

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

December 12, 2016 Minutes of the Regular Meeting

December 12, 2016 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, December 12, 2016 at 7:00 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 and Public Hearing of the Board of Supervisors of the Northwood Community Development District to order on **Monday, December 12, 2016 at 7:00 p.m.**

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

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

Staff Members Present:

Nicole Chamberlain	Meritus
Josue Marquez	On-Site Personnel
Vivek K. Babbar	District Counsel, Straley Robin Vericker

One Audience Member

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments at this time.

4. VENDOR AND STAFF REPORTS

A. District Counsel

1. Meadow Pointe II Email re: Pasco County ROW and Sidewalk Conflict Resolution

District Counsel Vivek Babbar explained the county's responsibility in maintaining the sidewalks. Mr. Babbar stated that the Board could request that the county make the repairs, but there is no way of forcing them to do so. The county was asked, but they elected not to do anything at this time. Supervisor Mendenhall suggested it might be a good idea for Mr. Babbar to speak with Andy Cohen and see what he thinks the estimated costs of the repairs will be, so that the CDD is doing its due diligence. Supervisor Mendenhall said that perhaps they can fix the sidewalks and ask for maintenance agreement. Supervisor Kilpatrick said her main concern is who is actually responsible;

she also asked if Mr. Babbar is aware of the previous litigation. Mr. Babbar said he was not aware, and Supervisor Kilpatrick asked if Mr. Babbar could please research the previous litigation. Supervisor Kilpatrick also asked if all this is voluntary, and Mr. Babbar answered that the CDD cannot force the county's hand.

Supervisor Cruz asked why a deputy was attending the meeting; she also asked who is paying for the deputy to be there. Supervisor Mendenhall answered that the CDD is paying for it and then explained why the deputy is scheduled to be at the meetings. Supervisor Cruz stated that since there is only one audience member present and the deputy could be out patrolling, she would rather that he patrol instead; Supervisor Mendenhall agreed. The Board agreed that they could determine at each meeting if the deputy was needed to be present.

Supervisor Cruz asked how many other communities are aligned the same way as Northwood. Mr. Babbar and Supervisor Mendenhall both said that they do not know of any.

Supervisor Cruz also wanted to make sure that the CDD's liability is capped. Supervisor Uhlig asked if just CDD property was being discussed, and Mr. Babbar said they were referring to sidewalk to sidewalk.

The Board discussed contacting Andy Cohen to obtain estimated costs of repairs.

MOTION TO:	Contact Andy Cohen to obtain estimated costs of repairs.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Mendenhall
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

B. District Engineer

Ms. Chamberlain confirmed with Supervisor Mendenhall that the District Engineer would send an e-mail with any updates. Supervisor Mendenhall checked his email and said the first section of the repair is complete, and that the District Engineer Tonja Stewart would be on site the following day to inspect the completed work. Ms. Stewart did receive a few resident complaints, and Supervisor Cruz said that was her concern. Supervisor Uhlig and Ms. Chamberlain stated that because the work is not complete, it is not possible to make sure everything is functioning properly at this time.

5. BUSINESS ITEMS

A. Consideration of Resolution 2017-01; Re-Designation of Officers

Supervisor Uhlig said that she thought Supervisor Mendenhall should be the Chairman. Supervisors Cruz and Kilpatrick disagreed and said that the community would like to see a change, and keeping the same person as chair does not show change. Supervisor Uhlig explained the reasons why Supervisor Mendenhall should be chair.

MOTION TO:	Approve Supervisor Mendenhall as Chairman.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/2 – Supervisors Cruz and Kilpatrick opposed.

Supervisor Mendenhall said that Supervisor Uhlig should be the Vice Chairman. Supervisors Cruz and Kilpatrick disagreed. They said that keeping Supervisors Mendenhall and Uhlig in the same positions send the wrong message to the community. Supervisor Cruz said that she knows Supervisor Mendenhall has a lot of history and does this for a living, but that it would be best for the community to have someone new in these positions. Mr. Babbar then explained the roles of the different board members.

MOTION TO:	Approve Supervisor Uhlig as Vice Chairman.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/2 - Supervisors Cruz and Kilpatrick opposed.

B. Review of Supervisor Responsibilities and Sunshine Laws

Mr. Babbar explained the responsibilities and obligations of the Board of Supervisors along with the appropriate methods of communication. The Board requested that it be stated in the newsletter that the agenda is on the CDD website. Supervisor Cruz requested that copies of the agenda be placed on the rack by the front door.

C. General Matters of the District

6. CONSENT AGENDA

A. Consideration of Minutes of the Board of Supervisors Meeting November 14, 2016

B. Consideration of Operations and Maintenance Expenditures December 2016

C. Review of Financial Statements Month Ending October 31, 2016

The Board reviewed the consent agenda items and noted that there was an error in the minutes regarding the discussion on Christmas lights. Celia Nichols's names needs to be changed to Cindy Hesselbirg.

MOTION TO: Approve all Consent Agenda Items with a change in the minutes with regards to "Celia Nichols" being changed to "Cindy Hesselbirg."
MADE BY: Supervisor Mendenhall
SECONDED BY: Supervisor Uhlig
DISCUSSION: None Further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

7. MANGAGEMENT REPORTS

A. Staff Action Item List

There was a request to follow up with Debby Hukill regarding the repair of the sign. Supervisor stated that quotes regarding painting of the clubhouse and other similar projects should be included with the current proposals being obtained.

B. District Manager

Mr. Marquez said he will check on the Christmas lights that are not working. A discussion on the Christmas lights, the amount approved, and who should be responsible followed. Supervisor Cruz suggested that perhaps they should have the HOA pay a certain amount to the CDD to help with the Christmas lights. There was also a discussion on what the current breaker could handle if the CDD wants additional lights put up.

MOTION TO: Have the Electrician come and look at what needs to be done; if the repair is under \$500.00 and can be completed by 12/16/16, increase the amount of Christmas lights by \$250.00.
MADE BY: Supervisor Uhlig
SECONDED BY: Supervisor Cruz
DISCUSSION: None Further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

C. Field Manager's Report

1. Community Inspection Report

Mr. Marquez went over this report. There was a question about the landscaping and what can be done differently.

2. Aquatics Report

3. Sheriff's Report

8. SUPERVISOR REQUESTS

Supervisor Mendenhall asked for the meeting time to be moved from 7:00 p.m. to 6:00 p.m.
Supervisor Cruz said she could not get there by 6:00 p.m. because of traffic, but that 6:30 p.m.
would work for her.

MOTION TO:	Move the meeting start time to 6:30 p.m.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

Supervisor Kilpatrick asked about the garbage service and the timeframe it is currently being paid.
She thought maybe if they paid the bill early, there would be a discount. She asked to have Ms.
Hukill look at the contract.

Supervisor Uhlig stated that the Sheriff's reports were positive. Supervisor Kilpatrick asked if the
patrols could be scheduled, and Ms. Chamberlain replied that they could. Supervisor Cruz asked if
it is possible to schedule at peak times. Mr. Marquez will contact Sheriff's office to do this.

Supervisor Kilpatrick asked to add a discussion on the roundabouts to the agenda for the next
meeting.

9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There was a question about the irrigation and if the construction work was finished.

10. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Mendenhall
SECONDED BY:	Supervisor Cruz
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 2-13-17.

Signature

Printed Name

Title:

☐ Secretary

☒ Assistant Secretary

Signature

Printed Name

Title:

☒ Chairman

☐ Vice Chairman

Recorded by Records Administrator

Signature

Date

