



**CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MONTHLY
AND
ARCHITECTURAL REVIEW COMMITTEE
MEETING MINUTES
August 25, 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 6:00 PM on August 25, 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 – July 28, 2026 Meeting Minutes

Paul Klubek made a motion to approve the July 28, 2026 Board 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

Nominating Committee:

Paul Klubek made a motion to nominate Devon Polo from Village Towers as a Director to the Board of Directors. Adrian Madhosingh seconded the motion. **All in favor, motion passed.**

Homeowners Comments:

Avista homeowner stated that Hillsborough County Court signed bylaws in 2005 granting Avista permanent rights to Avista ACC Committee. The resident stated that, based on the 2005 document, the Phase II Board may not have the authority to dissolve the Avista ACC Committee.

The resident also stated that the Avista ACC Committee intends to seek proposals from new management companies due to concerns regarding the accessibility of Greenacre Management and the continued handling of violation notices.



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Additional concerns were raised regarding Avista's annual fees and budget. The resident requested that Avista's budget and funds be returned to the control of the ACC Committee and that Avista not be required to obtain Phase II Board approval for Avista-related expenditures.

The Board discussed the need to review the governing documents and consult with the Association's attorney to determine the legal relationship between Avista and Phase II, including the authority and responsibilities of each entity.

Steet Resurfacing Update:

The Board received an update on the street resurfacing project. Work originally began on August 10 but was subsequently halted due to rain and standing water. The contractor began work on North Park and Middle Park before stopping.

Management received an updated schedule from the County indicating that the contractor will attempt to repair and complete the portions of the project that have already been started and plans to resume the remaining resurfacing work in January or February. The Board will continue to monitor the project and provide residents with updates as information becomes available.

V. UNFINISHED BUSINESS

A. Violations – Sheds and Commercial Vehicles

A resident raised a concern regarding sheds on Banbury Way that are visible above a six-foot vinyl fence and may not comply with the required setbacks under the Association's covenants. The Board asked Samantha Morfa, CAM, to follow up with the homeowner to confirm whether the ARC application had been submitted. The Board noted that the ARC review would address the shed compliance issue.

The Board also discussed a separate complaint regarding a commercial vehicle with a business wrap and advertising. The vehicle has received two violation notices, and the homeowner has not responded. The Board discussed the Association's obligation to enforce the governing documents consistently and agreed that, if the homeowner does not respond, the matter should be placed on the agenda for referral to the attorney for legal enforcement.

B. Newsletter Discussion

The Board discussed progress on the new website and the development of the community newsletter. The Board previously voted to proceed with IKARE Publishing, with Kim serving as the company's representative.



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Jerry Campbell made a motion to proceed with quarterly newsletters and negotiate the content submission deadline based on the standard practices. John Reynolds seconded the motion. **All in favor, motion passed.**

VI. NEW BUSINESS

A. Estimate 7380 Maintaining Cutback Behind Avista Dr

Adrian Madhosingh made a motion to approve Alexander's Estimate No. 7380 in the amount of \$6,500. John Reynolds seconded the motion. **All were in favor, motion passed.**

B. Estimate 7379 Back Tree Clusters Easement Behind Middle Lake Drive

The Board discussed Alexander's Estimate No. 7379 in the amount of \$16,500 to cut back the vegetation and clusters on the opposite side of the Green Belt near the apartments. 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.

C. Avista – Wall Falling – 13543 Avista

Associate attorney will review the Association's governing documents and property information to determine whether the repair and maintenance responsibility falls to the homeowner or the Association.

D. Estimate 7413 Palm Maintenance

Jerry Campbell made a motion to approve Alexander's Estimate No. 7413 in the amount of \$7,310. John Reynolds seconded the motion. **All were in favor, motion passed.**

E. Avista Survey Results

The Board discussed concerns raised by Avista residents regarding an approximately 25% increase in Avista assessments last year. In response, the Board reviewed the Avista governing documents and budget and identified four budget items that appeared to be discretionary:

- Pressure washing of sidewalks.
- Sidewalk repairs.
- Powder coating of individual homeowners' mailboxes.
- Painting street sign posts.



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A survey was sent to 115 Avista homeowners to obtain feedback on these items. Nineteen homeowners responded, representing less than 20% of Avista households. The survey results are non-binding and will be considered by the Board during the upcoming 2027 budget process.

Survey Results:

- Sidewalk pressure washing: Approximately two-thirds of respondents supported continuing the service. The sidewalks are County-owned, and the County does not routinely pressure wash them.
- Sidewalk repairs: Approximately two-thirds of respondents did not support continuing to budget for sidewalk repairs. The County is responsible for sidewalk maintenance, although repairs may take six to 12 months after being reported.
- Mailbox powder coating: The results were nearly evenly divided, with nine respondents supporting continuation and ten opposed. The Board noted that mailbox maintenance is the individual homeowner's responsibility, although Avista has historically funded the powder coating to maintain a uniform appearance.
- Painting street sign posts: The results were also nearly evenly divided, with eight respondents supporting continued funding and ten opposed. The decorative posts were an upgrade from the County's standard posts. Because Avista installed the upgraded posts, the County is no longer responsible for their maintenance. Returning to standard County posts could be considered, although the process may be lengthy.

The Board will consider the survey results during the upcoming 2027 budget workshop. The Board also plans to review Avista's reserve balance to determine whether the reserves are appropriate for anticipated future expenses. If excess reserves are identified, the Board may consider whether a portion could be used to reduce future assessments.

The Board noted that the budget workshop will be open to the public; however, it will be a working session for the Board and will not include public comment.

F. Discussion on Boundary Wall along Erhlich Road

After reviewing photographs of the wall, the Board questioned whether full replacement is necessary and discussed the possibility that pressure washing or other maintenance may be sufficient.

Management will obtain a qualified vendor's assessment and quotes to determine the current condition of the wall and whether pressure washing, painting, repair, or replacement is recommended. The Board will review the proposals before authorizing any work.

VII. REPORTS FROM MANAGEMENT AND COMMITTEES



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A. Financial Update

John Reynolds reported that the Association's financial statements are in good condition and reflect a positive financial position. John Reynolds made a motion to approve July 2026 Financial Statements as presented. Jerry Campbell seconded the motion. **All were in favor, and the motion passed.**

B. Architectural Review Committee

ARC requests have been approved online by Paul Klubek.

C. Nominating Committee

Discussed earlier in the meeting.

D. Pond Committee

Crosscreek Environmental is responsible for identifying and treating invasive or exotic vegetation while leaving native plants unless they become excessive. Under the current contract, Crosscreek Environmental is required to inspect and treat the ponds 12 times per year. The company has completed 10 visits to date and is currently treating one of the ponds on an approximately two-week schedule due to its condition. Jerry Campbell noted that Crosscreek Environmental has been responsive to concerns regarding pond maintenance.

E. Avista Violations to Attorney:

1. 5036 Paloma: Roof Repair
2. 5003 Paloma: Palm Maintenance
3. 5005 Paloma: Paint Wood Fence

Samantha Morfa, CAM, will double-check the violations before sending the above-listed violations to the attorney.

F. Phase II Violations for Attorney:

1. 14704 Clarendon: Palm Maintenance
2. 14604 Dartmoor: Miscellaneous Items in View
3. 14604 Dartmoor: Palm Maintenance
4. 14810 Dartmoor: Replace Wood
5. 14810 Dartmoor: Palm Maintenance



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

VIII. NEXT MEETING

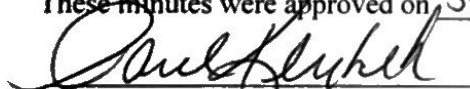
The next meeting of the Phase II Board will be held on September 29, 2026 at 6:00 PM at the Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

IX. ADJOURNMENT

There being no further business before the Board, Paul Klubek made a motion to adjourn the meeting at 6:45 PM. Jerry Campbell seconded the motion. **All in favor, meeting adjourned.**

Respectfully Submitted,
Tatyana Kurbatov, For the Secretary

These minutes were approved on September 29, 2026


Signed Name

PAUL KLUBER
Printed Name