



**CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION, INC.**

**BOARD OF DIRECTORS MONTHLY  
AND**

**ARCHITECTURAL REVIEW COMMITTEES MEETING**

**DATE:** TUESDAY, June 25, 2024

**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 7:00 PM on June 25, 2024, at The Carrollwood Cultural Center.

**II. ROLL CALL**

**Directors Present:**

Paul Klubek  
Bill Demare  
John King  
Diane Griesenbeck  
Bonnie French

**Directors Absent:**

Bobby Kilgore  
Jerry Campbell

**Staff Present:**

Dawn Archambault, CAM  
Rachel Wilton, Transcriptionist

**Guests Present:**

John Newton      Adrienne Hutelmyer  
Presideu Pena      Doug Zaragoza  
Coleen Ritari      Bob French  
Greg Graham

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

**III. APPROVAL OF MINUTES – May 28, 2024, Meeting Minutes**

Paul Klubek made a motion to approve the May 28, 2024, Meeting Minutes as amended. John King seconded the motion. **All in favor, motion passed.**

**IV. PRESENTATIONS**

**V. UNFINISHED BUSINESS:**

**A. Signage**

- There have been recurring complaints that non Carrollwood Village residents are utilizing the courts.

- Dawn Archambault will include homeowner complaints within the monthly management report so the Board can address any issues.
- B. Board Appointment
  - Paul Klubek made a motion to appoint Coleen Ritari to the Board of Directors. Diane Griesenbeck seconded the motion. **All in favor, motion passed.**
  - Dawn Archambault will send a mailing to Pepperell owners canvassing for an additional Board representative from that subdivision.

**VI. NEW BUSINESS:**

- A. Scott Tankel-Fining Process and 2024 Statutory Changes
  - Scott Tankel presented the fining process and 2024 statutory changes, as well as answered Board questions.
- B. Alexanders Property Maintenance Estimates
  - Paul Klubek made a motion to approve Alexanders Property Maintenance Estimate #5376, to be paid from the reserves. Coleen Ritari seconded the motion. **All in favor, motion passed.**
  - Paul Klubek made a motion to ratify the approval of Alexanders Property Maintenance Estimate #5429. Diane Griesenbeck seconded the motion. **All in favor, motion passed.**
- C. Landscape Updates-Status of Drive Through, Outstanding Issues, Updates
  - Dawn Archambault & Jerry Campbell did a property drive with Alexanders Property Maintenance to address any outstanding landscape issues. Any recommended repair estimates were provided to the Board.
- D. Ponds-Solitude maintenance updates
  - Paul Klubek made a motion to send a certified letter to Solitude Lake Management including expectations from service, along with the contract and addendum. John King seconded the motion. **All in favor, motion passed.**
- E. Vantaca-Review of meeting with Ryan Greenacre
  - Paul Klubek made a motion for Greenacre Properties to continue to make improvements in Vantaca so the ARC process complies with the association covenants. John King seconded the motion. **All in favor, motion passed.**

**VII. REPORTS FROM MANAGEMENT AND COMMITTEES:**

- A. Financial Update
  - The May financials were not given to the Board in time for their Board meeting on June 25.
- B. Items of information
  - Attached
- C. Architectural Review Committee
  - 1) 14805 Farnham Way – Gates
  - 2) 14001 Middle Park Drive – Tree Removal and/or Replacement
  - 3) 13901 Village Lake Pl: Roof, Skylights, Gutters
  - Paul Klubek made a motion to approve all the ARC applications above. Diane Griesenbeck seconded the motion. **All in favor, motion passed.**

- D. Refer Violations to Attorney
  - None

IX. **NEXT MEETING:**


The next meeting of the Phase II Board will be held on July 30, 2024, 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 John King to adjourn the meeting at 8:48 PM. **All in favor, motion passed.**

Respectfully Submitted,  
Rachel Wilton, For the Secretary

These minutes were approved on 30/07/2024.

  
Coleen Ritari (Jul 31, 2024 20:15 EDT)  
\_\_\_\_\_  
Signed Name

Coleen Ritari  
\_\_\_\_\_  
Printed Name






# Agenda/July 25, 1995

Final Audit Report

2024-08-01

Created:	2024-07-31
By:	Dawn Archambault (darchambault@greenacre.com)
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