

**NORTHWOOD
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING
JANUARY 9, 2017**

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT AGENDA JANUARY 9, 2017 at 6:30 p.m.

Northwood Clubhouse located at 27248 Big Sur Drive
Wesley Chapel, Florida 33544

District Board of Supervisors	Chairman	Andy Mendenhall
	Vice Chair	Karen Uhlig
	Supervisor	Mimieaux Kilpatrick
	Supervisor	Brian Quigley
	Supervisor	Barbara Cruz
District Manager	Meritus	Brian Lamb
		Debby Hukill
Property Manager	Northwood On-Site Manager	Josue Marquez
District Attorney	Straley & Robin, P.A.	John Vericker
District Engineer	Stantec, Inc.	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room

The meeting will begin at **6:30 p.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the third section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. Following public comment, the meeting will proceed with the fourth section called **Vendor and Staff Reports**. This section will allow Vendors and District Engineer and Attorney to update Board on work and to present proposals. The fifth section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. The sixth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The seventh section will be **Management Reports**. This section allows the District Manager and Staff to update the Board of Supervisors on any pending issues that are being researched for Board action. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. In the event of a Public Hearing, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion, and vote.

The eighth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

Northwood Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Northwood Community Development District will be held on **Monday, January 9, 2017 at 6:30 p.m.** at the Northwood Clubhouse, located at 27248 Big Sur Drive, Wesley Chapel, Florida, 33544. The agenda is included below.

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

4. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Engineer

5. BUSINESS ITEMS

A. Discussion on Proposal for Lighting at Basketball and Tennis Courts.....Tab 01 Page 04

B. General Matters of the District

6. CONSENT AGENDA

A. Consideration of Minutes of the Board of Supervisors Meeting December 12, 2016.....Tab 02 Page 06

B. Consideration of Operations and Maintenance Expenditures January 2017.....Tab 03 Page 12

C. Review of Financial Statements Month Ending November 30, 2016.....Tab 04 Page 23

7. MANAGEMENT REPORTS

A. Staff Action Item ListTab 05 Page 33

B. District Manager

C. Field Manager's ReportsTab 06 Page 34

1. Community Inspection Reports

2. Aquatic's Report

3. Sheriff Report

8. SUPERVISOR REQUESTS

9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

10. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,

Debby Hukill
District Manager

DON HARRISON ENTERPRISES

2510 PRISCILLA COURT
LUTZ, FL 33559
(813) 363-6286

TO: Debby Hukill

Job Name: Northwoods

Job Address: County line rd.

Description: light fixture repairs for tennis courts

Proposal / Estimate

All labor and material to repair the tennis court lights as specified unit pricing below.

1) Each new 1000 watt metal halide fixture including labor and lift \$ 1,545.00 per each.

2) Each new 1000 watt metal halide ballast & lamp, labor and lift \$ 875.00 per each.
plus any additional cost if wiring needs attention.

(note) this price given above includes repairs to all the fixtures needing repair or replaced at one time, and not just one or two fixtures here and there. Doing all at once cuts the cost down on labor and materials and the lift fee.

We hereby propose to furnish material and labor-complete in accordance with the above specifications or scope of work for the sum of :\$ As per above, specified unit pricing.

Payment to be made as follows: \$ 7,000 down deposit, remainder billable; 15 day net term billing.

All material is guaranteed to be as specified. All work is to be in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications or scope of work involving extra cost will be executed only upon a written change order and will become an extra cost over and above the estimate. All agreements contingent upon strikes, Accidents, or delays beyond our control. Owner to carry fire, Tornado, and other necessary insurance. All invoices are due and payable 30 days of date of invoice unless otherwise specified. Any Delinquent accounts will be subject to a monthly service charge of 7% per month. Should we incur any cost or expense in collecting per the terms of this agreement, the undersigned agrees to pay all cost and expenses including reasonable attorney fees.

Acceptance of Proposal: The above prices, Specification and conditions are satisfactory and hereby accepted. You are authorized to proceed with the work as specified. Payment will be outlined above.

Signature_____Date_____

Authorized Signature_____Date_____

1 **December 12, 2016 Minutes of the Board of Supervisors Regular Meeting**

2
3 The Regular Meeting of the Board of Supervisors for Northwood Community Development District
4 was held on **Monday, December 12, 2016 at 7:00 p.m.**, at the Northwood Clubhouse located at
5 27248 Big Sur Drive, Wesley Chapel, Florida 33544.

6
7 **1. PLEDGE OF ALLEGIANCE**

8
9 Nicole Chamberlain led the Pledge of Allegiance.

10
11 **2. CALL TO ORDER**

12
13 Nicole Chamberlain called the Regular Meeting and Public Hearing of the Board of Supervisors of
14 the Northwood Community Development District to order on **Monday, December 12, 2016 at 7:00**
15 **p.m.**

16
17 **Board Members Present and Constituting a Quorum at the onset of the meeting:**

18 Andy Mendenhall Chairman
19 Karen Uhlig Supervisor
20 Mimi Kilpatrick Supervisor
21 Brian Quigley Supervisor
22 Barbara Cruz Supervisor

23
24 **Staff Members Present:**

25 Nicole Chamberlain Meritus
26 Josue Marquez On-Site Personnel
27
28 Vivek K. Babbar District Counsel, Straley Robin Vericker
29
30 One Audience Member

31
32 **3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

33
34 There were no audience questions or comments at this time.

35
36 **4. VENDOR AND STAFF REPORTS**

37 **A. District Counsel**

38 **1. Meadow Pointe II Email re: Pasco County ROW and Sidewalk Conflict**
39 **Resolution**

40
41 District Counsel Vivek Babbar explained the county's responsibility in maintaining the sidewalks.
42 Mr. Babbar stated that the Board could request that the county make the repairs, but there is no way
43 of forcing them to do so. The county was asked, but they elected not to do anything at this time.
44 Supervisor Mendenhall suggested it might be a good idea for Mr. Babbar to speak with Andy Cohen
45 and see what he thinks the estimated costs of the repairs will be, so that the CDD is doing its due
46 diligence. Supervisor Mendenhall said that perhaps they can fix the sidewalks and ask for
47 maintenance agreement. Supervisor Kilpatrick said her main concern is who is actually responsible;

she also asked if Mr. Babbar is aware of the previous litigation. Mr. Babbar said he was not aware, and Supervisor Kilpatrick asked if Mr. Babbar could please research the previous litigation. Supervisor Kilpatrick also asked if all this is voluntary, and Mr. Babbar answered that the CDD cannot force the county's hand.

Supervisor Cruz asked why a deputy was attending the meeting; she also asked who is paying for the deputy to be there. Supervisor Mendenhall answered that the CDD is paying for it and then explained why the deputy is scheduled to be at the meetings. Supervisor Cruz stated that since there is only one audience member present and the deputy could be out patrolling, she would rather that he patrol instead; Supervisor Mendenhall agreed. The Board agreed that they could determine at each meeting if the deputy was needed to be present.

Supervisor Cruz asked how many other communities are aligned the same way as Northwood. Mr. Babbar and Supervisor Mendenhall both said that they do not know of any.

Supervisor Cruz also wanted to make sure that the CDD's liability is capped. Supervisor Uhlig asked if just CDD property was being discussed, and Mr. Babbar said they were referring to sidewalk to sidewalk.

The Board discussed contacting Andy Cohen to obtain estimated costs of repairs.

MOTION TO:	Contact Andy Cohen to obtain estimated costs of repairs.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Mendenhall
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

B. District Engineer

Ms. Chamberlain confirmed with Supervisor Mendenhall that the District Engineer would send an e-mail with any updates. Supervisor Mendenhall checked his email and said the first section of the repair is complete, and that the District Engineer Tonja Stewart would be on site the following day to inspect the completed work. Ms. Stewart did receive a few resident complaints, and Supervisor Cruz said that was her concern. Supervisor Uhlig and Ms. Chamberlain stated that because the work is not complete, it is not possible to make sure everything is functioning properly at this time.

5. BUSINESS ITEMS

A. Consideration of Resolution 2017-01; Re-Designation of Officers

Supervisor Uhlig said that she thought Supervisor Mendenhall should be the Chairman. Supervisors Cruz and Kilpatrick disagreed and said that the community would like to see a change, and keeping the same person as chair does not show change. Supervisor Uhlig explained the reasons why Supervisor Mendenhall should be chair.

MOTION TO: Approve Supervisor Mendenhall as Chairman.
MADE BY: Supervisor Uhlig
SECONDED BY: Supervisor Quigley
DISCUSSION: None Further
RESULT: Called to Vote: Motion PASSED
3/2 – Supervisors Cruz and Kilpatrick opposed.

Supervisor Mendenhall said that Supervisor Uhlig should be the Vice Chairman. Supervisors Cruz and Kilpatrick disagreed. They said that keeping Supervisors Mendenhall and Uhlig in the same positions send the wrong message to the community. Supervisor Cruz said that she knows Supervisor Mendenhall has a lot of history and does this for a living, but that it would be best for the community to have someone new in these positions. Mr. Babbar then explained the roles of the different board members.

MOTION TO: Approve Supervisor Uhlig as Vice Chairman.
MADE BY: Supervisor Mendenhall
SECONDED BY: Supervisor Quigley
DISCUSSION: None Further
RESULT: Called to Vote: Motion PASSED
3/2 - Supervisors Cruz and Kilpatrick opposed.

B. Review of Supervisor Responsibilities and Sunshine Laws

Mr. Babbar explained the responsibilities and obligations of the Board of Supervisors along with the appropriate methods of communication. The Board requested that it be stated in the newsletter that the agenda is on the CDD website. Supervisor Cruz requested that copies of the agenda be placed on the rack by the front door.

C. General Matters of the District

6. CONSENT AGENDA

A. Consideration of Minutes of the Board of Supervisors Meeting November 14, 2016

B. Consideration of Operations and Maintenance Expenditures December 2016

C. Review of Financial Statements Month Ending October 31, 2016

The Board reviewed the consent agenda items and noted that there was an error in the minutes regarding the discussion on Christmas lights. Celia Nichols's names needs to be changed to Cindy Hesselbirg.

135

136 MOTION TO: Approve all Consent Agenda Items with a change in the

137 minutes with regards to “Celia Nichols” being changed

138 to “Cindy Hesselbirg.”

139 MADE BY: Supervisor Mendenhall

140 SECONDED BY: Supervisor Uhlig

141 DISCUSSION: None Further

142 RESULT: Called to Vote: Motion PASSED

143 5/0 - Motion Passed Unanimously

144

145

146 **7. MANGAGEMENT REPORTS**

147 **A. Staff Action Item List**

148

149 There was a request to follow up with Debby Hukill regarding the repair of the sign. Supervisor

150 stated that quotes regarding painting of the clubhouse and other similar projects should be included

151 with the current proposals being obtained.

152

153 **B. District Manager**

154

155 Mr. Marquez said he will check on the Christmas lights that are not working. A discussion on the

156 Christmas lights, the amount approved, and who should be responsible followed. Supervisor Cruz

157 suggested that perhaps they should have the HOA pay a certain amount to the CDD to help with the

158 Christmas lights. There was also a discussion on what the current breaker could handle if the CDD

159 wants additional lights put up.

160

161 MOTION TO: Have the Electrician come and look at what needs to be

162 done; if the repair is under \$500.00 and can be

163 completed by 12/16/16, increase the amount of

164 Christmas lights by \$250.00.

165 MADE BY: Supervisor Uhlig

166 SECONDED BY: Supervisor Cruz

167 DISCUSSION: None Further

168 RESULT: Called to Vote: Motion PASSED

169 5/0 - Motion Passed Unanimously

170

171 **C. Field Manager’s Report**

172 **1. Community Inspection Report**

173

174 Mr. Marquez went over this report. There was a question about the landscaping and what can be

175 done differently.

176

177

178 **2. Aquatics Report**

179 **3. Sheriff's Report**

180
181 **8. SUPERVISOR REQUESTS**

182
183 Supervisor Mendenhall asked for the meeting time to be moved from 7:00 p.m. to 6:00 p.m.
184 Supervisor Cruz said she could not get there by 6:00 p.m. because of traffic, but that 6:30 p.m.
185 would work for her.
186

MOTION TO:	Move the meeting start time to 6:30 p.m.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

193
194 Supervisor Kilpatrick asked about the garbage service and the timeframe it is currently being paid.
195 She thought maybe if they paid the bill early, there would be a discount. She asked to have Ms.
196 Hukill look at the contract.
197

198 Supervisor Uhlig stated that the Sheriff's reports were positive. Supervisor Kilpatrick asked if the
199 patrols could be scheduled, and Ms. Chamberlain replied that they could. Supervisor Cruz asked if
200 it is possible to schedule at peak times. Mr. Marquez will contact Sheriff's office to do this.
201

202 Supervisor Kilpatrick asked to add a discussion on the roundabouts to the agenda for the next
203 meeting.
204
205

206 **9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

207
208 There was a question about the irrigation and if the construction work was finished.
209
210

211 **10. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

221 *These minutes were done in summary format.

222
223 *Each person who decides to appeal any decision made by the Board with respect to any matter considered
224 at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,
225 including the testimony and evidence upon which such appeal is to be based.

226
227 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
228 **meeting held on _____.**
229

230 _____
231 **Signature**

230 _____
231 **Signature**

232
233 _____
234 **Printed Name**

232
233 _____
234 **Printed Name**

235
236 **Title:**

237 ☐ **Secretary**

238 ☐ **Assistant Secretary**
239

235
236 **Title:**

237 ☐ **Chairman**

238 ☐ **Vice Chairman**
239

240
241 *Recorded by Records Administrator*

242
243 _____
244 *Signature*

245
246 _____
247 *Date*
248

249
250
Official District Seal

Northwood Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Monthly Budget	Comments/Description
Monthly Contract					
Aquatic Systems	0000358793	\$ 1,225.00			Lake & Wetland Services - December
Elite Care	NW 101	300.00			Carpet Cleaning - December
Monthly Contract Sub-Total		\$ 1,525.00			
Variable Contract					
Truly Nolen	059 59019323 11302016	\$ 74.90			Bi-Monthly Pest Control - 11/30/16
Variable Contract Sub-Total		\$ 74.90			
Utilities					
Pasco County Utilities	0518910 11282016	\$ 39.84			Water Service - thru 11/03/16
Pasco County Utilities	0519410 11282016	302.24	\$ 342.08		Water Service - thru 11/03/16
TECO	2198 0069580 113016	5,309.90		\$ 5,416.67	Electric Service - thru 11/30/16
Utilities Sub-Total		\$ 5,651.98			
Regular Services					
Regular Services Sub-Total		\$ 0.00			
Additional Services					
Florida Department of Revenue	FDR121916	\$ 16.30			Sales Tax Liability - November
Additional Services Sub-Total		\$ 16.30			
TOTAL:		\$ 7,268.18			

Approved (with any necessary revisions noted):

Northwood Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Monthly Budget	Comments/Description
--------	---------------------------	--------	-----------------	-------------------	----------------------

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary



2100 NW 33rd Street Pompano Beach, FL 33069

1-800-432-4302 - Fax (954) 977-7877

Invoice

INVOICE DATE: 12/1/2016

INVOICE NUMBER: 0000358793

CUSTOMER NUMBER: 0063291

PO NUMBER:

PAYMENT TERMS: Net 30

Northwood CDD
C/O Meritus Districts
5680 W Cypress St Suite A
Tampa, FL 33607

QTY ORD	ITEM DESCRIPTION	U/M	UNIT PRICE	EXT PRICE
1	Monthly Lake and Wetland Services - December		1,225.00	1,225.00

DEC 08 2016

SALES TAX: (0.0%) \$0.00

LESS PAYMENT: \$0.00

TOTAL DUE: \$1,225.00

A 1.5% FINANCE CHARGE IS ADDED TO BALANCES 31 OR MORE DAYS PAST DUE

PLEASE RETURN THIS PORTION WITH PAYMENT.
MAKE CHECKS PAYABLE TO: **Aquatic Systems, Inc.**

☐ Address Changes (Note on Back of this Slip)
Please include contact name and phone number

DATE: 12/1/2016

INVOICE NUMBER: 0000358793

CUSTOMER NUMBER: 0063291

TOTAL AMOUNT DUE: \$1,225.00

Aquatic Systems, Inc.
2100 NW 33rd Street
Pompano Beach, FL 33069

AMOUNT PAID:

THANK YOU FOR YOUR BUSINESS!



Elite Care LLC

1876 Lake Ave SE Ste F

Largo, FL 33771

Phone: 727-504-4007

Fax: 727-736-3099

Email: elitecare@msn.com

Bill To: Northwood Clubhouse

27248 Big Sur Dr. Wesley Chapel FL

C/O Debby Hukill

Invoice No.: NW 101

Payperiod: 12/01/16 -12/31/16

Invoice Date: 12/13/16

STORE	NO.	Description	Service Date	Monthly	Total
NW		Carpet EXT	12/11/16		\$300.00
				Tax	
				Total Due	\$300.00

Approved 12/27/2016 by dthomas



Wet Work Service Ticket

Store Name & Number: Northwood Clubhouse

Address: 27248 Big Sue Dr. Wesley Chapel, FL

Phone: 727-247-5790

Date Of Service: 12/11/16

Service Type: Scrub and Recoat ☐

Strip and Wax ☐

Carpet Cleaning ☒

Pressure Washing ☐

*Clubhouse
mcount
you DH*

Store Confirmation:

Signature: Colton Nussel Date: 12/11/16

Print: Colton Nussel Date: 12/11/16

Crew to Complete :

Tech Name : _____

Date Service Completed: _____



UTILITIES SERVICES BRANCH
CUSTOMER INFORMATION &
SERVICE DEPT.
P.O. BOX 2139
NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES
NEW PORT RICHEY
DADE CITY

(813) 235-6012
(727) 847-8131
(352) 521-4285

utilcustserv@pascocountyfl.net



7026 1 1

NORTHWOOD CDD

Service Address: **1406 CALADESI DR**

Bill Number: 8288758

Billing Date: 11/28/2016

Billing Period: 10/6/2016 to 11/3/2016

Account #	Customer #
0518910	01307961
Please use the 15-digit number below when making a payment through your bank	
051891001307961	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Water	08200645	10/6/2016	9	11/3/2016	9	28	0

Usage History

Water

November 2016	0
October 2016	0
September 2016	0
August 2016	0
July 2016	0
June 2016	0
May 2016	1
April 2016	0
March 2016	1
February 2016	0
January 2016	0
December 2015	0

Transactions

Previous Bill	36.22
Past Due	36.22
Current Transactions	
Water	
Water Base Charge	7.83
Sewer	
Sewer Base Charge	17.34
Reclaimed	
Reclaimed Water Base Charge	6.08
Adjustments	
Backflow Fee	4.97
Late Payment Charge	3.62
Total Current Transactions	39.84
TOTAL BALANCE DUE	\$76.06

*Past due balance is delinquent and subject to further fees and immediate disconnect.

DEC 01 2016

Approved 12/27/2016 by dthomas



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

☐ Check this box if entering change of mailing address on back.

NORTHWOOD CDD
2005 PAN AM CIR STE 120
TAMPA FL 33607-2380

Account # 0518910
Customer # 01307961
Past Due 36.22
Current Transactions 39.84

Total Balance Due	\$76.06
Due Date	12/15/2016

10% late fee will be applied if paid after due date

Round Up Donation to Charity	
Amount Enclosed	

☐ Check this box to participate in Round-Up.

PASCO COUNTY
UTILITIES SERVICES BRANCH
CUSTOMER INFORMATION & SERVICE DEPT.
P.O. BOX 2139
NEW PORT RICHEY, FL 34656-2139



UTILITIES SERVICES BRANCH
CUSTOMER INFORMATION &
SERVICE DEPT.
P.O. BOX 2139
NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES
NEW PORT RICHEY
DADE CITY

(813) 235-6012
(727) 847-8131
(352) 521-4285

utilcustserv@pascocountyfl.net



7025 1 1

NORTHWOOD COMMUNITY DEV DISTRICT

Service Address: **27248 BIG SUR DR**

Bill Number: 8284212

Billing Date: 11/28/2016

Billing Period: 10/6/2016 to 11/3/2016

Account #	Customer #
0519410	01058581
Please use the 15-digit number below when making a payment through your bank	
051941001058581	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Water	08776192	10/6/2016	2475	11/3/2016	2494	28	19

Usage History

Month	Usage
November 2016	19
October 2016	20
September 2016	22
August 2016	30
July 2016	34
June 2016	48
May 2016	42
April 2016	25
March 2016	23
February 2016	22
January 2016	44
December 2015	28

Transactions

Previous Bill	281.85
Past Due	281.85
Current Transactions	
Water	
Water Base Charge	39.15
Water Tier 1 19.0 Thousand gallons X \$2.70	51.30
Sewer	
Sewer Base Charge	86.70
Sewer Charges 19.0 Thousand gallons X \$5.10	96.90
Adjustments	
Late Payment Charge	28.19
Total Current Transactions	302.24
TOTAL BALANCE DUE	\$584.09

*Past due balance is delinquent and subject to further fees and immediate disconnect.

DEC 01 2016

Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasypay.pascocountyfl.net

Account # 0519410
Customer # 01058581
Past Due 281.85
Current Transactions 302.24

☐ Check this box if entering change of mailing address on back.

Total Balance Due \$584.09
Due Date 12/15/2016

10% late fee will be applied if paid after due date

Round Up Donation to Charity	
Amount Enclosed	

☐ Check this box to participate in Round-Up.

NORTHWOOD COMMUNITY DEV DISTRICT
2005 PAN AM CIR STE 200
TAMPA FL 33607-2359

PASCO COUNTY
UTILITIES SERVICES BRANCH
CUSTOMER INFORMATION & SERVICE DEPT.
P.O. BOX 2139
NEW PORT RICHEY, FL 34656-2139

November Billing Information:

101441

NORTHWOOD CDD
702 FRANKLIN ST N
TAMPA FL 33602-4429

Account Number
2198 0069580

Statement Date
Nov 30, 2016

Account Activity	Explanation	Charge	Total
Previous Balance		5,394.01	
Payments Received - Thank You	As of November 30, 2016	-5,394.01	
			\$0.00

New Charges Due by Summary Bill Due Date **December 14, 2016**
SUMMARY BILL

Please see attached for account billing details
Amount not paid by due date may be assessed a late payment charge.

This Month's Detail Charges			\$5,228.99
Late charge as of 11/22/16	@ 1.5% On \$5,394.01	80.91	
Total Miscellaneous Charges			\$80.91
Total Due			\$5,309.90

Customer Service - Business Hillsborough Co: 813.228.1010. All Other: 1.866.TECO.BIZ (866.832.6249)

DEC 05 2016

Approved 12/27/2016 by dthomas



Account No.
2198 0069580

New Charges
\$5,309.90
Payable by Dec 14

Total Bill Amount
\$5,309.90

To ensure prompt credit, please return stub portion of this bill with your payment. Make check payable to Tampa Electric.

101441

Mail Payment To:
P.O. Box 31318
Tampa, FL 33631-3318



NORTHWOOD CDD
c/o DISTRICT MANAGEMENT SVCS
2005 PAN AM CIR STE 120
TAMPA FL 33607-2529

Northwood CDD District Check Request Form

Nov-16

Today's Date 12/19/2016

District Name Northwood CDD

Check Amount \$ 16.30

Payable to Florida Department of Revenue (Sales Tax)

Mailing Address 5050 W. Tennessee St.
Tallahassee, FL 32399

Check Description Sales Tax Liability - November

Special Instructions Give check to Devin Thomas to mail with return.

(Please attach all support documentation: i.e., invoices, training class applications, etc.)



Approved Signature

Fund	<u>001</u>
G/L	<u>36900-0017</u>

Approved 12/27/2016 by dthomas

Northwood CDD
Deposits - General Fund
November-16

<u>Date</u>	<u>Total</u>	<u>Tax Collector</u>	<u>Clubhouse</u> <u>Rental</u>	<u>Lot Closings</u>	<u>Pool Cards</u>	<u>Misc.</u>			
11/2/2016	220.00		200.00			20.00			
	0.00								
	0.00								
	0.00								
	<u>\$ 220.00</u>	<u>\$ -</u>	<u>\$ 200.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Sales Tax									
at 8.0%	16.30	0.00	14.81	0.00	0.00	1.48	0.00	0.00	0.00
Gross Sales	203.70	0.00	185.19	0.00	0.00	18.52	0.00	0.00	0.00

Northwood Community Development District

Financial Statements
(Unaudited)

Period Ending
November 30, 2016



Meritus Districts
2005 Pan Am Cir ~ Suite 120 ~ Tampa, FL 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Northwood Community Development District

Balance Sheet

As of 11/30/2016

(In Whole Numbers)

	General Fund	Debt Service Fund	General Fixed Assets Account Group	General Long-Term Debt Account Group	Total
Assets					
Cash-Operating Account	262,325	0	0	0	262,325
Cash-Suntrust Credit Card	(241)	0	0	0	(241)
Cash-Home Depot Credit Card	0	0	0	0	0
Cash - Construction Account	0	0	0	0	0
Cash on Hand	0	0	0	0	0
Accounts Receivable-Other	0	0	0	0	0
Assessments Receivable - Tax Roll	0	0	0	0	0
Due From General Fund	0	68,796	0	0	68,796
Due From Debt Service Fund	0	0	0	0	0
Due From Capital Projects Fund	0	0	0	0	0
Interest Receivable	0	0	0	0	0
Other Receivables	0	0	0	0	0
Investments - SBA	245,633	0	0	0	245,633
Investments - Reserve Account - A	0	0	0	0	0
Investments - COI	0	0	0	0	0
Investments - Construction Account	0	0	0	0	0
Investments - Prepayment Account - A	0	0	0	0	0
Investments - Revenue Account	0	0	0	0	0
Investments - Revenue Account 2008	0	152,316	0	0	152,316
Investments - Interest Account 2008	0	0	0	0	0
Investments - Reserve Account - A	0	1	0	0	1
Investments - Escrow Deposit	0	0	0	0	0
Investments - Sinking Fund 2008	0	0	0	0	0
Sinking Fund - Net Inc (Dec) In Fair Value	0	0	0	0	0
Prepaid Items - Misc	0	0	0	0	0
Prepaid Auto Insurance	0	0	0	0	0
Prepaid Property Ins	0	0	0	0	0
Prepaid Insurance-Gen Liab	0	0	0	0	0
Prepaid Insurance-Professional Liability	0	0	0	0	0
Prepaid Trustee Fees	0	0	0	0	0
Deposits - Misc	0	0	0	0	0
Deposits - Electric	1,900	0	0	0	1,900
Buildings	0	0	341,662	0	341,662
Improvements Other Than Buildings	0	0	7,679,714	0	7,679,714
Furniture, Fixtures & Equipment	0	0	59,796	0	59,796

Northwood Community Development District

Balance Sheet

As of 11/30/2016

(In Whole Numbers)

	General Fund	Debt Service Fund	General Fixed Assets Account Group	General Long-Term Debt Account Group	Total
Cost of Issuance	0	0	204,770	0	204,770
Construction Work In Progress	0	0	97,851	0	97,851
Amount Available-Debt Service	0	0	0	157,916	157,916
Amount To Be Provided-Debt Service	0	0	0	122,084	122,084
Total Assets	509,617	221,113	8,383,792	280,000	9,394,522
Liabilities					
Accounts Payable	24,684	0	0	0	24,684
Accounts Payable - Other	0	0	0	0	0
Credit Card Payable	0	0	0	0	0
Retainage Payable	0	0	0	0	0
Due To General Fund	0	0	0	0	0
Due To Debt Service Fund	68,796	0	0	0	68,796
Deferred Revenue	0	0	0	0	0
Accrued Interest Payable	0	0	0	0	0
Accrued Expenses Payable	0	0	0	0	0
Sales Tax Payable	0	0	0	0	0
Refundable Deposits	0	0	0	0	0
Due to Developer	0	0	0	0	0
Revenue Bonds Payable-Long-Term	0	0	0	0	0
2008 Refunding Bonds Payable	0	0	0	280,000	280,000
Total Liabilities	93,479	0	0	280,000	373,479
Fund Equity & Other Credits Contributed Capital					
Fund Balance-All Other Reserves	82,500	(2,673,783)	0	0	(2,591,283)
Fund Balance-Unreserved	309,932	2,832,468	0	0	3,142,400
Investment In General Fixed Assets	0	0	8,383,792	0	8,383,792
Other	23,706	62,428	0	0	86,134
Total Fund Equity & Other Credits Contributed Capital	416,138	221,113	8,383,792	0	9,021,043
Total Liabilities & Fund Equity	509,617	221,113	8,383,792	280,000	9,394,522

Northwood Community Development District

Statement of Revenues and Expenditures

General Fund - 001

From 10/1/2016 Through 11/30/2016

(In Whole Numbers)

	Annual Budget	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance Assmts-Tax Roll	598,673	131,350	(467,322)	(78)%
Brought Forward				
Miscellaneous	50,950	0	(50,950)	(100)%
Interest Earnings				
Interest Earnings	750	360	(390)	(52)%
Other Miscellaneous Revenues				
Miscellaneous	300	20	(280)	(93)%
Clubhouse Rentals	2,500	200	(2,300)	(92)%
Total Revenues	653,173	131,931	(521,242)	(80)%
Expenditures				
Legislative				
Supervisor Fees	15,000	2,600	12,400	83 %
Financial & Administrative				
District Manager	57,500	9,583	47,917	83 %
District Engineer	5,000	493	4,507	90 %
Dissemination Agent	1,000	0	1,000	100 %
Trustees Fees	4,000	1,446	2,554	64 %
Auditing Services	5,000	1,900	3,100	62 %
Postage, Phone, Faxes, Copies	1,000	260	740	74 %
Public Officials Insurance	1,800	2,950	(1,150)	(64)%
Legal Advertising	800	128	672	84 %
Bank Fees	600	94	506	84 %
Dues, Licenses & Fees	600	767	(167)	(28)%
Office Supplies	200	121	79	40 %
Legal Counsel				
District Counsel	10,000	1,115	8,885	89 %
Electric Utility Services				
Electric Utility Services	60,000	10,771	49,229	82 %
Garbage/Solid Waste Control Services				
Garbage Collection	58,500	5,410	53,091	91 %
Water-Sewer Combination Services				
Water Utility Services	7,000	660	6,340	91 %
Other Physical Environment				
Field Staff	80,000	8,420	71,580	89 %
Property & Casualty Insurance	10,000	6,093	3,907	39 %
Landscape Maintenance - Contract	104,185	11,269	92,916	89 %
Landscape Maintenance - Other	10,000	15,640	(5,640)	(56)%
Lake Repairs & Maintenance	16,500	6,300	10,200	62 %
Plant Replacement Program	10,000	0	10,000	100 %
Irrigation Maintenance	5,000	0	5,000	100 %
Asset Repairs & Maintenance	4,631	0	4,631	100 %

Northwood Community Development District

Statement of Revenues and Expenditures

General Fund - 001

From 10/1/2016 Through 11/30/2016

(In Whole Numbers)

	Annual Budget	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Landscape Maintenance-Consultants	4,500	780	3,720	83 %
Road & Street Facilities				
Decorative Light Maintenance	4,000	0	4,000	100 %
Pavement/Signage/Wall Repairs	25,000	12,000	13,000	52 %
Parks & Recreation				
Security Patrol	31,417	3,040	28,377	90 %
Pool Repairs & Maintenance	18,000	1,960	16,040	89 %
Cabana Maintenance	1,800	0	1,800	100 %
Clubhouse Supplies	5,000	1,386	3,614	72 %
Clubhouse Maintenance	3,200	1,319	1,881	59 %
Clubhouse Furniture & Equipment	2,000	0	2,000	100 %
Park Facility Maintenance	4,000	75	3,925	98 %
Clubhouse Gate	1,500	397	1,103	74 %
Special Events	5,000	788	4,212	84 %
Security System	3,000	0	3,000	100 %
Facility Telephone and Internet Service	5,500	460	5,040	92 %
Pool Furniture	5,000	0	5,000	100 %
Other Expenses				
Community Enhancement Projects	37,431	0	37,431	100 %
Reserves				
Undesignated Reserves	28,509	0	28,509	100 %
Total Expenditures	653,173	108,224	544,948	83 %
Subtotal: Rev Over / (Under) Exp	0	23,706	23,706	0 %
Subtotal (OFS): Rev Over / (Under) Exp	0	0	0	0 %
Total: Revenues Over / Under Expenditures	0	23,706	23,706	0 %

Northwood Community Development District

Statement of Revenues and Expenditures

Debt Service Fund - 200

From 10/1/2016 Through 11/30/2016

(In Whole Numbers)

	Annual Budget	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Debt Service Assmts-Tax Roll	290,700	68,026	(222,674)	(77)%
Interest Earnings				
Interest Earnings	0	1	1	0 %
Total Revenues	290,700	68,028	(222,672)	(77)%
Subtotal: Rev Over / (Under) Exp	290,700	68,028	(222,672)	(77)%
Exp - Other Financing Sources				
Debt Service Payments				
Interest Payments	5,700	5,600	100	2 %
Principal Payments	285,000	0	285,000	100 %
Total Exp - Other Financing Sources	290,700	5,600	285,100	98 %
Subtotal (OFS): Rev Over / (Under) Exp	(290,700)	(5,600)	285,100	(98)%
Total: Revenues Over / Under Expenditures	0	62,428	62,428	0 %

**Northwood Community Development District
Reconcile Cash Accounts**

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 11/30/16
Reconciliation Date: 11/30/2016
Status: Locked

Bank Balance	78,941.35
Less Outstanding Checks/Vouchers	8,137.70
Plus Deposits in Transit	191,521.15
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	262,324.80
Balance Per Books	<u>262,324.80</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

**Northwood Community Development District
Reconcile Cash Accounts**

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 11/30/16

Reconciliation Date: 11/30/2016

Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
3436	3/13/2014	System Generated Check/Voucher	184.70	Elvis DaGama
3794	3/19/2015	System Generated Check/Voucher	184.70	Elvis DaGama
3901	7/1/2015	System Generated Check/Voucher	184.70	Burnis Kilpatrick
3927	7/23/2015	System Generated Check/Voucher	184.70	Burnis Kilpatrick
4016	10/15/2015	System Generated Check/Voucher	184.70	Burnis Kilpatrick
4101	1/22/2016	System Generated Check/Voucher	184.70	Burnis Kilpatrick
4182	4/28/2016	System Generated Check/Voucher	184.70	Burnis Kilpatrick
4232	6/24/2016	System Generated Check/Voucher	200.00	Burnis Kilpatrick
4298	8/17/2016	System Generated Check/Voucher	1,000.00	Prager & Co., LLC
4353	11/4/2016	System Generated Check/Voucher	120.00	Fields Consulting Group, LLC
4364	11/18/2016	System Generated Check/Voucher	1,225.00	Aquatic Systems, Inc.
4365	11/18/2016	System Generated Check/Voucher	200.00	Elvis DaGama
4370	11/18/2016	System Generated Check/Voucher	54.72	Mike Fasano, Tax Collector
4371	11/18/2016	System Generated Check/Voucher	487.01	Mike Fasano, Tax Collector
4372	11/18/2016	System Generated Check/Voucher	281.85	Pasco County Utilities Services
4373	11/18/2016	System Generated Check/Voucher	36.22	Pasco County Utilities Services
4374	11/18/2016	System Generated Check/Voucher	3,040.00	Pasco Sheriff's Office
4379	11/18/2016	System Generated Check/Voucher	200.00	Karen E. Uhlig
Outstanding Checks/Vouchers			8,137.70	

**Northwood Community Development District
Reconcile Cash Accounts**

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 11/30/16

Reconciliation Date: 11/30/2016

Status: Locked

Outstanding Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CR249-2	11/21/2016	Tax Revenue Distribution thru 11/21/16	37,649.58
	CR249-3	11/30/2016	Tax Revenue Distribution thru 11/30/16	153,871.57
Outstanding Deposits				<u>191,521.15</u>

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

Page 1 of 5
36/F00/0175/0/40



11/30/2016
0000

Account Statement

NORTHWOOD COMMUNITY DEVELOPMENT DIST
2005 PAN AM CIRCLE SUITE 120
TAMPA FL 33607

Questions? Please call
1-800-786-8787

DEC 08 2016

Beginning November 4, 2016, you will notice a change to how transactions post to your account. Please visit SunTrust.com/BusinessPostingProcess for more information.

Account Summary	Account Type	Account Number	Statement Period
	PUBLIC FUNDS NOW		11/01/2016 - 11/30/2016

Description	Amount	Description	Amount
Beginning Balance	\$126,131.28	Average Balance	\$112,319.59
Deposits/Credits	\$10,335.13	Average Collected Balance	\$112,307.12
Checks	\$52,902.95	Number of Days in Statement Period	30
Withdrawals/Debits	\$4,622.11	Annual Percentage Yield Earned	.04%
Ending Balance	\$78,941.35	Interest Paid Year to Date	\$148.38

Deposits/ Credits	Date	Amount	Serial #	Description	Date	Amount	Serial #	Description
	11/03	220.00		DEPOSIT	11/21	10,111.45		DEPOSIT
	11/30	3.68		INTEREST PAID THIS STATEMENT THRU 11/30				
Deposits/Credits: 3				Total Items Deposited: 6				

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	3643	42.02	11/21	4356	3,850.00	11/14	4367	.68	11/29
	*4317	200.00	11/17	4357	4,816.91	11/08	4368	18,874.60	11/28
	*4320	200.00	11/07	4358	390.00	11/22	4369	200.00	11/28
	*4349	100.00	11/07	4359	187.50	11/15	*4375	5,409.50	11/30
	4350	8,680.00	11/18	4360	128.00	11/16	4376	630.00	11/29
	4351	980.00	11/15	4361	32.91	11/15	4377	5,394.01	11/25
	4352	175.00	11/23	4362	286.00	11/17	4378	396.60	11/30
	*4354	1,400.00	11/18	4363	188.89	11/23	*4380	200.00	11/28
	4355	98.31	11/16	*4366	42.02	11/30			

Checks: 26

* Indicates break in check number sequence. Check may have been processed electronically and listed as an Electronic/ACH transaction.

Withdrawals/ Debits	Date Paid	Amount	Serial #	Description
	11/04	111.28		CHECK CARD PURCHASE TR DATE 11/03 WM SUPERCENTER #2740 TAMPA FL
	11/08	58.88		CHECK CARD PURCHASE TR DATE 11/07 WAL-MART #0994 NEW PORT RICHL
	11/10	2,408.66		ELECTRONIC/ACH DEBIT DECISIONHR IX PAYROLL 562300000000003
	11/18	858.53		ELECTRONIC/ACH DEBIT STB CREDIT CARD PAYMENT 448848110901072
	11/21	47.03		ACCOUNT ANALYSIS FEE
	11/21	51.96		CHECK CARD PURCHASE TR DATE 11/20 TARGET 00013821 WESLEY CHAPELFL
	11/25	1,085.77		ELECTRONIC/ACH DEBIT DECISIONHR IX PAYROLL 562300000000005

Withdrawals/Debits: 7

NOW-360 Action Item					
Date	January				
District	Northwood				
#	Action Item Description	Responsible	Open Date	Status	
1	Wall Repair	TS	January	Open	
2	Wall Repairs (front Entrance and caps)	JM	October	working	approval was sent to vendor scheduled for 3rd week in November
3	Installed new lamp at front entrance	JM	December	Done	
4	Repaired blown breaker at fountain	JM	December	Done	
5	Found issue with receptacles in the front island	JM	December	Done	
6	Purchased and hung additional Christmas light.	JM	December	Done	
7	New lights for the boulevard island.	JM	December	Open	
8	Proposal for basketball court lamps.	JM	December	Open	
9	Carpets cleaned	JM	December	Done	
10	Door handle for mens room needs repair	JM	December	Open	



Meritus Districts

Monthly Pond Maintenance Inspection

Site: Northwood

Date: 29-Dec-16

MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
------------------	------------------	----------------------	----------------------

DEBRI

20	18	-2	
----	----	----	--

INVASIVE MATERIAL (FLOATING)

20	18	-2	
----	----	----	--

INVASIVE MATERIAL (SUBMERSED)

20	20	0	None seen
----	----	---	-----------

FOUNTAINS/AERATORS

20	20	0	Light fixed
----	----	---	-------------

DESIRABLE PLANTS

20	17	-3	-3
----	----	----	----

TOTALS	100	95%	-5	95%
--------	-----	-----	----	-----

TOTAL

Meritus Districts

MONTHLY AMENITIES INSPECTION GRADESHEET

January

AMENITIES

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
CLUBHOUSE CARPET	5	5	0	Recently cleaned
CLUBHOUSE WALLS	5	5	0	
CLUBHOUSE FURNITURE	5	3	-2	Starting to show wear and tear
CLUBHOUSE EQUIPMENT	5	5	0	
POOL /POOL EQUIPMENT	5	5	0	
DECKING/WALKWAYS/PARKING	5	4	-1	some pavers need replacing
COURTS	5	3	-2	* ask Board
POOL FURNITURE/EQUIPMENT	5	5	0	
FIRST AID/SAFETY ITEMS	5	5	0	
SIGNAGE (rules, pool, playground)	5	5	0	
PLAYGROUND EQUIPMENT	5	5	0	power washed
SHADE STRUCTURE AND TABLES	5	4	-1	Picnic tables at park are warping need to think about replacing
RESTROOMS	5	5	0	
STREET LIGHTING	5	5	0	ALL LIGHTS ON DURING INSPECTION ON MAIN BLVD
ACCESS & MONITORING SYSTEM	5	5	0	
IT/SECURITY SYSTEMS	5	5	0	
TRASH RECEPTACLES	5	5	0	
CLUBHOUSE EXTERIOR	5	5	0	
SAFETY AND SECURITY	5	5	0	
STORAGE AREAS	5	5	0	
TOTAL	100	94	-6	94%



Site: Northwood
DEC 29 2016

MONUMENTS AND SIGNS					
LIGHTING		20	20	0	n/a
CLEAR VISIBILITY (Landscaping)		20	20	0	
PAINTING		20	16	-4	Please Paint the Walls!!
CLEANLINESS		20	20	0	
GENERAL CONDITION		20	18	-2	
	TOTALS	100	94	-6	93%
HIGH IMPACT LANDSCAPING					
ENTRANCE MONUMENT		25	24	-1	Landscape looks good
CLUBHOUSE		25	24	-1	
SUBDIVISION MONUMENTS		25	24	-1	
MAIN BOULEVARD		25	24	-1	
	TOTALS	100	96	-4	96%
HARDSCAPE ELEMENTS					
WALLS/FENCING		25	18	-7	
SIDEWALKS		25	25	0	power washed
SPECIALTY MONUMENTS		25	25	0	na
STREETS		25	24	-1	better
	TOTALS	100	92	-8	92%

Grand Totals 300 282 -18 94%



NORTHWOOD CDD

LANDSCAPE INSPECTION

December 7, 2016

ATTENDING:
JOSUE MARQUEZ – NORTHWOOD CDD
BOB TABONE – LMP
SAM TILLIS – LMP
PAUL WOODS– OLM, INC.

SCORE: 94%

**NEXT INSPECTION
JANUARY 4, 2017 AT 1:30 PM**

CATEGORY I: MAINTENANCE CARRYOVER ITEMS FROM 11/2/16

CLUBHOUSE

2. Control turf weeds in volleyball court, promoting infilling growth.

BOULEVARD

7. **Re-trench hard lines, keeping mulch contained within beds.**

COUNTY LINE ROAD FRONTAGE

14. Verify irrigation coverage. Confirm turf has been fertilized along Lutz-Lake Fern Road frontage.

CATEGORY II: MAINTENANCE ITEMS

1. Clubhouse: Fertilize turf adjacent to bike rack.
2. Re-trench along sidewalk between pool seating area and entrance to keep mulch contained within bed.
3. Clubhouse: Touch up pine bark mulch in bed between a/c units and front door.
4. Remove Sabal Palm flowers and stalks adjacent to clubhouse.
5. Re-fertilize turf adjacent to basketball court.
6. Control Dollarweed in St. Augustine turf between tennis court and conservation easement.
7. Verify irrigation coverage in pool parking area adjacent to Big Sur Drive.

BOULEVARD

8. Monitor drought stress in areas where irrigation is off and provide temporary watering services if wilt become critical.
9. Verify irrigation coverage between Big Sur Drive and north property line following utility drainage project.

10. Control crack weeds along Miami curbs.
11. Along inbound lane: Complete turf warranty replacement north of gatehouse.
12. Use sanitized pruning tools to prune fruit from Canary Island Date Palms.
13. Along inbound lake shore: Control weeds in Key West Court pine stands.
14. Along inbound lane: Remove palm volunteers from Liriope beds.
15. Prune Ligustrum Privet canopies, maintaining separation from Oak tree canopies and lights.
16. Control viney growth in hedgerows.

LUTZ LAKE FERN FRONTAGE

17. **Lutz Lake Fern Road frontage: Verify irrigation coverage, identifying limited coverage at exit side radius and the inbound turn lane.**
18. Lutz Lake Fern Road frontage: Control weeds in turf.
19. Preserve village monument: Elevate Ligustrum Privet.

CALADISI PARK

20. Control weeds in mixed turf, promoting infilling growth of Bermuda grass and sustained Bahia. Confirm irrigation rates are not contributing to increased weed populations.

CATEGORY III: IMPROVEMENTS – PRICING

1. Provide a price to install a drain inlet at the low point of the sidewalk, popping off at the storm water inlet in front of clubhouse. This would eliminate the need for granite along the sidewalk and reduce vandalism from the thrown rocks now that this areas is outside of the fence.
2. Provide a price to aerate the peewee soccer field adjacent to clubhouse entrance, controlling broadleaf and grassy weeds to promote infilling growth of Bermudagrass.

CATEGORY IV: NOTES TO OWNER

1. Merry Christmas, Happy Holidays and Happy New Year from OLM, Inc.

CATEGORY V: NOTES TO CONTRACTOR

1. Happy New Year, Happy Holidays and Merry Christmas from OLM, Inc.

PGW:ml

NORTHWOOD CDD

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10	2	Broad leaf grassy in south areas.
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5		
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	2	Suckering growth in oaks
CLEANLINESS	10		
MULCHING	5	2	Trench at clubhouse
WATER/IRRIGATION MANAGEMENT	15	3	County line Rd frontage
CARRYOVERS	5	1	2. 7 14

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
MAXIMUM VALUE	145		



Date 12-7-16 Score: 94 Performance Payment™ % 100

Contractor Signature: _____

Inspector Signature: _____

Property Representative Signature: _____

IMP Landscape Maintenance Professionals, Inc.
SPRAY WORK SHEET

DATE
 TRUCK #
 NAMES:
 PROPERTY:
 EQUIPMENT USED:

12/16 START 12:30 END 2:30
 22
 Joe Bond
 Northwoods
 tank sprayer chest spreader

INSECTICIDE	POUNDS	OUNCES	GALLONS SPRAYED	*****TOTAL GALLONS DAY***			
				30 gal			
HERBICIDE	POUNDS	OUNCES	GALLONS SPRAYED	FERTILIZER	POUNDS/BAGS	OUNCES	GALLONS SPRAYED
(15.0)		1.5 oz	30 gal	8-2-12	40 lbs		
Basagran		6.0 oz	30 gal				
FUNGICIDE	POUNDS	OUNCES	GALLONS SPRAYED				

COMMENTS:

Punch list items
 1) #15 Fertilized area by basketball court and bike rack with 8-2-12
 2) #8 Sprayed weeds at county rd drainage with Celsius Basagran

IMP Landscape Maintenance Professionals, Inc.
SPRAY WORK SHEET

SAM

DATE
 TRUCK #
 NAMES:
 PROPERTY:
 EQUIPMENT USED:

12/12/16 START 9:30 END 11:30
 149
 STEPHEN FLETCHER
 NORTH WOODS
 BACK PACKS

INSECTICIDE	POUNDS	OUNCES	GALLONS SPRAYED	*****TOTAL GALLONS DAY***			
				96 A/S,			
HERBICIDE	POUNDS	OUNCES	GALLONS SPRAYED	FERTILIZER	POUNDS/BAGS	OUNCES	GALLONS SPRAYED
CELSIUS		1.017	96 A/S				
BASAGRAN		6.95	96 A/S				
FUNGICIDE	POUNDS	OUNCES	GALLONS SPRAYED				

COMMENTS:

- 1) SPRAYED CLUBHOUSE-POOL AREA WITH CELSIUS & BASAGRAN TO CONTROL BROADLEAF WEEDS & SHEDGE,
- 2) NEED TO APPLIED ECHOLEN HERBKIDE ON GOOSEGRASS AT VOLLEY BALL COURT, ON NEXT SERVICE.

IMP Landscape Maintenance Professionals, Inc.
SPRAY WORK SHEET

DATE 12/20/16 START 7:15 END 2:30
 TRUCK # 49
 NAMES: STEPHEN FLETCHER
 PROPERTY: WELLY NORTHWOODS
 EQUIPMENT USED: JOHN DEERE

INSECTICIDE	POUNDS	OUNCES	GALLONS SPRAYED	*****TOTAL GALLONS DAY***			
CROSSCHECK		118	2	232			
BANDIT		106	2				
HERBICIDE	POUNDS	OUNCES	GALLONS SPRAYED	FERTILIZER	POUNDS/BAGS	OUNCES	GALLONS SPRAYED
CELSIUS		2.25	30	12-0-0		2	2
STICKER		15	30				
FUNGICIDE	POUNDS	OUNCES	GALLONS SPRAYED				
DACONIL		200	200				

COMMENTS:

- 1) USED CROSS CHECK, BANDIT & 12-0-0 TO ELIMINATE OLEANDER CATERpillARS & BOOST FERTILITY.
- 2) SPRAYED DACONIL FOR TURF FUNGUS.
- 3) CELSIUS WITH STICKER APPLIED FOR BROAD LEAF WEEDS OLM #18
 ALSO SPRAY WEEDS ALONG BLVD.



Northwood CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled

Inspection Date: 12/30/2016

Prepared for:

Mr. Brian Howell

Meritus

2005 Pan Am Circle, Suite #120

Tampa, Florida 33607

Prepared by:

Joseph Hamilton, Account Representative

Aquatic Systems, Inc. – Wesley Chapel Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302



Comments: Site looks good

Site #1 is looking great! A well established buffer zone is present and a reduction of Planktonic Algae was certainly evident.



Comments: Normal growth observed

Treatments are in progress on site #11 for Torpedograss growing among the beneficial Pickerelweed. Recent signs of treatment were observed as much of the Torpedograss is in the decomposition stage.



Comments: Site looks good

Site #12 is displaying excellent growth and promotion of beneficial Pickerelweed around the perimeter. No signs of algae or submersed vegetation were observed during the inspection.



Comments: Site looks good

Site #13 looks great, no issues observed during the inspection!

**Comments:** Site looks good

Site #3 has an abundance of beneficial vegetation around the perimeter such as Gulf Spikerush, Duck Potato and even some Pickerelweed. Minimal amounts appear to be entering dormancy for the winter months while the majority is flourishing.

**Comments:** Normal growth observed

Site #27 is completely dry at this time. Monitoring and necessary treatments will continue to ensure maintenance and control of invasive vegetation.

**Comments:** Normal growth observed

Site #9 will require attention to the Surface Filamentous Algae in the Southeast corner of the pond. Although the growth is not outside of normal standards in between maintenance visits, it will be treated accordingly during the next routine scheduled visit.

**Comments:** Normal growth observed

Site #20 is completely dry at this time. Measure are being taken to treat the pond bottom to ensure quality conditions once more rainfall is received and water levels increase.

**Comments:** Site looks good

Site #21 is roughly 60% dry. The remaining area around the water mark is being treated accordingly for grasses and brush. The aqueous portion of the pond showed no signs of algal activity or submersed vegetation.

**Comments:** Requires attention

A minimal growth of Duckweed was observed on site #8. This vegetative growth will require attention during the next routine scheduled maintenance visit. Typically results are seen within 10-14 days of the treatment date.

**Comments:** Normal growth observed

Site #7 has a minimal swath of Surface Filamentous Algae which will be treated during the next routine scheduled maintenance visit. Typically results can be seen within 7-10 days of the treatment date. Otherwise this site is in great shape, The newly planted vegetation along the homeowner bank is in great health.

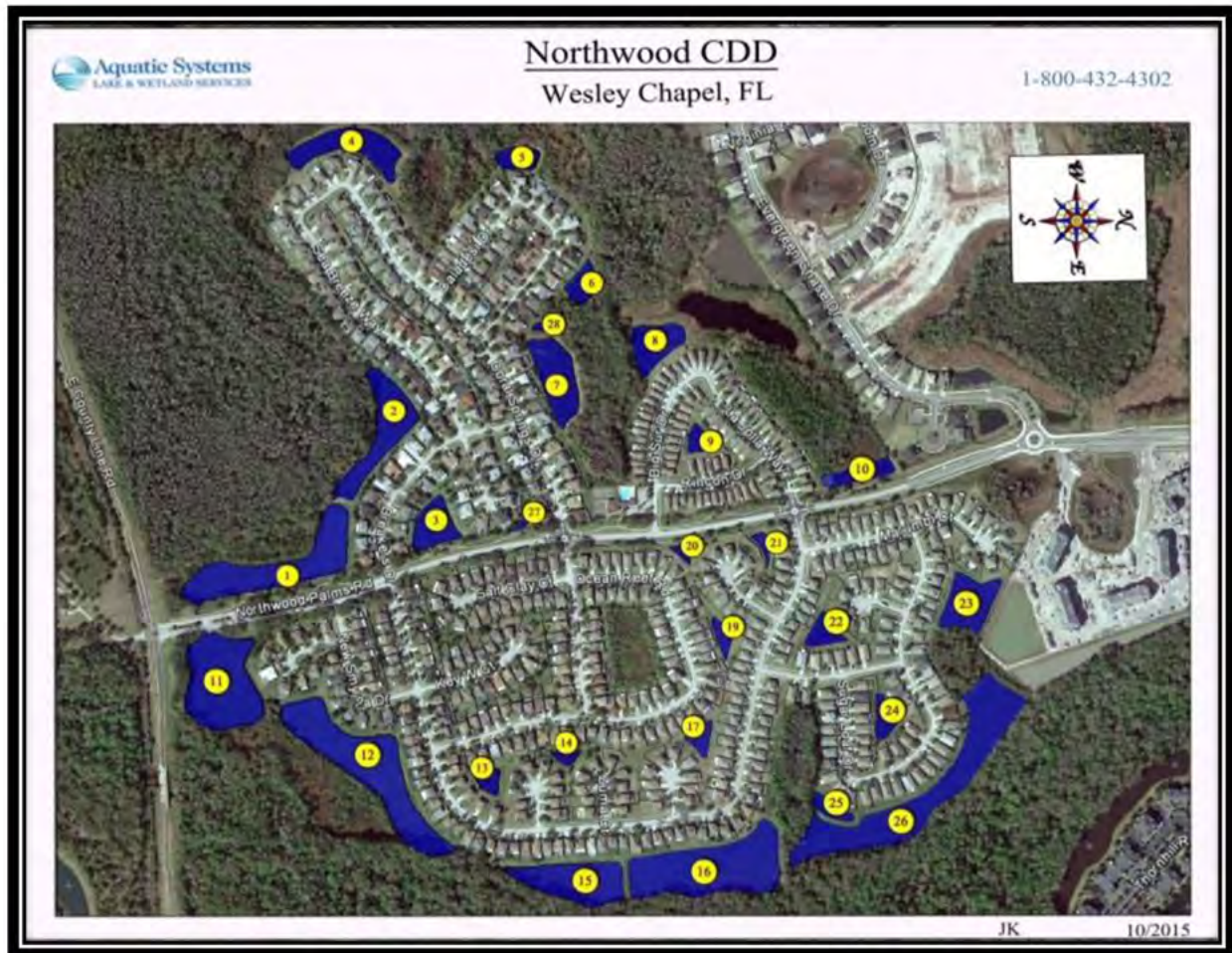
Management Summary

Very few issues were observed during this months waterway inspection report at Northwood CDD. Site #1 is showing significant reductions in Planktonic Algae growth. This can be attributed to a few different factors; colder weather which is not ideal for algal activity and also the introduction of oxygen via the fountain system. Many of the sites are still seeing decreases in water level, as we enter into the Spring and Summer months more rainfall should be provided which will correct this.

Recommendations/Action Items

- Continue best management practices with trash and debris, little to none was observed in the waterways.
- Site #8 will begin treatments for the floating vegetation known as Duckweed.
- Site #7 will receive treatments for the minimal growth of Surface Filamentous Algae around the perimeter.

Thank you for choosing Aquatic Systems Inc.!



Date of Work : 12/03/2016

Event Number : [2016560570](#)

On arrival I checked in with the contact person, via?: Did not Check In

Number of field interview reports: 0

Number of parking tickets: 0

Amount of time running radar: 2 hours

The other types of violations to report, such as trespassing, written warnings are: None

Narrative of events that took place during the time worked: During this detail, I patrolled neighborhoods providing security as well as traffic control. I patrolled approximately 25 miles during the course of this detail through the Northwood subdivision. I ran RADAR on Northwood Palms Blvd for approximately 2 hours. I conducted two traffic stops; one verbal warning for speeding (44/30) and one verbal warning for driving without tail lamps. I provided back-up for a patrol unit at State Road 56/Northwood Palms Blvd for a traffic violation. I observed nothing suspicious. I took no reports.

Date of Work : 12/06/2016

Event Number : [2016564790](#)

On arrival I checked in with the contact person, via?: Stopped by Clubhouse

Number of field interview reports: 0

Number of parking tickets: 2

Amount of time running radar: 0

The other types of violations to report, such as trespassing, written warnings are: 6

Narrative of events that took place during the time worked: I arrived and ensured I patrolled all the subdivisions to make sure there was no suspicious activity. I provided traffic enforcement on the main blvd along with inside the subdivisions.

Employee Reporting : DEP. : S. HUGHES

Date of Work : 12/10/2016

Event Number : [2016570854](#)

On arrival I checked in with the contact person, via?: By phone

Number of field interview reports:

Number of parking tickets:

Amount of time running radar: 1 hour

The other types of violations to report, such as trespassing, written warnings are:

Narrative of events that took place during the time worked: Prior to the detail I left a message for Josue the property manager. I provided a visible presence in the community. I checked homes that appeared vacant to ensure there was no criminal mischief or trespass issues. I checked the club house and caladesi park due to past issues. I did not observe any suspicious activity. I did conduct radar speed enforcement in different locations however did not observe any violations. I spoke to a resident who was setting up the clubhouse for a party later in the day. She told me she was not aware of any issues in the community. There were no major incidents during my tour of duty.

Date of Work : 12/13/2016

Event Number : [2016576594](#)

On arrival I checked in with the contact person, via?: Stopped by Clubhouse

Number of field interview reports: 0

Number of parking tickets: 0

Amount of time running radar: 0

The other types of violations to report, such as trespassing, written warnings are: no

Narrative of events that took place during the time worked: I provided security for the hoa meeting.

Date of Work : 12/12/2016

Event Number : 574860

On arrival I checked in with the contact person, via?: Stopped by Clubhouse

Number of field interview reports: 0

Number of parking tickets: 0

Amount of time running radar: 0

The other types of violations to report, such as trespassing, written warnings are: 0

Narrative of events that took place during the time worked: Arrived and checked in. Within the first 30 min. I was told that I was not needed in the meeting and I could patrol the community. I drove the neighborhood and nothing to report.

Date of Work : 12/16/2016

Event Number : [2016582284](#)

On arrival I checked in with the contact person, via?: By phone

Number of field interview reports:

Number of parking tickets:

Amount of time running radar: 1 hour

The other types of violations to report, such as trespassing, written warnings are:

Narrative of events that took place during the time worked: Prior to the detail I left a message for Josue the property manager. I provided a visible presence in the community. I checked homes that appeared vacant to ensure there was no criminal mischief or trespass issues. I checked the club house and caladesi park due to past issues. I did not observe any suspicious activity. I did conduct radar speed enforcement in different locations however did not observe any violations. There were no major incidents during my tour of duty.

Date of Work : 12/26/2016

Event Number : [2016597463](#)

On arrival I checked in with the contact person, via?: By phone

Number of field interview reports: 0

Number of parking tickets: 3

Amount of time running radar: 120 min

The other types of violations to report, such as trespassing, written warnings are: 3 traffic warnings, 12 parking in street warning,

Narrative of events that took place during the time worked: I made contact with citizens throughout the community. I conducted traffic stops on a few vehicles for various infractions. Along with giving warnings and citations to various vehicles parked in the street. One of the violators showed an active warrant out of Pasco County. I conducted a traffic stop on him for no light on the bike and had a patrol unit arrest and transport the subject to jail.

Should you have any questions please contact us.

Date of Work : 12/28/2016

Event Number : [2016601274](#)

On arrival I checked in with the contact person, via?: By phone

Number of field interview reports:

Number of parking tickets:

Amount of time running radar: 1 hour

The other types of violations to report, such as trespassing, written warnings are:

Narrative of events that took place during the time worked: Prior to the detail I left a message for Josue the property manager. While conducting a neighborhood check I came across a resident who lost their dog. I assisted in searching the area. I was later informed they located the dog. While patrolling the neighborhood I came across a vehicle with an open trunk. I made contact with the resident and he stated his wife left it open and nothing was disturbed. I provided a visible presence in the community. I checked homes that appeared vacant to ensure there was no criminal mischief or trespass issues. I checked the club house and Caladesi park due to past issues. I did not observe any suspicious activity. I did conduct radar speed enforcement in different locations however did not observe any violations. There were no major incidents during my tour of duty.