



**CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MONTHLY**

AND

ARCHITECTURAL REVIEW COMMITTEES MEETING

DATE: TUESDAY, August 26, 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 6:00 PM on August 26, 2025, at the Carrollwood Cultural Center.

II. ROLL CALL

Directors Present:

Paul Klubek
Jerry Campbell
John Reynolds

Directors Absent:

Adrian Madhosingh
Chris Sheehan

Staff Present:

Samantha Morfa, CAM
Rachel Wilton, Transcriptionist

Guests Present:

Van Chandler Mary Lyons
John Newton Adriana Siebel
Adrienne Hutelmyer Louisa Hegarty

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

III. APPROVAL OF MINUTES – June 24 and July 29, 2025 Meeting Minutes

Paul Klubek made a motion to approve the June 24, 2025, Meeting Minutes as presented. John Reynolds seconded the motion. **All in favor, motion passed.**

Paul Klubek made a motion to approve the July 29, 2025, Meeting Minutes as presented. Jerry Campbell seconded the motion. **All in favor, motion passed.**

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

Van Chandler: Owner requested vine trimming on the perimeter wall to allow painting; the Board noted trimming occurs twice a year and will ensure the tops are cut. He also raised concerns about weeds in the east pond and median landscaping, which Samantha Morfa will address with Cross Creek Environmental and Alexander's Property Maintenance.

Maryann Lyons: Owner reported dead bushes and a hazardous oak tree on South Village; Samantha Morfa confirmed the county has been asked to remove it. She also noted debris, fallen branches, and rocks left in the roadway, which Alexander's Property

Maintenance will be reminded to clear. Lastly, she raised irrigation issues, and management will ensure the contractor makes necessary repairs during inspections. Louisa Hegarty: Owner reported a rat infestation in her community. The Board will inform the membership in the following newsletter.

V. UNFINISHED BUSINESS:

- A. Clubside Erosion Proposal/Monument – Est. 6623 \$1,130
 - Paul Klubek made a motion to approve Alexander's Property Maintenance Estimate #6623 for \$1,130 for Clubside monument repairs. John Reynolds seconded the motion. **All in favor, motion passed.**
- B. Entry Monument Painting Proposal
 - Jerry Campbell made a motion to approve JNS Pressure Washing to power wash and paint the Clubside monument walls for up to \$2,700. John Reynolds seconded the motion. **All in favor, motion passed.**
- C. Memorandum of Understanding for Public Works
 - Jerry Campbell made a motion to approve and sign the Memorandum of Understanding for Public Works for the maintenance of stormwater ponds. John Reynolds seconded the motion. **All in favor, motion passed.**

VI. NEW BUSINESS:

- A. Damage Between N. Park & Gulf Club (Median) Est. 6628 \$2,927.25
 - Paul Klubek made a motion to approve Alexander's Property Maintenance Estimate #6628 for \$2,927.25 for repairs to the landscaped median between N. Park Dr. & Gulf Club Ln. Jerry Campbell seconded the motion. **All in favor, motion passed.**
- B. Clubside Median Proposal Est. 6622 \$5,330
 - Jerry Campbell made a motion to approve Alexander's Property Maintenance Estimate #6622 for \$5,330 for Clubside median landscaping. John Reynolds seconded the motion. **All in favor, motion passed.**
- C. Peppernell Monument Hole Repair – Est. 6624 \$575
 - Paul Klubek made a motion to approve Alexander's Property Maintenance Estimate #6624 for \$575 for monument hole repair at Peppernell. John Reynolds seconded the motion. **All in favor, motion passed.**
- D. Pine Tree Removal behind Wellesford Est. 6634 \$3,800
 - Jerry Campbell made a motion to approve Alexander's Property Maintenance Estimate #6634 for \$3,800 for the removal of three pine trees behind Wellesford Way. Paul Klubek seconded the motion. **All in favor, motion passed.**
- E. Landscape Contract Addendum– Seasonal Planting
 - Jerry Campbell made a motion to approve Alexander's Property Maintenance contract addendum for quarterly installation of 250 annuals at the entrances of Casey Rd and South Village and the entrance monument at Ehrlich Rd and South Village, at an additional cost of \$312.50 per month. Paul Klubek seconded the motion. **All in favor, motion passed.**

VII. REPORTS FROM MANAGEMENT AND COMMITTEES:

- A. Financial Update
 - John Reynolds gave the report and made a motion to approve the 7/31/2025 financial statements as presented. Jerry Campbell seconded the motion. **All in favor, motion passed.**

- B. Architectural Review Committee
 - Paul Klubek will review ARC applications on Vantaca.

VIII. **NEXT MEETING:**

The next meeting of the Phase II Board will be held on September 30, 2025, at 6:00 p.m.

IX. **ADJOURNMENT:**

There being no further business to come before the board, Paul Klubek made a motion that was seconded by John Reynolds to adjourn the meeting at 6:49 PM. **All in favor, motion passed.**

Respectfully Submitted,
Rachel Wilton, For the Secretary

These minutes were approved on 9.30.2025.


Paul Klubek (Sep 30, 2025 21:27:54 EDT)

Signed Name

Paul Klubek, President

Printed Name






2- 8.26.2025 Phase 2 Minutes

Final Audit Report

2025-10-01

Created:	2025-10-01
By:	Samantha Morfa (smorfa@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAtNNQRblmpfL1IQktmTP4wMrIkih-cg3E

"2- 8.26.2025 Phase 2 Minutes" History

-  Document created by Samantha Morfa (smorfa@greenacre.com)
2025-10-01 - 1:26:57 AM GMT
-  Document emailed to Paul Klubek (pmkashford@gmail.com) for signature
2025-10-01 - 1:27:12 AM GMT
-  Email viewed by Paul Klubek (pmkashford@gmail.com)
2025-10-01 - 1:27:35 AM GMT
-  Document e-signed by Paul Klubek (pmkashford@gmail.com)
Signature Date: 2025-10-01 - 1:27:54 AM GMT - Time Source: server
-  Agreement completed.
2025-10-01 - 1:27:54 AM GMT