

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

**October 9, 2017 Minutes of the Regular Meeting and
Audit Committee Meeting**

Minutes of the Regular Meeting

The Regular Meeting and Audit Committee Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, October 9, 2017 at 6:30 p.m.**, at the Northwood Clubhouse located at 27248 Big Sur Drive, Wesley Chapel, Florida 33544.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Debby Hukill led the Pledge of Allegiance and called the Regular Meeting and of the Board of Supervisors of the Northwood Community Development District to order on **Monday, October 9, 2017 at 6:34 p.m.**

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

Karen Uhlig	Vice Chairman
Mimi Kilpatrick	Supervisor
Brian Quigley	Supervisor
Barbara Cruz	Supervisor

Staff Members Present:

Debby Hukill	Meritus
Josue Marquez	On-Site Personnel
Sam Tillis	LMP
Brian Mortillaro	LMP
Harvey Odom	Odom's Oasis Pools

There were approximately 10 residents present.

2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

3. VENDOR AND STAFF REPORTS

A. LMP –Sam Tillis

Mr. Tillis went over the annuals handout with the Board. LMP gave the Board the 3-rotation schedule for the year, along with pictures of the annuals. The Board did not like the spring and summer flower choices and instead would like to see purple, pink, and yellow for spring. Ms. Hukill asked LMP to have the spring proposal with pictures for the December meeting book. Ms. Hukill confirmed with LMP that they would know in December which flowers they would be able to install for the spring, and LMP stated that yes, they would know.

The Board liked the fall flowers that LMP chose and asked about the warranty. LMP stated that they would replace any flower that dies. The Board asked LMP when they could install the annuals and Mr. Tillis stated next week. The Board wanted to have the annuals in the front and back of the community to show an “NW” in the flower beds for Northwood, and LMP stated that they can do this. Supervisor Uhlig wanted to be sure LMP would replace any flower that dies and would trim them back if one flower is over-growing the others. LMP said yes, they would.

Next, the Board discussed the summer flowers and would like to see orange, lime green, and purple coleus. Ms. Hukill stated that the summer proposal with pictures will need to be in the April meeting book. The Board would also like to have the summer annuals in rows.

Supervisor Cruz asked LMP about the palms at the round-a-bouts; she stated that the palms have not staked since the hurricane and are dying. Supervisor Cruz is concerned that the palms will die right after the warranty expires. Mr. Tillis said he would have the palms looked at tomorrow. Ms. Hukill said that once she hears back from Mr. Tillis about the palms, she will email the Board.

The Board and LMP talked about the boulders at the round-a-bouts and the two accidents that have occurred with them. The off-duty officer stated that Florida Highway Patrol handles all accidents that involve damage to property.

Mr. Tillis and Mr. Mortillaro from LMP left the meeting.

Ms. Hukill asked the Board if they want Aquatics System to attend the next meeting to go over the pond report from the testing on the three ponds, and the Board said yes.

- B. District Counsel**
- C. District Engineer**

4. BUSINESS ITEMS

A. Discussion on Open Board Seat & Resumes from Candidates

Ms. Hukill stated the District received two resumes for the open Board seat—Angel Medina and Andrew Wasielewski. Mr. Wasielewski addressed the Board and gave a brief overview about himself and his background. The Board asked him some questions. Mr. Medina then addressed the Board and gave a brief overview about himself and his background. The Board also asked Mr. Medina some questions. The Board then discussed the candidates, their resumes, and the Board’s concerns with the candidates.

Supervisor Cruz made a motion to appoint Mr. Medina to the open Board seat, but the motion died because it was not seconded. Supervisor Kilpatrick made a motion to appoint Mr. Wasielewski to the open Board seat, but that motion also died because it was not seconded. Supervisors Quigley and Kilpatrick felt the District should keep looking. Supervisor Kilpatrick did not want to keep looking. Supervisor Cruz did not want to keep looking but wanted to move forward. The Board will continue to accept resumes for the open Board seat until December 1, 2017. The Board requested to have two signs made for the community to announce the open Board seat.

B. Discussion on Pool Vendor Proposal

Mr. Odom of Odom's Oasis Pools went over his proposal and background with the Board. The Board asked him questions about his company and discussed the pool; they wanted to know if he would match the current vendor's pricing, and Mr. Odom stated yes. The Board liked supporting vendors that live in the community.

MOTION TO:	Accept the Odom's Oasis Pools proposal.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

The Board discussed terminating the current pool vendor.

MOTION TO:	Terminate the current pool vendor, Bella Pools.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

Ms. Hukill will confirm if the termination is 30 or 60 days.

C. Discussion on Community Enhancements

1. Discussion on Fence Quotes for Different Areas within the Community

Mr. Marquez went over the three fence proposals and their locations. The Board discussed the proposals and would like to get two more proposals for the playground and common area. The also Board discussed the fence at the pool equipment.

MOTION TO: Move forward with the proposal for the fence at the pool equipment for \$1,295, with the same fence and same look.
MADE BY: Supervisor Cruz
SECONDED BY: Supervisor Kilpatrick
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/1 – Supervisor Quigley opposed because he wanted to obtain more bids.

D. Acceptance of Financial Audit Year Ended September 30, 2016

The Board discussed the audit.

MOTION TO: Accept Fiscal Year 2016 Audit.
MADE BY: Supervisor Kilpatrick
SECONDED BY: Supervisor Cruz
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
4/0 - Motion Passed Unanimously

E. Consideration of Resolution 2018-01; Sidewalk Maintenance Policy

Ms. Hukill went over the resolution. The Board would like to make this resolution easy to access for residents. The Board discussed the sidewalk policy and the resolution. Ms. Hukill stated that it can be put up on the front page of the CDD website, and Mr. Marquez will have at the clubhouse.

MOTION TO: Approve Resolution 2018-01.
MADE BY: Supervisor Kilpatrick
SECONDED BY: Supervisor Cruz
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
4/0 - Motion Passed Unanimously

F. General Matters of the District

5. CONSENT AGENDA

- A. Consideration of Minutes of the Board of Supervisors Meeting August 14, 2017**
- B. Consideration of Operations and Maintenance Expenditures August 2017**
- C. Consideration of Operations and Maintenance Expenditures September 2017**
- D. Review of Financial Statements Month Ending August 31, 2017**

The Board reviewed the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/1 – Supervisor Cruz opposed. She wanted to discuss a few items and will instead send an email with her questions.

6. MANGAGEMENT REPORTS

- A. District Manager**
- B. Staff Action Item List**
- C. Field Manager's Report**
 - 1. Community Inspection Reports**
 - i. Asset Inspection**
 - ii. LMP Service Communication Reports**
 - 2. Sheriff's Report**
 - 3. Aquatic Systems**
 - i. Lake Assessment**

Ms. Hukill reviewed her reports and the action list with the Board. The Board discussed LMP and deducting the 25% for the inspection grade. They have not been happy with the annuals as well as the time it has been taking to get items done. They are also not happy that LMP provided pictures and proposals for the summer annuals and then could not install the flowers. The Board felt it was a waste of their time and that LMP should have not gave them a proposal if they could not get the flowers. The entire Board agreed to deduct 25% from LMP's October invoice.

7. SUPERVISOR REQUESTS

Supervisor Kilpatrick discussed a pillar proposal for clubhouse, the pool and basketball gates, and checking the cards for non-residents. She also talked about trash at clubhouse and wondered if a dumpster is needed.

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

Audience members commented no LMP and planting the annuals, US Homes Builder and the County regarding the sidewalks, hurricane damage at the conservation area, that the Board is doing a good job and community is looking nice, looking at LMP insurance or FEMA for money for hurricane damage, the basketball court, and the open Board seat.

The Board discussed the Christmas lights for the community.

MOTION TO:	Approve the Christmas lights for \$10,000, and get 2-3 proposals for the front, tower, easement at front, and clubhouse, with starting Thanksgiving weekend and take down (included) around January 10, 2018.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/1 – Supervisor Uhlig opposed.

9. ADJOURNMENT

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

AUDIT COMMITTEE MEETING

1. CALL TO ORDER/ROLL CALL

Debby Hukill called the Audit Committee Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, October 9, 2017**. She announced that the Audit Committee meeting had been advertised.

Audit Committee Members Present:

Karen Uhlig	Vice Chairman
Mimi Kilpatrick	Supervisor
Brian Quigley	Supervisor
Barbara Cruz	Supervisor

Staff Members Present:

Debby Hukill Meritus
Josue Marquez On-Site Personnel

2. APPOINT CHAIRMAN

The Board agreed to appoint Ms. Hukill as chair for the meeting.

3. SELECTION OF CRITERIA FOR EVALUATION OF PROPOSALS

4. DETERMINE DATE, TIME AND LOCATION RFP REQUIRED

A. Consider Notice of Request for Proposals for Annual Audit Services

5. CONSIDER SENDING RFP TO INTERESTED FIRMS

6. DETERMINE DATE OF NEXT COMMITTEE MEETING

The Audit Committee wanted to go out for RFPs with scoring and have the next meeting on Dec 11.

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

*These minutes were done in summary format.

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 11-13-17.

Signature

Printed Name

Title:

☐ Secretary

☒ Assistant Secretary

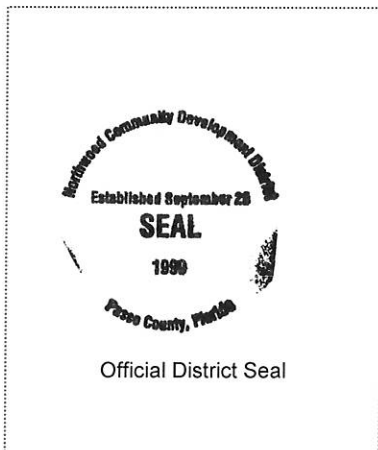
Signature

Printed Name

Title:

☐ Chairman

☒ Vice Chairman



Recorded by Records Administrator

Signature

Date