

**NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT**  
Minutes of the Regular Meeting  
March 9, 2020

**Minutes of the Regular Meeting**

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, March 9, 2020 at 6:30 p.m.**, at the Northwood Clubhouse located at 27248 Big Sur Drive, Wesley Chapel, Florida 33544.

**1. CALL TO ORDER**

Gene Roberts called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, March 9, 2020 at 6:30 p.m.**

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

Mimi Kilpatrick	Chair
Brian Quigley	Vice Chair
Karen Uhlig	Supervisor
Barbara Cruz	Supervisor
Angel Medina	Supervisor

**Staff Members Present:**

Gene Roberts	District Manager, Meritus	
Alex Wolfe	Accounting Manager, Meritus	<i>via conference call</i>
Josue Marquez	Onsite Manager	

There were eight residents present in the audience.

**2. AUDIENCE QUESTION AND COMMENT ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**3. BUSINESS ITEMS**

**A. Discussion with Accounting Manager**

Alex Wolfe called in and answered the Board's questions on the Audit and explained the line items and available cash. The Board and Ms. Wolfe discussed different options on where to place the reserve funds. Ms. Wolfe recommended for a financial advisor to attend a future meeting to give the Board some options. The Board asked staff to add to this item to April's agenda.

The Board said they would like to receive the bank statement monthly. In the financials, the Board would also like to have a separate line item showing available reserve funds.

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**B. Acceptance of Financial Review for FY Ending September 30, 2019**

The Board reviewed the Audit.

MOTION TO:	Accept the Financial Review for FY Ending September 30, 2019.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

*Ms. Wolfe exited the conference call.*

**C. Discussion with Cornerstone**

Cornerstone’s representative was unable to attend the meeting. Josue Marquez had some renderings of the proposed monument sign. The Board decided on one of the renderings and asked for staff to proceed with pricing.

**D. Discussion on Drainage Easement**

The resident did not attend the meeting. The Board discussed and would like to proceed with having the fence moved as previously approved.

**E. Discussion on Paver Repair Proposals**

The Board discussed the proposals and decided to accept the bid from Tampa Bay Pavers for \$6,380. They would like for the contract work to be completed by April 30, 2020.

MOTION TO:	Approve the bid from Tampa Bay Pavers for \$6,380.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**F. Discussion on Clubhouse Interior Pricing**

The Board discussed the lighting proposals. Mr. Marquez went over the two estimates from Himes Electric and Dr. Electrical and explained that the one from Himes was higher but included more and better light fixtures.

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<b>MOTION TO:</b>	Approve the Himes proposal but ask Dr. Electric if they could do better than the Himes proposal using the same specs, and if so, award the contract to Dr. Electric, but if not, proceed with Himes, and have a minimum of a one-year warranty.
<b>MADE BY:</b>	Supervisor Cruz
<b>SECONDED BY:</b>	Supervisor Uhlig
<b>DISCUSSION:</b>	None Further
<b>RESULT:</b>	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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100 The Board requested for staff to get two more painting proposals. Supervisor Cruz will get some  
101 estimates on furniture. Mr. Roberts suggested they call a large furniture store like Kane’s to have a  
102 sales representative come and give some ideas. The Board asked staff to get additional estimates on  
103 flooring and a retractable movie screen. The Board decided on a \$50,000 budget to complete the  
104 clubhouse interior improvements. They also asked for pool furniture/cabanas to be added to April’s  
105 agenda.

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**G. General Matters of the District**

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**4. CONSENT AGENDA**

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**A. Consideration of Minutes of the Board of Supervisors Regular Meeting February 10, 2020**

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The Board reviewed the February 10, 2020 minutes.

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<b>MOTION TO:</b>	Approve the February 10, 2020 minutes.
<b>MADE BY:</b>	Supervisor Uhlig
<b>SECONDED BY:</b>	Supervisor Quigley
<b>DISCUSSION:</b>	None Further
<b>RESULT:</b>	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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129 **B. Consideration of Operations and Maintenance Expenditures January 2020**

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131 The Board discussed the O&Ms. Supervisor Kilpatrick asked for staff to check on Waste Connections  
132 invoice# 4329426 and confirm they were not billed for two months.

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MOTION TO: Approve the January 2020 O&Ms with review of the  
Waste Connections invoice.

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MADE BY: Supervisor Uhlig

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SECONDED BY: Supervisor Quigley

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DISCUSSION: None Further

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RESULT: Called to Vote: Motion PASSED

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4/1 – Supervisor Cruz opposed.

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**C. Review of Financial Statements through January 31, 2020**

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144 The financials were reviewed and accepted.

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**5. MANGAGEMENT REPORTS**

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**A. Staff Action Item List**

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150 The Board discussed the action item on aeration. Supervisor Quigley said this item is resolved and  
151 should be closed.

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**B. Field Manager's Report**

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**1. Community Inspection Reports**

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**i. Asset Inspection**

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**ii. Aquatic Systems Report**

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**iii. Clubhouse Calendar**

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**2. Sheriff's Report**

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160 The Board reviewed the management reports and asked why LMP was not present. Mr. Roberts  
161 explained that they arrived prior to the meeting with a folder of proposals. Since the Board did not  
162 have to time to review them, Mr. Roberts recommended for the proposals to be added to the next  
163 month's agenda. The Board agreed.

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**6. SUPERVISOR REQUESTS**

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168 There were no supervisor requests.

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171 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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173 A resident on the fining committee asked for the sheriff patrol to be available to attend their  
174 meetings. They were told that this is an HOA responsibility. She told the Board they attend the  
175 HOA meetings and Mr. Marquez confirmed he schedules a patrol for the night of the meetings. The  
176 Board asked for staff to notify the HOA that after May, they will be responsible for paying for the  
177 deputies to attend the HOA meetings.

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179 A resident asked about the decision to remove one of the basketball goals. The Board explained it  
180 was because a large number of non-residents were jumping the fence to use the court.

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183 **8. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

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193 \*Please note the entire meeting is available on disc.

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195 \*These minutes were done in summary format.

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

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201 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
202 meeting held on 04/13/2020.

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204 Nicole Hicks

205 Signature

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207 Nicole Hicks

208 Printed Name

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210 Title:

211  Secretary

212  Assistant Secretary

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Mimi Kilpatrick

Signature

Mimi Kilpatrick

Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator

Brittany Crutchfield

Signature

04/15/2020

Date

