

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, May 14, 2018 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

Nicole Chamberlain 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, May 14, 2018 at 6:32 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:

Nicole Chamberlain	Meritus
Josue Marquez	On-Site Personnel
Brian Mortillaro	LMP

There were approximately three audience members present.

2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments.

3. VENDOR AND STAFF REPORTS

A. Discussion with LMP

Mr. Mortillaro talked about the vacant areas by the monuments and what he would like to propose to fill in the areas. Supervisor Kilpatrick asked if this is part of the master plan. Mr. Mortillaro said the master plan doesn't have anything for the monuments. The Board and Mr. Mortillaro discussed the next phase of master plan. Supervisor Kilpatrick asked if they already received the mulch service. Mr. Mortillaro said he wanted to hold off until he knew if they were going to move forward with the second phase first. He said in the next week, they could do the corners.

Supervisor Cruz asked if they have lighting in that area because it's so dark there. Mr. Marquez said there are lights and they are working properly, but some are old and need to be replaced. Mr. Marquez also said there is power in the area, so if the Board is interested in adding more lights, it's

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possible. Supervisor Kilpatrick said she thought that she had been told a few months previously that the area was solar-powered, and Mr. Marquez said no, that there is power there. Supervisor Cruz said that maybe it's the light bulbs, and Mr. Marquez said that LED lights could be installed instead.

There was a discussion on the center island and the plants that were recently installed. The Board continued to talk about the second phase of improvements. Supervisor Uhlig asked if they have a proposal, and Mr. Mortillaro said not yet, because they are still working on the counts. He provided the Board with an approximate cost. The Board discussed the types of plants that would be installed.

MOTION TO:	Approve the proposed plan with a do-not-exceed of \$9,000.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/1 – Supervisor Quigley opposed.

Supervisor Cruz asked if LMP can include the electric. Mr. Mortillaro said they are not electricians but could help. Supervisor Kilpatrick asked if Mr. Marquez could look into it. Mr. Marquez asked for clarification. Mr. Marquez said that they might want to wait on the plantings because if an electrician has to dig into the ground, the plants would be ripped up. Mr. Mortillaro said they have some time because the plantings are about three weeks out.

MOTION TO:	Approve the repair to both sides with a do-not-exceed of \$1,500.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/1 – Supervisor Quigley opposed.

The Board discussed the \$9,000 again, and Supervisor Quigley said he doesn't want to spend the money, as they are already \$50,000 over budget. Supervisor Quigley also doesn't think they should spend any money on the lighting. Supervisor Kilpatrick said she wants to make sure they get the monuments taken care of. Supervisor Uhlig said doesn't understand why they can't find someone to do the work. Ms. Chamberlain said management has found someone and will have proposals for next month.

Supervisor Cruz asked about the warranty. Supervisor Quigley said he thought they said they would warranty for longer than a year. Mr. Mortillaro said as long as it is due to neglect. Ms. Chamberlain clarified that it was as long as LMP is maintaining the landscaping. Supervisor Quigley asked about

an irrigation invoice and the mark-up for batteries. He said if there is that much of a mark-up for batteries, he wondered what the mark-up is for everything else.

Supervisor Kilpatrick asked if Mr. Mortillaro brought the premium book. Mr. Mortillaro said the plant specialist couldn't make it because there was an accident. They will have to schedule it for another time. Mr. Mortillaro then introduced the production manager Jose.

Mr. Mortillaro discussed the three dead palms. Supervisor Cruz asked if can put a ribbon on them so they can see where they are located. The Board also discussed what to do by the guard rails. Supervisor Kilpatrick asked if there is irrigation at the park, and Mr. Mortillaro said yes, there is irrigation. There was also some discussion about putting shrubs against the fence in the park.

B. Discussion with Aquatic Systems

Ms. Chamberlain stated that Aquatic Systems would not be attending the meeting. There was still an issue with a part that malfunctioned, but they do not have an additional update. The Board said Aquatics Systems needs to be at the next meeting. They would like Ms. Chamberlain to send an email letting Aquatic Systems know that the Board needs to know what treatments have been performed on the ponds and the status of the aeration system. It has been months since the Board approved the aeration system. The Board asked Ms. Chamberlain to see if the aeration system had already been paid for and if they are leasing it or own it.

C. Discussion on Aquatic Weed Control

Jason Marks from First Choice Aquatics gave a presentation and discussed the current condition of ponds. He also explained how aeration works. Mr. Marks stated that they don't typically work with solar systems, because in order to have the proper outcome, the system should run 24/7. Supervisor Quigley said the other company did not mention that. Supervisor Uhlig asked how the system would be powered without solar, and Mr. Marks said that electric would need to be installed. Mr. Marks discussed the proposal for services. Ms. Chamberlain said they are a couple hundred dollars higher. Mr. Marks said they can work to bring down the numbers to come closer to the current contract.

D. District Counsel

E. District Engineer

4. BUSINESS ITEMS

A. Consideration of Resolution 2018-02; Approving FY 2019 Proposed Budget & Setting Public Hearing

Ms. Chamberlain went over the resolution and budget line items. She stated that the proposed budget was staying the same as the previous year with no increase. The Board discussed the proposed budget and what had previously been approved when one of the bonds was paid off in the previous year. The homeowners were to receive \$400 back, and \$100 was to go to the O&M assessments. The Board was divided as to whether this was to be a one-time occurrence or if the \$100 would continue to go toward the O&Ms. Ms. Chamberlain said she would need to research

what exactly was approved to provide some clarity. She will also look into the financial standing. Ms. Chamberlain said she will send an email update to the Board, and if necessary, the Board could hold a special meeting to further discuss the budget and findings.

B. Annual Disclosure of Qualified Electors

Ms. Chamberlain announced that as of April 15, 2018, Northwood CDD has 1,502 qualified electors.

C. 2018 Elections Process

Ms. Chamberlain explained the election process and provided the time frame for submitting the required paperwork.

D. Consideration of Resolution 2018-03; General Elections, November 2018

Ms. Chamberlain went over the resolution and which seats are included in the election.

MOTION TO:	Approve Resolution 2018-03.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

E. Discussion on Painted Wall – Rincon Drive

Supervisor Uhlig explained why she asked for this to be added to the agenda. Ms. Chamberlain provided pictures for the Board. Mr. Marquez will check for additional problem areas and will also check on the warranty.

F. Discussion on Clubhouse Office Access

Supervisor Uhlig stated that doesn't think any supervisor should have a key to the clubhouse office. The Board discussed access to the clubhouse office, and Supervisor Quigley agreed with Supervisor Uhlig that supervisors should not have keys. Supervisor Cruz and Supervisor Kilpatrick did not see a problem with supervisors having keys, especially as there is already a spare key in the clubhouse if anyone needs to get into the office. The Board continued to discuss clubhouse office access and agreed to disagree on this topic.

Supervisor Kilpatrick brought up the idea of having a computer and possibly a printer in the clubhouse for residents to use. The Board agreed it was a good idea and would like to see some prices.

G. General Matters of the District

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5. CONSENT AGENDA**A. Consideration of Minutes of the Board of Supervisors Meeting April 9, 2018**

The Board reviewed the minutes. The Board asked for the basketball backboard to be included on the next agenda.

MOTION TO:	Approve the April 9, 2018 minutes.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

B. Consideration of Operations and Maintenance Expenditures April 2018

The Board reviewed the O&Ms and discussed the water bills from last month that showed no usage. There was also a question as to why there are two invoices for an audit.

MOTION TO:	Approve the April 2018 O&Ms.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

C. Review of Financial Statements Month Ending March 31, 2018

The financials were reviewed and accepted. There was a request to add page numbers next to the tabs in the meeting book.

6. MANGAGEMENT REPORTS**A. Staff Action Item List****B. Field Manager's Report****1. Community Inspection Reports****i. Asset Inspection****ii. Aquatics Report****iii. Clubhouse Calendar****2. Sheriff Report****C. Discussion with Aquatics about Weed Control**

Ms. Chamberlain went over the staff reports and action items. Supervisor Cruz asked for a status update on the fence, and Supervisor Uhlig asked about the dumpster.

7. SUPERVISOR REQUESTS

There were no supervisor requests at this time.

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

A resident asked about the fence behind his home being painted.

9. ADJOURNMENT

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

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*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 June 11, 2018.

Karen Uhlig
Signature

Karen E. Uhlig
Printed Name

Title:

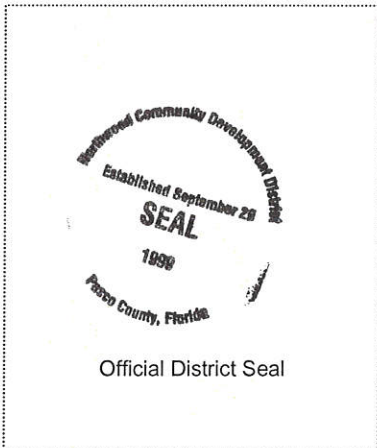
- ☐ Secretary
☐ Assistant Secretary

Debby Hukill
Signature

Debby Hukill
Printed Name
Asst. Secretary

Title:

- ☐ Chairman
☒ Vice Chairman



Recorded by Records Administrator

Shannon Kennerton
Signature

June 11, 2018
Date