



**CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MONTHLY
AND
ARCHITECTURAL REVIEW COMMITTEE
MEETING MINUTES
July 28, 2026**

Transcriptionist Note: These minutes include only motions and items requiring action by the Board of Directors. Discussion has been omitted unless specifically requested for inclusion in the official record.

I. CALL TO ORDER

Paul Klubek, President, called the Carrollwood Village Phase II Homeowners Association Board of Directors and Architectural Review Committee Meeting to order at 6:04 PM on July 28, 2026 at the Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

II. ROLL CALL

Directors Present

Paul Klubek
John Reynolds
Adrian Madhosingh
Jerry Campbell

Directors Absent

Chris Sheehan

Staff Present

Samantha Morfa, CAM
Tatyana Kurbatov, Transcriptionist

There was a quorum of board members present to hold the meeting.

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

III. APPROVAL OF MINUTES – June 30, 2026 Meeting Minutes

Paul Klubek made a motion to approve the June 30 2026 Board 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

Homeowners Comments:

The floor was opened to members for questions and comments. The Board addressed several questions from homeowners.

Sidewalk and Steet Resurfacing Update:

Management reported that several requests have been submitted directly to Hillsborough County Public Works regarding sidewalk repairs. Public Works advised that the County has several sidewalk projects underway and is attempting to prioritize Carrollwood Village. Management recently followed up and was advised that the repairs remain on schedule.

The Board also received an update regarding the upcoming street resurfacing project for North Park, South Park, Middle Park, and Aspen. Adrian Madhosingh met with the Town and received a preliminary five-day resurfacing plan. The project will involve removing approximately five inches of the existing surface before repaving, rather than simply applying a new top layer.



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The preliminary plan requires streets to be closed one at a time and residents to move their vehicles to other streets during the work. The Board expressed concern that there may not be sufficient parking available if an entire street is required to relocate vehicles for an extended period.

Adrian Madhosingh contacted the Town again to discuss modifying the schedule, potentially breaking the work into smaller sections. The Town was expected to review the plan during a meeting that week. Management will continue coordinating with the Town and provide updates once the schedule is finalized.

The Board discussed the importance of providing residents with advance notice. Once the final schedule is received, management will coordinate communications by street so that residents are notified of the applicable dates and parking requirements. The apartment complex will also need to be notified due to the amount of traffic in the area.

Landscape Proposals:

Alexander's Landscape Maintenance submitted the proposals discussed by the Board and divided the work into three priorities:

- Priority 1: Remove vines and encroachments, and clean up the bushes and trees along the fence lines. The cost is \$1,250.
- Priority 2: Clean up and trim the palms along the entire Green Belt. The proposal includes approximately 54 palms at a total cost of \$4,510.
- Priority 3: Cut back the vegetation and clusters on the opposite side of the Green Belt near the apartments. This would restore the previously existing walking path along the berm. The cost is \$16,500.

The Board discussed whether the third priority needed to be completed immediately or could be divided into smaller phases. Due to the size and cost of the project and the potential need for heavy equipment, the Board discussed obtaining additional proposals before making a decision. The third priority will be reviewed further after additional quotes are obtained.

Adrian Madhosingh made a motion to approve Alexander's proposals for \$1,250 and \$4,510. Jerry Campbell seconded motion. **All in favor, motion passed.**

V. UNFINISHED BUSINESS

- A. Violations
- B. Avista Discussion under Phase 2

VI. NEW BUSINESS

- A. Avista – Alexander's Est 7349 Annuals



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Paul Klubek made a motion to approve Alexander's Estimate No. 7349 in the amount of \$360. Adrian Madhosingh seconded the motion. **All were in favor, motion passed.**

B. Board Communication Methods

The Board discussed requirements regarding Board communications, group chats, and gatherings. Management explained that if a quorum of the Board is present and Board business is being discussed or motions are being made, the gathering may constitute a Board meeting and must be properly noticed and posted.

Management recommended that Board members establish separate Association-related email accounts rather than using personal email accounts for Board business. This would help segregate Association records from personal communications and simplify the process if a public records request is received.

The Board also discussed actions taken by email during emergencies. Management explained that certain emergency matters may be approved by unanimous consent via email but should be formally ratified at the next Board meeting. However, matters such as entering into contracts or changing a management contract should be approved at a properly noticed Board meeting and should not be approved solely through email.

C. Avista Survey

The Board discussed the Avista budget and the concerns raised by Vista residents regarding the additional assessment they pay in addition to their Phase II assessment.

Jerry Campbell prepared a survey for Avista residents to obtain their input regarding discretionary expenses and whether they would like to continue funding those items. Management will distribute the survey to Avista residents. The survey will include explanations of each item to help residents understand the potential impact on their assessments.

The four discretionary items identified for the survey are:

- Pressure washing of sidewalks.
- Sidewalk crack repairs.
- Powder coating of mailboxes.
- Painting of street signs.

It was noted that the discretionary items represent approximately 20% of the Avista budget, while approximately 80% of the budget consists of required expenses.



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Jerry Campbell made a motion to send survey to Avista homeowners. Paul Klubek seconded the motion. **All in favor, motion passed.**

D. Nominating Committee Discussion

There are currently five Board members, four active and one inactive. The community consists of seven neighborhoods, and the Board would ideally like to have a representative from each neighborhood.

Jerry Campbell proposed that Samantha Morfa, CAM, send a community-wide email to homeowners seeking volunteers interested in serving on the Board.

VII. REPORTS FROM MANAGEMENT AND COMMITTEES

A. Financial Update

John Reynolds reported that the Association's financial statements are in good condition and reflect a positive financial position. John Reynolds reported a significant improvement in outstanding receivables. As of the end of May, approximately \$58k was outstanding for the year. Since then, the majority of the outstanding balance has been collected, with approximately \$22k remaining. John Reynolds made a motion to approve June 2026 Financial Statements as presented. Jerry Campbell seconded the motion. **All were in favor, and the motion passed.**

B. Architectural Review Committee

Paul Klubek reported an issue with Vantaca that is preventing him from approving requests.

C. Avista Violations for Attorneys: NA

D. Phase II Violations for Attorney:

1. 14704 Clarendon: Lot Upkeep
2. 14704 Clarendon: Lot Upkeep – Landscape Bed Maintenance
3. 14704 Clarendon: Palm Maintenance
4. 14207 Banbury: Palm Maintenance
5. 14708 Clarendon: Lot Upkeep – Landscape Bed Maintenance
6. 14708 Clarendon: Lot Upkeep

Jerry Campbell made a motion to approve the violations listed above for referral to the attorney. Paul Klubek seconded the motion. **All were in favor, motion passed.**

VIII. NEXT MEETING



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The next meeting of the Phase II Board will be held on August 25, 2026 at 6:00 PM at the Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

IX. ADJOURNMENT

There being no further business before the Board, Paul Klubek made a motion to adjourn the meeting at 7:16PM. Jerry Campbell seconded the motion. **All in favor, meeting adjourned.**

Respectfully Submitted,
Tatyana Kurbatov, For the Secretary

These minutes were approved on 26 Aug 2026

Paul Klubek
Signed Name

PAUL KLUBER
Printed Name