CARROLLWOOD VILLAGE PHASE II HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MONTHLY
AND
ARCHITECTURAL REVIEW COMMITTEE
MEETING MINUTES
September 29, 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 September 29, 2026 at the Carrollwood Cultural Center, 4537 Lowell Rd, Tampa, FL 33618.

II. ROLL CALL

Directors Present	Directors Absent	Staff Present
Paul Klubek	Chris Sheehan	Samantha Morfa, CAM
John Reynolds		Tatyana Kurbatov, Transcriptionist
Adrian Madhosingh		
Jerry Campbell		

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 – August 25, 2026 Meeting Minutes

Paul Klubek made a motion to approve the August 25, 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

The Board reported that the Frontier Marketing Fee and the Spectrum Door Fee checks have not yet been received. As a result, the invoice from Telecom National Consulting Group, LLC for broadband consulting services has not yet been paid.

V. UNFINISHED BUSINESS

A. Avista 2027 Budget Discussion

The Board reviewed the proposed 2027 Avista Budget, which had previously been discussed during the Budget Workshop. The budget was revised based on homeowner survey responses and Board discussion. An additional revision was made to remove the water expense, reducing that line item to zero.

The Board discussed providing greater clarity regarding expenses that are being accumulated for future projects rather than anticipated to be spent during 2027. The Board agreed to include the anticipated project years in the descriptions of the following budget line items:

- GL 7601 – Wall Paint (2032)
- GL 7604 – Biennial Sidewalk Power Washing (2029)
- GL 7606 – Painting of Street Sign Posts/Mailbox (2030)

The remaining budget items will reflect the revisions previously discussed during the Budget Workshop. It was noted that the proposed 2027 Avista assessment reflects a reduction from the prior year.

John Reynolds made a motion to approve the Avista 2027 Budget with the proposed changes. Adrian Madhosingh seconded the motion. **All in favor, motion passed.**

B. Phase II Budget Discussion
The Board reviewed the Phase II budget and discussed outstanding landscaping and deferred maintenance items. Proposals obtained for various landscaping and maintenance items for both Avista and Phase II totaled approximately $94,385. Based on the August financial statements, operating expenses are currently tracking close to budget. The Board continued its review of the proposed 2027 budget and discussed revisions made following the Budget Workshop.

It was clarified that the 2027 budget was listed on the agenda for discussion only. Formal approval of the 2027 budget was deferred until the October Board meeting.

Adrian Madhosingh made a motion to table the previous motion to approve the Avista 2027 Budget with the proposed changes. Paul Klubek seconded the motion. **All in favor, motion passed.**

VI. NEW BUSINESS

A. Approval of Board Member Resignation
Chris Sheehan submitted his resignation from the Board of Directors. Paul Klubek made a motion to accept Chris Sheehan's resignation from the Board. John Reynolds seconded the motion. **All in favor, motion passed.**

B. Approve Updated Records Inspection Resolution
The Board reviewed an updated Official Records Inspection Resolution, replacing the prior resolution adopted in 2007. The updated resolution reflects current procedures and provides that costs associated with copies requested during an official records inspection will be the responsibility of the requesting homeowner rather than the Association.

Paul Klubek made a motion to approve updated Official Records Inspection Resolution. Adrian Madhosingh seconded the motion. **All in favor, motion passed.**

C. Avista-Sidewalk Power Washing Proposal
Jerry Campbell made a motion to approve JNS Pressure Washing and Paver Sealing, Inc. Estimate No. 1392 for pressure washing the Avista sidewalks in the amount of $7,675.00. John Reynolds seconded the motion. **All in favor, motion passed.**

D. Board Discussion on Selecting Neighborhood Monument for Enhancement
The Board discussed neighborhood monument enhancements and landscaping at the community entrances. The Board agreed that the Lennox entrances should receive priority based on the condition of the existing landscaping and the number of homes within the neighborhood.

Jerry Campbell made a motion to allocate up to $10,000 from the 2026 budget for landscaping enhancements at both Lennox entrances. Adrian Madhosingh seconded the motion. **All in favor, motion passed.**

The Board noted that the Pepperrell entrances may be considered for landscaping enhancements in 2027.

E. RFP for Stormwater System Inspection and O&M Plan
The Board discussed the stormwater management system, including the eight stormwater ponds for which the Association and Public Works share responsibilities. The Association's responsibilities primarily include vegetation management and certain erosion control around inlet areas.

The Board discussed obtaining an independent evaluation of the stormwater system to assess its current condition, identify any recommended improvements, clarify maintenance responsibilities, and assist with developing a written Operations and Maintenance Plan.

Jerry Campbell made a motion to authorize the preparation and issuance of a Request for Proposal (RFP) for a third-party evaluation of the stormwater management system and development of an Operations and Maintenance Plan, at a cost not to exceed $3,000. Paul Klubek seconded the motion. **All in favor, motion passed.**

F. Erlich Wall Painting Discussion
The Board discussed maintenance responsibilities for the perimeter wall. Based on the governing documents and a prior survey, the Association is responsible for maintaining the exterior surface of the wall, while homeowners are responsible for the interior surface and, where the wall is located on their property, its structural integrity.

Management met with a second contractor and is awaiting a proposal for the Association's portion of the work. The contractor identified areas of concern related to water intrusion and deferred maintenance on the homeowner side of the wall, which may contribute to cracking and deterioration.

The Board discussed notifying the affected homeowners of their maintenance responsibilities and encouraging preventative maintenance to help preserve the structural integrity of the wall. Management will work with the Board to prepare a notice to the affected homeowners.

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. It was noted that certain accrued expenses were not reflected in the August financial statements.

John Reynolds made a motion to approve August 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

None

D. Avista Violations to Attorney:

a. 13522 Avista: Mailbox Maintenance
Paul Klubek made a motion to escalate the violation to the Association's attorney. Jerry Campbell seconded the motion. **All in favor, motion passed.**

E. Phase II Violations for Attorney:

a. 4318 Middle Lake: Commercial Vehicle
The Board tabled the violation escalation pending further investigation.

VIII. NEXT MEETING

The next meeting of the Phase II Board will be held on October 27, 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 7:28 PM. Jerry Campbell seconded the motion. **All in favor, meeting adjourned.**

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Respectfully Submitted,
Tatyana Kurbatov, For the Secretary

These minutes were approved on 10.27.2026.

Signed Name

PAUL KLUBER
Printed Name