

# **NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT**

## **December 11, 2017 Minutes of the Audit Committee and Regular Meeting**

### **Minutes of the Audit Committee and Regular Meeting**

The Audit Committee and Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, December 11, 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 of the Board of Supervisors of the Northwood Community Development District to order on **Monday, December 11, 2017 at 6:30 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

*arrived at 6:43pm*

#### **Staff Members Present:**

Debby Hukill	Meritus
Josue Marquez	On-Site Personnel

There were approximately 4 residents present.

#### **2. RECESS TO AUDIT COMMITTEE MEETING**

MOTION TO:	Recess to Audit Committee.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 – Motion passed unanimously

#### **3. AUDIT COMMITTEE MEETING**

- A. Open the Audit Committee Meeting
- B. Evaluate and Rank the Audit Proposals
  - i. *McDermitt -Davis*
  - ii. *Grau & Associates*
  - iii. *Carr, Riggs & Ingram*

C Finalize the Ranking and Consideration of Audit Committee Recommendation

The audit committee reviewed the proposals for audit services. McDirmit received 90 points, Grau received 100 points and Carr, Riggs and Ingram received 90 points. Grau received 100 due to pricing.

MOTION TO:	Accept Grau proposal for 3 years
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

D. Close the Audit Committee Meeting

MOTION TO:	Close Audit Committee
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

**4. RETURN AND PROCEED TO REGULAR MEETING**

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

There were no audience questions or comments on agenda items.

**6. VENDOR AND STAFF REPORTS**

**A. District Counsel**

No District Counsel Report

**B. District Engineer**

No District Engineer Report

**7. BUSINESS ITEMS**

**A. Consideration of Audit Committee Recommendations and Evaluation**

MOTION TO: Accept Committee Recommendation to go with Grau for  
3 years  
MADE BY: Supervisor Uhlig  
SECONDED BY: Supervisor Kilpatrick  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 – Motion passed unanimously

**B. Discussion on Open Board Seat & Resumes from Candidates**

Debby Hukill stated the district only received one new resume, Mr. Jeff Bryson. The Board spoke with Mr. Bryson in length about his resume for the open Board seat. Some of the items they discussed were reserve, improvements, experience, voting, history with the Board and what he would bring to the Board. Ms. Hukill stated it is up to the Board what they would like to do. The district had 3 residents apply for the position; Andrew Wasielewski, Angel Medina and Jeff Bryson.

MOTION TO: Accept Andrew Wasielewski to the open Board seat  
MADE BY: Supervisor Kilpatrick  
SECONDED BY: None  
DISCUSSION: None further  
RESULT: Called to Vote: Motion FAILED due to no second

MOTION TO: Accept Jeff Bryson to the open Board seat  
MADE BY: Supervisor Uhlig  
SECONDED BY: Supervisor Quigley  
DISCUSSION: The Board discussed the open seat and what to do. The Board agreed to wait and see how they go with four Board members and will look at the open seat again in February.  
RESULT: Called to Vote: Motion FAILED  
2/2 – Motion failed Supervisor Cruz and Supervisor Kilpatrick opposed

**C. Discussion on Spring Annuals**

Ms. Hukill stated LMP failed their OLM inspection this month. Ms. Hukill also stated OLM and management recommends the Board go out for bids for a new landscaper. Ms. Hukill and the Board discussed LMP performance in the community. LMP work has been declining for several months. The Board agreed not to pay LMP performance base pay for December. Ms. Hukill also asked the Board about the fall annuals. Ms. Hukill stated the district has been having problems with the annuals and felt the district should

not pay full price for all the trouble they were having. The Board agreed. The Board wants a breakdown on annual invoice to see labor cost and plant cost. The Board discussed going out for bids for a new landscaper. Ms. Hukill and the board discussed dates on RFP and timelines. The Board agreed to continue this meeting till January 29 at 6:30 to give time for bids to come in. The Board will not meet on January 8. Ms. Hukill stated management will request the bids to be in by Jan 19 at 5:00 pm. Ms. Hukill recommended adding annuals to the scope of work and ask for spring annuals with pictures since this is a high priority for the Board. The Board agreed. The Board would like to wait on the spring annuals and have new landscaper install.

MOTION TO:	Go out for bids on a new landscaper
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

#### **D. Discussion on Back Entrance Monument Proposal**

The Board discussed the proposal and the benefits of having a back entrance monument. The Board discussed the budget for this line item.

MOTION TO:	Approve proposal on back entrance monument
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/1 – Motion passed / Supervisor Uhlig opposed

#### **E. General Matters of the District**

### **8. CONSENT AGENDA**

#### **A. Consideration of Minutes of the Board of Supervisors Meeting November 13, 2017**

The Board reviewed the minutes.

MOTION TO:	Approve November 13, 2017 meeting minutes
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

**B. Consideration of Operations and Maintenance Expenditures November 2017**

The Board reviewed the O&M's. The Board asked about the hourly rate on the irrigation tech. From what Sam Tillis said the hourly rate is not adding up in the invoices. Ms. Hukill will follow up. The Board asked Frontier bill to make sure we are getting best price. Mr. Marquez stated we are. Supervisor Kilpatrick wanted to make sure the CDD was not charged for off duty Sheriff for HOA meeting. Ms. Hukill stated no, the CDD was not. The Board discussed in length the basketball court, timer on the lights and the hours they are open.

MOTION TO:	Approve November 2017 O&M's
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

**C. Review of Financial Statements Month Ending October 31, 2017**

The Board reviewed the financials.

**9. MANGAGEMENT REPORTS**

**A. Staff Action Item List**

**B. Field Manager's Report**

**1. Community Inspection Reports**

**i. Asset Inspection**

**ii. LMP Service Communication Reports**

**2. Sheriff's Report**

Ms. Hukill and Mr. Marquez reviewed the staff action item list and reports. The board and management discussed the astro turf cost, wall inspection and dumpster install. Ms. Hukill read the proposal for the astro turf. The cost would be around \$24,000.

**10. SUPERVISOR REQUESTS**

Supervisor Kilpatrick requested paper towel holders for restrooms, clubhouse hours and rental process, pool vendor update. The Board discussed the staffing hours. Ms. Hukill stated every month Mr. Marquez or herself would send the board staffing schedules. Supervisor Cruz wanted to make sure Mr. Marquez's hours and cell number were posted on the door. Supervisor Uhlig suggested getting a timeclock so residents could not say staff is not working.

MOTION TO: Purchase a timeclock  
MADE BY: Supervisor Uhlig  
SECONDED BY: Supervisor Cruz  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 – Motion passed unanimously

## 11. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

The audience questioned on the back entrance monument, basketball court hours, climbing fence, parking on the street, family members on Board together, non-resident using amenities, sidewalks in bad shape in community. The audience wanted to thank the Board for everything.

## 12. ADJOURNMENT

MOTION TO: Continue meeting to January 29, 2018 at 6:30pm at the  
Northwood Clubhouse  
MADE BY: Supervisor Quigley  
SECONDED BY: Supervisor Uhlig  
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 1-29-18.

[Signature]  
Signature

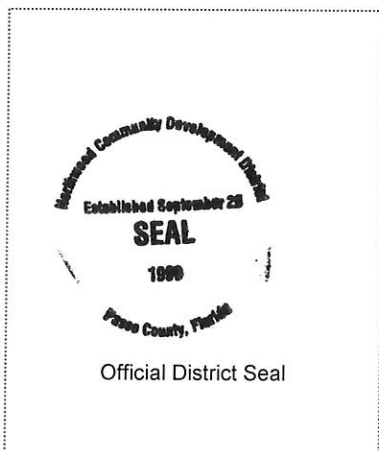
Debby Nussel  
Printed Name

Title:  
☐ Secretary  
☒ Assistant Secretary

[Signature]  
Signature

Karen E. Uhlig  
Printed Name

Title:  
☐ Chairman  
☒ Vice Chairman



Recorded by Records Administrator

[Signature]  
Signature

2-3-18  
Date