

**Minutes of the Regular Meeting**

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, October 8, 2018 at 6:30 p.m.**, at the Northwood Clubhouse located at 27248 Big Sur Drive, Wesley Chapel, Florida 33544.

**1. PLEDGE OF ALLEGIANCE**

Debby Nussel led the Pledge of Allegiance.

**2. CALL TO ORDER**

Debby Nussel called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, October 8, 2018 at 6:30 p.m.**

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

Karen Uhlig	Vice Chairman	
Brian Quigley	Supervisor	
Mimi Kilpatrick	Supervisor	
Barbara Cruz	Supervisor	<i>arrived at approximately 6:33 p.m.</i>

**Staff Members Present:**

Debby Nussel	Meritus
Josue Marquez	On-Site Personnel
Brian Mortillaro	LMP
Felix Laporte	LMP

There were four residents present.

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

There were no audience questions or comments.

**4. VENDOR/STAFF REPORTS**

**A. Discussion with LMP**

Mr. Mortillaro updated the Board on the recent inspection with OLM. LMP received a 95% on the inspection. Mr. Mortillaro also updated the Board on the park project timeline. He went over the proposal for the landscape work in front of the clubhouse entrance. Mr. Mortillaro stated that this would also help with the drainage problem. The cost for this project would be around \$1,200. The

47 Board discussed the proposal. Supervisor Uhlig and Supervisor Cruz wanted to wait until the first of  
48 the year since the District has been spending a lot of money.

49  
50 The Board and LMP talked about the hit list on the OLM inspections. Mr. Mortillaro reviewed how  
51 it works. Supervisor Kilpatrick asked about the proposal for the clubhouse entrance again with the  
52 drain. She felt the Board needed to get this resolved because it has been an ongoing problem. The  
53 Board discussed the proposal again. Ms. Nussel stated they could ask Cornerstone for a proposal  
54 since they are already doing work onsite. The Board would like Mr. Marquez to ask Cornerstone for  
55 a proposal to fix the sidewalk where it holds water. The Board would also like to see if Cornerstone  
56 would give them a good price since they are doing work for the CDD. Mr. Mortillaro said he will  
57 have the proposal and a proposal with more landscaping in the next meeting book.

58  
59 Supervisor Quigley asked about the LMP force mow invoice in the meeting book. The Board  
60 discussed the force mow invoice with LMP in length. The Board would like for the LMP invoice  
61 for \$80.00, invoice #135920, to be taken off of the O&Ms and credited to the CDD. This an HOA  
62 invoice and should have never been paid. Supervisor Quigley asked about LMP's start time.  
63 Supervisor Quigley stated that one week, he heard them mowing at 6:45 am. LMP said they will  
64 make sure their crew does not start until 7:00 am or 7:30 am.

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66 *Mr. Mortillaro and Mr. Laporté left the meeting.*

- 67  
68 **B. District Counsel**  
69 **C. District Engineer**

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72 **5. BUSINESS ITEMS**

73 **A. General Matters of the District**

74  
75 Ms. Nussel went over the pool service proposals with the Board. The two proposals were from  
76 Suncoast Pools and Bella Pools. The Board stated they were not aware of any problems with the  
77 pool and asked Mr. Marquez about the problems. Mr. Marquez stated that it just started in the last  
78 30 days. The Board would like to wait and give the current vendor time to address the problems  
79 since he is a Northwood resident and currently having health issues.

80  
81 Ms. Nussel asked the Board about the damaged pool tables and if they wanted to replace them. The  
82 Board would like for Mr. Marquez to see how much it would cost to have the tables welded.

83  
84 Ms. Nussel then updated the Board about having the District's website be ADA compliant. Ms.  
85 Nussel went over the cost for this to happen. The Board would like to see two more proposals for  
86 this service.

87  
88 Ms. Nussel asked the board about their November meeting date. The Board discussed the date and  
89 decided to meet on Monday, November 19, 2018 at 6:30 pm.

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93 **6. CONSENT AGENDA**

94 **A. Consideration of Minutes of the Regular Meeting September 10, 2018**

95  
96 The Board reviewed the minutes.

MOTION TO:	Approve the September 10, 2018 minutes.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

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105 **B. Consideration of Operations and Maintenance Expenditures August 2018**

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107 The Board reviewed the O&Ms. Supervisor Kilpatrick asked about the mulch invoice on page 58  
108 from LMP. The Board asked about the Cornerstone invoice on page 11 for \$10,000. The Board  
109 would like to see a copy of the insurance check for this and wanted to see what line item it was  
110 deposited to and what line item the invoice came out of. Supervisor Uhlig asked Supervisor Cruz  
111 about the TECO information and if she got it. Supervisor Cruz stated no. The Board asked to have  
112 the TECO map emailed to them ASAP. Supervisor Quigley asked about the aquatics invoice on  
113 page 18 for \$199. He stated that the District should have not been charged since the aerator has not  
114 been in for six months and just started working. The Board requested a credit for \$199.00 for this  
115 invoice. Supervisor Quigley also asked about the water invoice on page 25 for \$41.48. He wanted to  
116 know why the District has to pay \$41.48 since it stated zero consumption. The Board asked  
117 management to look into this and let them know.

MOTION TO:	Approve the August 2018 O&Ms with the LMP credit for the force mow and a copy of the insurance check sent to the Board.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

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128 Supervisor Cruz asked for all of the contracts for the District. Ms. Nussel stated that management will  
129 send all of the contracts to the entire Board.

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131 **C. Review of Financial Statements Month Ending August 30, 2018**

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133 The financials were reviewed and accepted. Supervisor Kilpatrick stated that the District has received  
134 a good amount of money from the clubhouse rentals. She asked if the Board has any thoughts on what

135 they should do with the money. The Board would like to discuss redoing the inside of the clubhouse,  
136 including furniture, at the February meeting.

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## 139 **7. MANGAGEMENT REPORTS**

### 140 **A. Staff Action Item List**

### 141 **B. Field Manager's Report**

#### 142 **1. Community Inspection Reports**

##### 143 **i. Asset Inspection**

##### 144 **ii. Aquatics Report**

##### 145 **iii. Clubhouse Calendar**

#### 146 **2. Sheriff's Report**

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148 The Board reviewed the reports and action item list. Supervisor Uhlig asked about the Christmas  
149 lights. Mr. Marquez updated the Board on the Christmas lights and stated that he spoke to Munyan  
150 about the bubbles in the paint. Munyan will be onsite the next morning at 8:30 a.m. to review.

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## 153 **8. SUPERVISOR REQUESTS**

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155 Supervisor Uhlig asked when the pictures of the sod that Supervisor Cruz requested will be sent.  
156 Mr. Marquez will follow up with LMP. Supervisor Uhlig would like for the Board to look at  
157 replacing the bushes that are missing off the main boulevard next year. Supervisor Uhlig would like  
158 to start in the back. The Board agreed and would like it on the January agenda so LMP can have  
159 them installed at the beginning of March.

160

161 Supervisor Kilpatrick asked about the lighting for the monument. Mr. Marquez said that LMP has it  
162 but probably forgot to bring it up tonight. Mr. Marquez will follow up with LMP.

163

164 Supervisor Cruz stated that she still has not gotten the warranty information and would like that  
165 information to be sent to the Board as soon as possible. She stated the Board also has not received  
166 the staff timecards. The Board wants these every week and is disappointed it has not been done.  
167 Supervisor Cruz asked about the white fence and the supervisors having access to the camera  
168 system. Mr. Marquez updated the Board and will go buy a router. Supervisor Cruz then asked about  
169 the back monument and the timeline. The Board discussed this and decided they would like for  
170 management to send the entire Board an email with the timeline, what was approved, and  
171 confirming Cornerstone is doing the stone work for free.

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173 Supervisor Cruz also asked about the painting of the rocks. The Board discussed the painting of the  
174 rocks at length.

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MOTION TO:	Have LMP move 3 smaller rocks moved to the rut locations and have 3 new rocks installed for \$150 a piece at the roundabout, and have it completed this month and Supervisor Cruz on site when it's being completed, plus if not using one rock, have LMP put it at the playground, with Supervisor Kilpatrick picking out the location.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

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190 Ms. Nussel confirmed that Mr. Marquez understand what the Board would like to do with the rocks  
191 and the locations of the rocks. Mr. Marquez stated yes.

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

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196 A resident asked who handles the sidewalks in the community. The Board gave the history on the  
197 sidewalks and roads to the resident and told her it was the County. The Board would like for  
198 management to reach out to the County and asked them to attend a meeting to address the residents  
199 on the sidewalks and road problems. The Board would like for management to see if a flashing  
200 light can be put on the yield signs at the roundabouts. A resident was involved in a hit and run at the  
201 crosswalk at the roundabout in June. The resident asked if two signs can be installed on the main  
202 boulevard that states "slow down for residents." The Board discussed the hit and run with the  
203 resident at length. The Board is very concerned about this and asked Mr. Marquez to make sure the  
204 off-duty officer looks for a white Toyota Corolla or Camry in the mornings around 8:15-8:30 a.m.  
205 This is the vehicle that hit the resident, and the resident has seen this car in the community going  
206 into Carlisle section. The Board would like for management to get a proposal for cameras at the  
207 roundabouts and a speed data sign.

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210 **10. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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**NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT**

Minutes of the Regular Meeting

October 8, 2018

220 \*These minutes were done in summary format.

221  
222 \*Each person who decides to appeal any decision made by the Board with respect to any matter considered at  
223 the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,  
224 including the testimony and evidence upon which such appeal is to be based.

225  
226 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
227 meeting held on 11-23-18.

228  
229 [Signature]  
230 Signature

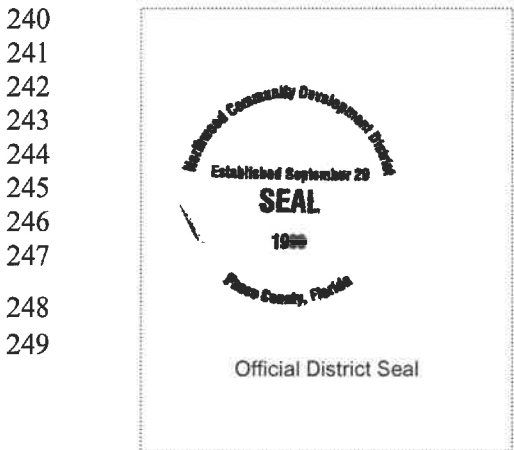
231 Debby Hukill  
232 Printed Name

233  
234  
235 Title:  
236  Secretary  
237  Assistant Secretary

[Signature]  
Signature

Karen E. Uhlig  
Printed Name

238  
239  
240 Title:  
241  Chairman  
242  Vice Chairman



Recorded by Records Administrator

[Signature]  
Signature

11-23-18  
Date