

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

April 10, 2017 Minutes of the Regular Meeting

April 10, 2017 Minutes of the Board of Supervisors Regular Meeting

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, April 10, 2017 at 6:30 p.m.**, at the Northwood Clubhouse located at 27248 Big Sur Drive, Wesley Chapel, Florida 33544.

1. PLEDGE OF ALLEGIANCE

Nicole Chamberlain led the Pledge of Allegiance.

2. CALL TO ORDER

Nicole Chamberlain called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, April 10, 2017 at 6:35 p.m.**

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

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

Staff Members Present:

Nicole Chamberlain	Meritus
Josue Marquez	On-Site Personnel
Tonya Stewart	District Engineer

There were two residents present.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

4. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Engineer

Ms. Stewart said she met with the contractor earlier that day regarding repairs. The contractor asked if they will be getting proposals for pressure washing and painting. Supervisor Mendenhall said they already have proposal for painting, but the first thing they need to do is have the crack repaired. Ms. Stewart said that since the tree has been removed, the repair may have changed, and a second crack may be starting.

Ms. Stewart also discussed how aquatic plants can help with erosion, and she recommends engaging in a conversation about this with the aquatics vendor. Supervisor Kilpatrick asked why the District doesn't do preventative measures such as filling it in with natural water to take care of erosion. Ms. Stewart summarized how the pond system works and the reason for the design. She also said that it is important to make sure homeowners are telling their personal landscapers not to mow anything on CDD property.

Next, there was a discussion about trespassing and signs by the ponds. The Board decided that more signs are needed.

MOTION TO:	Have Mr. Marquez buy additional signs, not to exceed \$2,000, and have them installed by the ponds.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

5. BUSINESS ITEMS

A. Discussion on Community Soccer Field Turf

The Board discussed putting turf down on the community soccer field. Supervisor Kilpatrick said that safety is an issue and with turf it would be a softer fall for kids playing there. She also said that in its current condition, the field is an eyesore. Supervisor Mendenhall gave the history of the field and explained why there is grass there; he went on to say that the kids choosing to play soccer there is why the field looks the way it does now. Supervisor Kilpatrick asked to get proposals for something that is both safer and looks nice. The Board discussed possibly having a multipurpose surface like a basketball court; they would like management to search previous bids and get new ones. They would like this item to be on the agenda for next month's meeting.

B. Discussion on Little Library

The Board discussed having a Little Library. Supervisor Quigley asked who would monitor it. The Board continued to discuss their concerns.

MOTION TO:	To not move forward as of now for reasons discussed.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

Supervisor Kilpatrick will talk to the HOA about a possible book exchange once a week.

The Board also discussed bounce houses at events and possible liability. Mr. Marquez will make sure bounce houses are manned at all times and that the CDD is listed on the agreement with million dollar coverage.

C. Discussion on Nichols Landscape Architecture Account

Supervisor Mendenhall explained the history of the Nichols Landscape Architecture Account and said he thinks the invoices are valid. The Board discussed their thoughts.

MOTION TO:	Pay the invoices contingent on Nichols Landscaping provided paper and digital versions of plans.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

The Board would like management to bring a copy of the plans to next month's meeting for budget discussion.

D. Discussion on Proposal for Community Painting

Ms. Chamberlain told the Board that the contractor did agree to discount price to offset water usage. Supervisor Uhlig asked what door is being painted, and Mr. Marquez answered that it's the guard shack. The Board agreed that they need a more accurate cost for the corner bead. They would like the contractor to give the higher end, or something like a "not to exceed 200 feet." The entire amount should be at a cost of \$12.50, not only after a certain number of feet.

The Board agreed that they would like to hold a special meeting in two weeks to discuss painting and have an updated proposal at that time. They would also like to check with Ms. Stewart to make sure it is okay to move forward with painting in areas that are not in need of repair. The Board would like Ms. Stewart to have proposal from Motts ready for the special meeting.

E. Discussion on Holiday Lights

The Board discussed holiday lights and agreed that there were not enough lights last year. They would like to have additional lighting this year. There was a discussion about how much would need to be added to the budget for holiday lights. Management will bring the previous proposals to next meeting so the Board can review them.

MOTION TO:	Put \$10,000 in the budget for holiday lights.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

F. General Matters of the District

6. CONSENT AGENDA

A. Consideration of Minutes of the Board of Supervisors Meeting March 13, 2017

B. Consideration of Operations and Maintenance Expenditures April 2017

C. Review of Financial Statements Month Ending February 28, 2017

The Board agreed to table the Consent Agenda until the next meeting.

7. MANGAGEMENT REPORTS

A. Staff Action Item List

The Board would like proposals for the back entrance so they can review them at the special meeting. Mr. Marquez will reach out to Creative Designs for proposals. Supervisor Uhlig asked a question about the poles. The Board would like to ensure that LMP is gluing the stones based on the proposal. Management will check with LMP to determine what palm trees are not susceptible to the virus and which palm trees they will warranty. Mr. Marquez will contact the County to see if the signs in the center of the islands actually need to be in the center and in those specific locations. The Board also noted that the annuals are the wrong colors; they would like to see brighter colors.

B. District Manager

C. Field Manager's Report

1. Community Inspection Report

2. Aquatics Report

3. Sheriff's Report

8. SUPERVISOR REQUESTS

Supervisor Uhlig asked about how long it is taking for tasks to be completed. The Board requested for management to let all Board members know what is going on if there are changes in between meetings. Supervisor Mendenhall mentioned the Sheriff's report and said he would like the Deputies to stop issuing warnings and instead issue tickets. He also wanted to make sure that the Deputy is rotating the schedule. Supervisor Quigley said that on the police log, the Deputies are supposed to be checking in, and it needs to be done every time in person, not with a phone call.

9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There were no audience questions or comments at this time.

10. ADJOURNMENT

MOTION TO:	Adjourn at 8:43 p.m.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Mendenhall
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - 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 5-8-17.

Signature

Printed Name

Title:

☐ Secretary

☒ Assistant Secretary

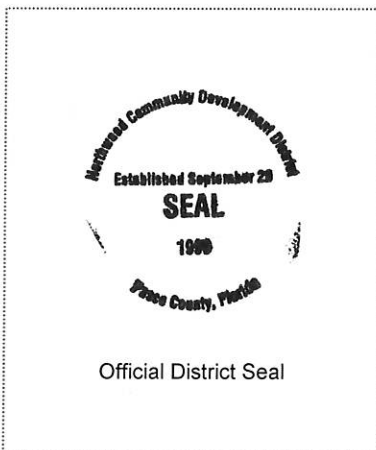
Signature

Printed Name

Title:

☒ Chairman

☐ Vice Chairman



Recorded by Records Administrator

Signature

Date