on signage, Website for Phase II, Rich Drummond web designer/maintenance – Board is requesting to have him come to the next meeting. The possibility of just using Vantaca directly and only having one page for the Association for prospective homeowners to find needed information, and eliminate the website, but the web-designer also does their newsletter.

Complaints regarding overflow parking from businesses nearby where South Village has seen a big increase of vehicles parked off the road and on the median due to the Bagel shop, coffee

shop, pizza restaurant and dry cleaners; President will contact the county Sherif Department and the towing company regarding signage (Same company used by the Village Towers)

Request to have Greenacre send a letter to the property owner/ management owner of West Village & Erlich Rd business plaza for not maintaining the grounds property (street between Carwash and Storage business) – seems the area is also affecting Phase III entrance.

VII. NEXT MEETING:

The next meeting of the Phase II Board will be held on April 29th, 2025, at 6:00 p.m.

IX. 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 7:39 PM. **All in favor, motion passed.**

Respectfully Submitted,

Betsy Ferrer, For the Secretary

These minutes were approved on 4.29.2025.


Coleen Ritari (May 4, 2025 12:39 EDT)

Coleen Ritari, Secretary

Signed Name Printed Name







3.25.2025 Phase 2 Minutes - Approved Signed

Final Audit Report

2025-05-04

Created:	2025-05-01
By:	Samantha Morfa (smorfa@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuasGjZBSC698pc4mztv2mxBDd2F9NM2d

"3.25.2025 Phase 2 Minutes - Approved Signed" History

-  Document created by Samantha Morfa (smorfa@greenacre.com)
2025-05-01 - 7:11:02 PM GMT
-  Document emailed to coleenritari@gmail.com for signature
2025-05-01 - 7:11:18 PM GMT
-  Email viewed by coleenritari@gmail.com
2025-05-04 - 4:38:31 PM GMT
-  Signer coleenritari@gmail.com entered name at signing as Coleen Ritari
2025-05-04 - 4:39:32 PM GMT
-  Document e-signed by Coleen Ritari (coleenritari@gmail.com)
Signature Date: 2025-05-04 - 4:39:34 PM GMT - Time Source: server
-  Agreement completed.
2025-05-04 - 4:39:34 PM GMT