

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, March 12, 2018 at 6:30 p.m.**, at the Northwood Clubhouse located at 27248 Big Sur Drive, Wesley Chapel, Florida 33544.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Nicole Chamberlain led the Pledge of Allegiance and called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, March 12, 2018 at 6:30 p.m.**

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

Karen Uhlig	Vice Chairman
Mimi Kilpatrick	Supervisor
Brian Quigley	Supervisor
Barbara Cruz	Supervisor

Staff Members Present:

Nicole Chamberlain	Meritus
Eric Davidson	Meritus
Josue Marquez	On-Site Personnel
Brian Mortillaro	LMP
Scott Carlson	LMP
Felix La Porte	LMP

There were approximately 6 audience members present.

2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were audience questions about the streets in the community and speeding. Ms. Chamberlain stated that the streets do not belong to CDD. Supervisor Uhlig said that the resident should contact the Sheriff's office about traffic concerns.

3. VENDOR AND STAFF REPORTS

A. Discussion with LMP

- 1. Discussion on Landscape Enhancements**
- 2. Discussion on Winter Annual Invoice**

Mr. Mortillaro introduced the new account manager, Felix La Porte. The date for changing out the flowers was discussed. LMP said the change-out would be completed the last week of March right before Easter. Supervisor Kilpatrick asked if they would be getting fresh mulch with this rotation. Mr. Mortillaro confirmed the mulch. Supervisor Uhlig asked if the flowers will be full. She said she

doesn't think they should be paying thousands of dollars for community to look worse than other communities in the area. Supervisor Quigley asked what size they will be getting. Mr. Mortillaro said the average would be 4-6 inches.

LMP asked if it would be okay to provide service on Tuesdays instead of Mondays. Supervisor Cruz asked if they could move the service day closer to the weekend. LMP said they will see if they can make Thursdays work with their schedule. There was also some discussion about outstanding invoices. The Board agreed move forward with paying the corrected invoice.

LMP went over the proposal to remove the two dead palm trees for \$800. The Board discussed the proposal.

MOTION TO:	Approve the LMP proposal for \$800.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

Mr. Mortillaro discussed the wall coming into the community from County Line on the right side. He would like to make the wall more visible. He would like to remove six total ligustrums, three on each side. There was discussion regarding the area that is bare and the frost damage. Mr. Mortillaro said he is against juniper because it has not fared well in the area. The Board discussed what type of plants they would like and agreed that they wanted something with color. Mr. Quigley confirmed with LMP that all the plants discussed are long-term plants. Supervisor Uhlig asked about the warranty. Mr. Carlson said LMP will warranty it as long as they are doing the maintenance. Supervisor Cruz wanted to confirm which plants are cold-tolerant and which ones aren't. Supervisor Kilpatrick confirmed that it is the second median. The Board continued to discuss the types of plants that would provide the desired aesthetic and survive. The Board agreed on what they would like to have installed.

MOTION TO:	Move forward with the approved plantings with some annuals with a do-not-exceed of \$2,000.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

Supervisor Kilpatrick wanted to confirm the date again as to when this work will be completed. Mr. Carlson said that it will be finished by April 13th.

The Board discussed the removal of the ligustrums again. Mr. Mortillaro explained the benefits and the fees included. He said that the ligustrums need to be removed so there is more light in that area. The stump-grinding is included.

MOTION TO:	Move forward with Proposal 44979.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

Supervisor Quigley asked about the date of completion. Mr. Carlson said they use a subcontractor for stump grinding, so he can't confirm the date of April 13th without speaking to the vendor.

Supervisor Uhlig brought up the main entryway. She said everyone else has marigolds. Mr. Mortillaro said he can look into it and take some measurements. Supervisor Kilpatrick said that it is bare and needs color and really can't wait that long.

MOTION TO:	Install Dwarf Ixoras in the areas of concern in red with a do-not-exceed of \$1,000.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

C. District Counsel
D. District Engineer

4. BUSINESS ITEMS

A. Discussion on TECO Outdoor Lighting Agreement

Mr. Marquez explained the agreement. The Board discussed the replacement lights. Mr. Marquez will check with TECO to see if replacement lights can be in the middle in terms of brightness (not the dimmest, but not the brightest). If not, the Board would prefer the brighter lights.

MOTION TO:	Approve the TECO outdoor lighting agreement.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

B. General Matters of the District

5. CONSENT AGENDA

A. Consideration of Minutes of the Board of Supervisors Meeting January 29, 2018

The Board reviewed the January 29, 2018 minutes. The Board asked to have the aquatics vendor at the next meeting.

MOTION TO:	Approve the January 29, 2018 minutes.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

B. Consideration of Minutes of the Board of Supervisors Meeting February 12, 2018

The Board reviewed the February 12, 2018 minutes. There was a question about the 6 ft. fence. Mr. Marquez said that he had already scheduled to have the first one installed. The Board would like to know the installation date when available. There was also some discussion about Mr. Marquez's hours. He is unable to work at night because he has a second job. The Board agreed that Mr. Marquez can be excused from the CDD meeting to assist residents if there is a need.

MOTION TO:	Approve the February 12, 2018 minutes.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

C. Consideration of Operations and Maintenance Expenditures February 2018

The Board reviewed the O&Ms. There was a question as to whether the Truly Nolan invoice is to cover the playground and clubhouse. Supervisor Cruz asked if staff still has access to the ADT stream. Supervisor Uhlig also discussed getting additional trucking signs.

MOTION TO:	Approve obtaining 10 more trucking signs.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

The Board continued to review the O&Ms.

MOTION TO:	Approve the February 2018 O&Ms.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

D. Review of Financial Statements Month Ending February 28, 2018

The financials were reviewed and accepted. Supervisor Cruz asked about the benefits of using SunTrust.

6. MANGAGEMENT REPORTS

A. Staff Action Item List

B. Field Manager's Report

1. Community Inspection Reports

i. Asset Inspection

ii. Aquatics Report

iii. Clubhouse Calendar

2. Sheriff's Report

Ms. Chamberlain went over the staff reports and action items. The street lighting map was discussed. The Board also discussed the basketball court and resurfacing.

7. SUPERVISOR REQUESTS

The Board asked about the second bench being installed by the tea roses. Supervisor Uhlig asked about having a book for landscaping plans put together.

8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There was a resident question about pest control and a resident comment that the TECO bills should be less in the summer.

9. ADJOURNMENT

MOTION TO:	Adjourn at 9:15 p.m.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 - 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 April 9, 2018.

Signature

Printed Name

Title:

☐ Secretary

☒ Assistant Secretary

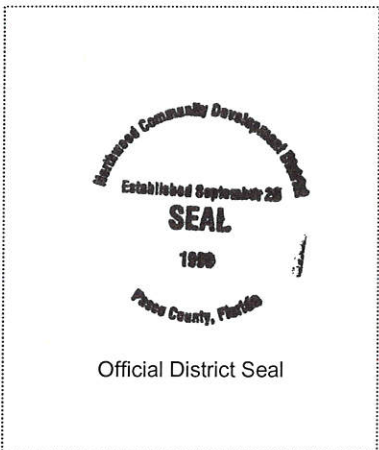
Signature

Printed Name

Title:

☐ Chairman

☐ Vice Chairman



Recorded by Records Administrator

Signature

Date