

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

**Minutes of the Regular Meeting**

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, December 10, 2018 at 6:30 p.m.**, at the Northwood Clubhouse located at 27248 Big Sur Drive, Wesley Chapel, Florida 33544.

**1. CALL TO ORDER**

Nicole Hicks called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, December 10, 2018 at 6:30 p.m.**

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

- |                 |               |                         |
|-----------------|---------------|-------------------------|
| Karen Uhlig     | Vice Chairman | <i>via speakerphone</i> |
| Brian Quigley   | Supervisor    |                         |
| Mimi Kilpatrick | Supervisor    |                         |
| Barbara Cruz    | Supervisor    |                         |
| Angel Medina    | Supervisor    |                         |

**Staff Members Present:**

- |                  |                   |
|------------------|-------------------|
| Nicole Hicks     | Meritus           |
| Josue Marquez    | On-Site Personnel |
| Brian Mortillaro | LMP               |
| Chris Byrne      | Vertex            |

There were three residents present.

**2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**3. VENDOR/STAFF REPORTS**

**A. Discussion with LMP**

Brian Mortillaro with LMP went over the proposal for the two dead pine trees. Mr. Marquez showed the Board photos of the trees. The Board discussed the proposal and decided to move forward.

**NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT**

Minutes of the Regular Meeting

December 10, 2018

42

43

44

45

46

47

48

49

|                     |  |
|---------------------|--|
| <b>MOTION TO:</b>   | Remove the two dead pine trees.                                  |
| <b>MADE BY:</b>     | Supervisor Kilpatrick  |
| <b>SECONDED BY:</b> | Supervisor Cruz  |
| <b>DISCUSSION:</b>  | None further   |
| <b>RESULT:</b>      | Called to Vote: Motion PASSED<br>5/0 – Motion passed unanimously |

50

51 The Board discussed the proposal for the three dead palm trees. Mr. Mortillaro said there were  
52 actually four trees, but he had to remove one already due to safety issues. Mr. Marquez showed the  
53 Board photos of the trees. The Board agreed to move forward with the proposal.

54

55

56

57

58

59

60

|                     |  |
|---------------------|--|
| <b>MOTION TO:</b>   | Remove the three dead palm trees.                                |
| <b>MADE BY:</b>     | Supervisor Kilpatrick  |
| <b>SECONDED BY:</b> | Supervisor Cruz  |
| <b>DISCUSSION:</b>  | None further   |
| <b>RESULT:</b>      | Called to Vote: Motion PASSED<br>5/0 – Motion passed unanimously |

61

62 Supervisor Uhlig asked about the two cactuses. Mr. Mortillaro said they are not dead yet. The Board  
63 discussed the cactuses and asked how much it would cost to remove them. Mr. Mortillaro said he  
64 could remove the cactuses for \$150.

65

66

67

68

69

70

71

|                     |  |
|---------------------|--|
| <b>MOTION TO:</b>   | Remove the cactuses for \$150.                                   |
| <b>MADE BY:</b>     | Supervisor Cruz  |
| <b>SECONDED BY:</b> | Supervisor Quigley   |
| <b>DISCUSSION:</b>  | None further   |
| <b>RESULT:</b>      | Called to Vote: Motion PASSED<br>5/0 – Motion passed unanimously |

72

73 Supervisor Kilpatrick said the mulch where the deer are located is looking sparse. Mr. Mortillaro said  
74 he will take care of it.

75

76 Supervisor Cruz asked about the lighting proposal. Mr. Mortillaro said they previously provided a  
77 proposal. Supervisor Quigley said the price was high. Mr. Mortillaro said that lighting is not  
78 something they typically do.

79

80

81 **B. Discussion with Vertex**

82  
83 Chris Byrne with Vertex provided the Board with copies of the report and then went through the  
84 report. Mr. Byrne explained the difference in the dissolved oxygen levels from before the aerator was  
85 installed until now. He also went through the recommendations for moving forward. There was some  
86 discussion on Pond 4. Supervisor Cruz asked about the lake dye. Mr. Byrne explained that lake dye  
87 is used to shade the water so sun can't penetrate as far into the pond, which helps with algae blooms.  
88 Supervisor Medina asked if the dye will settle to the bottom of the pond. Mr. Byrne said no, the dye  
89 spreads evenly. Supervisor Cruz asked if the aerator stores power. Mr. Byrne said no. Supervisor Cruz  
90 asked where they should go from here. Mr. Byrne said they will continue to monitor the ponds, and  
91 they have a maintenance plan in place. The Board asked if they will receive another report. Mr. Byrne  
92 said there would be a fee. The Board requested for Mr. Byrne to come back to the June meeting.  
93 Supervisor Quigley asked about the semiannual maintenance charge, and Mr. Byrne said he will look  
94 into it.

95  
96 **C. District Counsel**

97  
98 Ms. Hicks said she spoke to Counsel regarding the website ADA compliance. He suggested holding  
99 off on moving forward with a contract because some of the requirements are changing.

100  
101 **D. District Engineer**

102  
103 Ms. Hicks gave an update on the monument from Ms. Stewart. The Board requested something  
104 showing the possible new location for the monument.

105  
106  
107 **4. BUSINESS ITEMS**

108 **A. Consideration of Resolution 2019-01; Re-Designation of Officers**

109  
110 The Board went over the resolution and officers.

|     |              |   |
|-----|--------------|---|
| 112 | MOTION TO:   | Have Supervisor Cruz serve as Chair.                      |
| 113 | MADE BY:     | Supervisor Cruz   |
| 114 | SECONDED BY: | Supervisor Medina   |
| 115 | DISCUSSION:  | None further  |
| 116 | RESULT:      | Called to Vote: Motion FAILED                             |
| 117 |              | 2/3 – Supervisors Kilpatrick, Quigley, and Uhlig opposed. |

118  
119 The Board discussed the officers.

121

122

123

124

125

126

127

|              |   |
|--------------|---|
| MOTION TO:   | Have Supervisor Kilpatrick serve as Chair.                                  |
| MADE BY:     | Supervisor Uhlig  |
| SECONDED BY: | Supervisor Quigley  |
| DISCUSSION:  | None further  |
| RESULT:      | Called to Vote: Motion PASSED<br>3/2 – Supervisors Cruz and Medina opposed. |

128

129 The Board continued to discuss the officers.

130

131

132

133

134

135

136

|              |   |
|--------------|---|
| MOTION TO:   | Have Supervisor Quigley serve as Vice Chair.                                |
| MADE BY:     | Supervisor Uhlig  |
| SECONDED BY: | Supervisor Kilpatrick   |
| DISCUSSION:  | None further  |
| RESULT:      | Called to Vote: Motion PASSED<br>3/2 – Supervisors Cruz and Medina opposed. |

137

138 Ms. Hicks reviewed the resolution with the Board.

139

140

141

142

143

144

145

|              |   |
|--------------|---|
| MOTION TO:   | Approve Resolution 2019-01.   |
| MADE BY:     | Supervisor Uhlig  |
| SECONDED BY: | Supervisor Kilpatrick   |
| DISCUSSION:  | None further  |
| RESULT:      | Called to Vote: Motion PASSED<br>3/2 – Supervisors Cruz and Medina opposed. |

146

147 **B. General Matters of the District**

148

149 Ms. Hicks provided an update on the inquiries regarding water usage and TECO invoices. She went  
150 over totals for LMP invoices outside of the contract amount. There was a discussion on LMP and the  
151 premium flowers. The Board would like to see if Paul Woods from OLM can attend the January  
152 meeting. Supervisor Uhlig suggested possibly installing more bushes to cut down on the number of  
153 annuals.

154

155

156 **5. CONSENT AGENDA**

157 **A. Consideration of Minutes of the Regular Meeting November 19, 2018**

158

159 The Board reviewed the minutes. Supervisor Uhlig requested for it to be noted in the minutes that Mr.  
160 Laporte said yes when she asked him if LMP would replace the poinsettias if they didn't do well.

161

162 Supervisor Cruz asked about the solar up-lighting for the palm trees. Mr. Marquez said the up-lighting  
163 will be going in tomorrow. Supervisor Uhlig asked about the basketball hoop. Discussion followed,  
164 and the Board agreed that the backboard should be changed to the pole in better shape. The Board  
165 discussed how much this would cost.  
166

|     |              |   |
|-----|--------------|---|
| 167 | MOTION TO:   | Change the backboard to the alternate pole with a do-not- |
| 168 |              | exceed amount of \$750.                                   |
| 169 | MADE BY:     | Supervisor Cruz   |
| 170 | SECONDED BY: | Supervisor Medina   |
| 171 | DISCUSSION:  | None further  |
| 172 | RESULT:      | Called to Vote: Motion PASSED                             |
| 173 |              | 3/2 – Supervisors Quigley and Uhlig opposed.              |

174  
175 The Board continued to go over the minutes.  
176

|     |              |  |
|-----|--------------|--|
| 177 | MOTION TO:   | Approve the November 19, 2018 minutes. |
| 178 | MADE BY:     | Supervisor Quigley                     |
| 179 | SECONDED BY: | Supervisor Kilpatrick                  |
| 180 | DISCUSSION:  | None further                           |
| 181 | RESULT:      | Called to Vote: Motion PASSED          |
| 182 |              | 5/0 – Motion passed unanimously        |

183  
184 **B. Consideration of Operations and Maintenance Expenditures October 2018**  
185

186 The Board reviewed the O&Ms. Supervisor Quigley asked about the pool maintenance invoice. Ms.  
187 Hicks said Harvey provided pool service in October and part of November.  
188

|     |              |                                 |
|-----|--------------|---------------------------------|
| 189 | MOTION TO:   | Approve the October 2018 O&Ms.  |
| 190 | MADE BY:     | Supervisor Quigley              |
| 191 | SECONDED BY: | Supervisor Kilpatrick           |
| 192 | DISCUSSION:  | None further                    |
| 193 | RESULT:      | Called to Vote: Motion PASSED   |
| 194 |              | 5/0 – Motion passed unanimously |

195  
196 **C. Review of Financial Statements Month Ending October 31, 2018**  
197

198 The financials were reviewed and accepted.  
199  
200  
201

202 **6. MANGAGEMENT REPORTS**

203 **A. Staff Action Item List**

204 **B. Field Manager's Report**

205 **1. Community Inspection Reports**

206 **i. Asset Inspection**

207 **ii. Aquatics Report**

208 **iii. Clubhouse Calendar**

209 **2. Sheriff's Report**

210

211

212 **7. SUPERVISOR REQUESTS**

213

214 The Board discussed the Sheriff's Report. Supervisor Quigley asked if they can request radar.

215 Supervisor Cruz asked how many shifts there are throughout the month. The Board requested for Mr.

216 Marquez to send the Board the calendar.

217

218

219 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

220

221 A resident said there have been a lot of challenges, and the community looks good.

222

223

224 **9. ADJOURNMENT**

225

226 MOTION TO: Adjourn at 8:35 p.m.

227 MADE BY: Supervisor Kilpatrick

228 SECONDED BY: Supervisor Quigley

229 DISCUSSION: None Further

230 RESULT: Called to Vote: Motion PASSED

231 5/0 - Motion Passed Unanimously

232

233

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

December 10, 2018

234 \*These minutes were done in summary format.

235  
236 \*Each person who decides to appeal any decision made by the Board with respect to any matter considered at  
237 the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,  
238 including the testimony and evidence upon which such appeal is to be based.

239  
240 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
241 meeting held on 1-14-19.

242 Mimi Kelpatrick  
243 Signature

Wileen Hicks  
Signature

244  
245 Mimi Kelpatrick  
246 Printed Name

Nicole Hicks  
Printed Name

248  
249 Title: Chairman  
250  Secretary  
251  Assistant Secretary

Title: Asst. Secretary  
 ~~Chairman~~  
 Vice Chairman

252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263



Recorded by Records Administrator

[Signature]  
Signature  
01-28-19  
Date