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Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, February 14, 2022 at 6:30 p.m.** at the Northwood Clubhouse located at 27248 Big Sur Dr., Wesley Chapel, Florida, 33544 and via Zoom at <https://zoom.us/j/94237096324> with meeting ID 942 3709 6324.

1. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

2. CALL TO ORDER

Gene Roberts called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, February 14, 2022 at 6:33 p.m.**

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

Mimi Kilpatrick	Chair
Angel Medina	Vice-Chair
Karen Uhlig	Supervisor
Barbara Cruz	Supervisor

Staff Members Present:

Gene Roberts	District Manager, Meritus	
Vivek Babbar	District Counsel, Straley Robin Vericker	<i>via conference call</i>
Jen Lavelle	Facilities Manager	
Erwing Martinez	LMP	

There were three resident audience members present.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

4. VENDOR/STAFF REPORTS

A. District Counsel

Mr. Babbar went over his correspondence with the County regarding the sidewalk holding water along Northwood Palms Blvd. The County refused to address the sidewalk and if the District makes the repairs, it assumes future responsibility.

48 Mr. Babbar also updated the board on the Munari litigation suit and explained why the decisions were
49 made to move forward and resolve the case.

50
51 Mr. Roberts asked for Mr. Babbar to summarize the responsibilities of the Board Chairperson and her
52 right to cancel meetings.

53
54 *Mr. Babbar exited the Zoom call.*

55
56 **B. District Engineer**

57
58 There were no updates from the Engineer.

59
60 **C. Landscape Update**

61
62 Erwing Martinez with LMP presented the Board with two colors of stone to add at the new
63 Northwood sign.

64
65 MOTION TO: Accept the grayer of the two colors.
66 MADE BY: Supervisor Uhlig
67 SECONDED BY: Supervisor Cruz
68 DISCUSSION: None Further
69 RESULT: Called to Vote: Motion PASSED
70 4/0 – Motion passed unanimously

71
72 Mr. Martinez stated that the recent frost has impacted the plant material from their suppliers and
73 LMP is having trouble acquiring the additional jasmine to add to the entrance monuments.

74 The Board discussed forming a landscape committee to meet monthly with LMP. Supervisor Cruz
75 volunteered to represent the Board with Jen Lavelle assisting and hopefully a resident as well.

76
77 MOTION TO: Approve Supervisor Cruz to represent the Board on the
78 Landscape Committee.
79 MADE BY: Supervisor Kilpatrick
80 SECONDED BY: Supervisor Uhlig
81 DISCUSSION: None Further
82 RESULT: Called to Vote: Motion PASSED
83 4/0 – Motion passed unanimously

84
85 Mr. Roberts presented a copy of the LMP landscape contract to the Board that was signed in 2015
86 and expired in 2018, but both sides have been in agreement since on a month-to-month agreement
87 with a 30-day out clause by either party. Due to inflation costs, LMP has requested a 5% increase or
88 suggested the Board put the contract out to RFP.

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MOTION TO:	Accept the 5% increase.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion FAILED
	2/2 – Supervisor Cruz and Supervisor Medina opposed.

96

97 The Board asked LMP if they can review the contract and revisit this item at the next meeting.

98

99 *Mr. Martinez left the meeting.*

100

101

102 **5. BUSINESS ITEMS**

103 **A. Discussion on Night Glow Lighting System**

104

105 Mr. Roberts went over the proposal to add lights to the pond fountains. The Board asked for the
106 proposals to be tabled until later in the fiscal year to gauge where they stand financially.

107

108 **B. Discussion on Wall Repair**

109

110 The Board tabled this item until staff can get more proposals.

111

112 **C. Discussion on Security Access Control Proposals**

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114 The Board discussed the proposals from Johnson Controls to upgrade the security access system.

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MOTION TO:	Authorize Supervisor Medina to review and negotiate with Johnson Controls to move forward with the system upgrades.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Medina
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/1 – Supervisor Uhlig opposed.

124

125 **D. Discussion on Asphalt Repair Proposals**

126

127 After reviewing the proposals, the Board tabled this item until a future meeting.

128

129

130 **E. Discussion on Synthetic Grass Installation Proposal**

131
132 The Board asked staff to have Easy Turf break down their proposal so they can compare it with the
133 other proposal.

134
135 **F. Discussion on Uplighting Proposal**

136
137 The Board tabled this item for now.

138
139 **G. Discussion on 2022 Projects**

- 140 **i. Playground Improvements**
- 141 **ii. Voids from Dead Plant Material along the Wall on Northwood Palms Blvd.**
- 142 **iii. Add Uplighting along NWPB**
- 143 **iv. Improve Pool Surface Stains**
- 144 **v. Unfinished 2021 Projects/Tasks**
- 145 **vi. Main Entrance Improvements**

146
147 Supervisor Kilpatrick had asked the supervisors to send in a list of capital projects they would like
148 to see completed at Northwood. Staff will work on pricing for proposed projects.

149
150 **H. General Matters of the District**

151
152 Supervisor Uhlig asked if the Board could discuss hiring resident Bob McFee to assist in the facility
153 maintenance and overseeing clubhouse rentals when the facility manager is not available.

154
155 Supervisor Cruz read the job description to Mr. McFee asking if he was capable and willing to
156 perform the duties. He stated he was and would like to be considered for the position.

157
158 Supervisor Kilpatrick stated that Cesar Alyon already did many of the tasks and that there is money
159 in the budget to retain Mr. Alyon and hire Mr. McFee.

161	MOTION TO:	Terminate Cesar Alyon and hire Bob McFee provided he
162		passes the drug and background checks.
163	MADE BY:	Supervisor
164	SECONDED BY:	Supervisor
165	DISCUSSION:	None Further
166	RESULT:	Called to Vote: Motion PASSED
167		3/1 – Supervisor Kilpatrick opposed.

168
169
170 **6. CONSENT AGENDA**

171 **A. Consideration of Minutes of the Regular Meeting December 13, 2021**

172
173 The Board reviewed the minutes. Supervisor Uhlig asked about the letter staff was going to send to
174 residents asking if they wanted Omega Tree Service to trim the branches overhanging their

175 property. Mr. Roberts explained Omega was willing to do this service when they were onsite
176 trimming the District's trees but does not believe the offer would still exist.
177

178	MOTION TO:	Approve the December 13, 2021 meeting minutes.
179	MADE BY:	Supervisor Uhlig
180	SECONDED BY:	Supervisor Kilpatrick
181	DISCUSSION:	None Further
182	RESULT:	Called to Vote: Motion PASSED
183		4/0 – Motion passed unanimously

184
185 **B. Consideration of Operations and Maintenance Expenditures November 2021**
186

187 The Board reviewed the November 2021 O&Ms.
188

189	MOTION TO:	Approve the November 2021 O&Ms.
190	MADE BY:	Supervisor Uhlig
191	SECONDED BY:	Supervisor Kilpatrick
192	DISCUSSION:	None Further
193	RESULT:	Called to Vote: Motion PASSED
194		4/0 – Motion passed unanimously

195
196 **C. Consideration of Operations and Maintenance Expenditures December 2021**
197

198 The Board reviewed the December 2021 O&Ms.
199

200	MOTION TO:	Approve the November 2021 O&Ms.
201	MADE BY:	Supervisor Uhlig
202	SECONDED BY:	Supervisor Kilpatrick
203	DISCUSSION:	None Further
204	RESULT:	Called to Vote: Motion PASSED
205		4/0 – Motion passed unanimously

206
207 **D. Review of Financial Statements through December 31, 2021**
208

209 The Board reviewed and accepted the financials. Supervisor Cruz asked about the line item for
210 designated reserves. Mr. Roberts responded that she should go to the Meritus office and meet with
211 an accountant. Supervisor Cruz asked if the meeting can be held by Zoom. Mr. Roberts will check
212 with staff.
213
214
215

216 **7. MANGAGEMENT REPORTS**

217 **A. Field Manager's Report**

218

219 Mr. Roberts reviewed the management reports with the Board.

220

221

222 **8. SUPERVISOR REQUESTS**

223

224 Supervisor Kilpatrick asked the supervisors to send their community project list to staff.

225

226 Supervisor Medina stated that he would like to see license plate cameras installed at both entrances
227 of Northwood Palms.

228

229

230 **9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

231

232 A resident stated that she loves the recent clubhouse upgrades. She commented that she would like
233 for solar lights to be added to the trees at the entrances and questioned the time frame of the road
234 construction being done by the County at the County Line Rd. entrance. The resident also commented
235 on the sidewalk trip hazards in front of private residents and if they are liable.

236

237

238 **10. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

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NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

February 14, 2022

248 *Please note the entire meeting is available on disc.

249 *These minutes were done in summary format.

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

255 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
256 meeting held on 03/14/2022

258 Gene Roberts
259
260 Signature

261 Gene Roberts
262
263 Printed Name

264
265 Title:
266 Secretary
267 Assistant Secretary

Mimi Kilpatrick
Signature

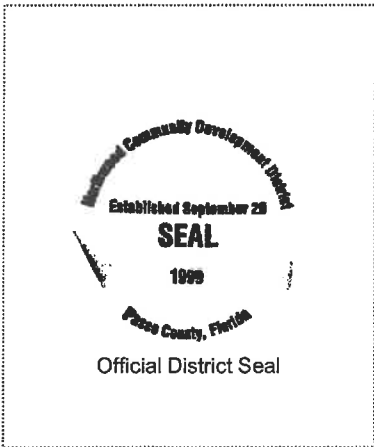
Mimi Kilpatrick
Printed Name

Title:
 Chairman
 Vice Chairman

Recorded by Records Administrator

[Signature]
Signature

04/28/2022
Date



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