

**NORTHWOOD
COMMUNITY DEVELOPMENT DISTRICT
AUDIT COMMITTEE MEETING &
BOARD OF SUPERVISORS MEETING
DECEMBER 11, 2017**

NORTHWOOD
COMMUNITY DEVELOPMENT DISTRICT AGENDA
DECEMBER 11, 2017 at 6:30 p.m.

Northwood Clubhouse located at 27248 Big Sur Drive
Wesley Chapel, Florida, 33544

District Board of Supervisors	Vice Chair Supervisor Supervisor Supervisor Supervisor	Karen Uhlig Mimieaux Kilpatrick Brian Quigley Barbara Cruz Vacant
District Manager	Meritus	Debby Hukill
Property Manager	Northwood On-Site Manager	Josue Marquez
District Attorney	Straley & Robin, P.A.	Vivek Babbar
District Engineer	Stantec, Inc.	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room.

The meeting will begin at **6:30 p.m.** with the fifth section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. Following public comment, the meeting will proceed with the sixth section called **Vendor and Staff Reports**. This section will allow Vendors and District Engineer and Attorney to update Board on work and to present proposals. The seventh section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. The eighth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The ninth section will be **Management Reports**. This section allows the District Manager and Staff to update the Board of Supervisors on any pending issues that are being researched for Board action. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. In the event of a Public Hearing, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion, and vote.

The tenth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

Northwood Community Development District

Dear Board Members:

The Audit Committee Meeting & Regular Meeting of the Board of Supervisors of the Northwood Community Development District will be held on **Monday, December 11, 2017 at 6:30 p.m.** at the Northwood Clubhouse, located at 27248 Big Sur Drive, Wesley Chapel, Florida, 33544. The agenda is included below.

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER

2. RECESS TO AUDIT COMMITTEE MEETING

3. AUDIT COMMITTEE MEETING

A. Open the Audit Committee Meeting

B. Evaluate and Rank the Audit Proposals

i. *McDirmit -Davis*..... Tab 01 Page 04

ii. *Grau & Associates*.....Tab 02 Page 29

iii. *Carr, Riggs & Ingram*..... Tab 03 Page 69

C. Finalize the Ranking and Consideration of Audit Committee Recommendation

D. Close the Audit Committee Meeting

4. RETURN AND PROCEED TO REGULAR MEETING

5. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

6. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Engineer

7. BUSINESS ITEMS

A. Consideration of Audit Committee Recommendations and Evaluation

B. Discussion on Open Board Seat & Resumes from Candidates..... Tab 04 Page 107

C. Discussion on Spring Annuals Tab 05 Page 117

D. Discussion on Back Entrance Monument Proposal Tab 06 Page 118

E. General Matters of the District

8. CONSENT AGENDA

A. Consideration of Minutes of the Board of Supervisors Meeting November 13, 2017 Tab 07 Page 120

B. Consideration of Operations and Maintenance Expenditures November 2017 Tab 08 Page 126

C. Review of Financial Statements Month Ending October 31, 2017..... Tab 09 Page 189

9. MANAGEMENT REPORT

A. Staff Action Item List..... Tab 10 Page 202

B. Field Manager's Reports Tab 11 Page 203

1. Community Inspection Reports

i. Asset Inspection

ii. LMP Service Communication Reports

2. Sheriff Report

10. SUPERVISOR REQUESTS

11. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

12. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,

Debby Hukill
District Manager