

# NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

February 12, 2018 Minutes of the Regular Meeting

## Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, February 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

Debby Nussel 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, February 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:

Debby Nussel	Meritus	
Josue Marquez	On-Site Personnel	<i>left the meeting at 6:40pm.</i>
Brian Mortillaro	LMP	
Jimmy Taylor	Aquatic Systems	
Chris Byrne	Aquatic Systems	
Lloyd Radder	Brightview	

There were approximately 4 residents present.

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

There were no audience questions or comments on agenda items.

### 3. VENDOR AND STAFF REPORTS

#### A. Discussion with LMP on Landscape

##### 1. Discussion with LMP on Spring Annual Proposal

Brian Mortillaro went over the spring annual proposal with the Board. The Board discussed install dates with LMP. Mr. Mortillaro recommended they go in around the first of April. The Board agreed to have LMP install the spring annuals the week of April 8<sup>th</sup> or April 15<sup>th</sup>. The summer annuals would go in around July/August and November for the fall annuals. The Board discussed heights of the flowers for the install and which ones they liked. The Board liked the blue, pink and yellow. The Board also discussed with LMP the design of the annual when installed and which flowers will be located at each entrance. At the clubhouse they will install pink and yellow, at the

48 fair end monuments at the entrance they will do blue and yellow, at each subdivision they will  
49 install blue, yellow and pink. The Board wanted to make sure a record is kept of the annuals being  
50 installed so they would have it for next year.

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52 Supervisor Cruz asked LMP about zero landscaping. Supervisor Quigley asked about the main  
53 entrance plant replacements. The Board discussed and would like to look at Celia plans. LMP and  
54 the Board will discuss at the next meeting. The Board would like a copy of Celia's plans.  
55 Supervisor Uhlig asked about the dead pine trees and the freeze damage. LMP stated they got the  
56 proposal approved for the dead pines and will have it taken care of very soon.  
57 *LMP left the meeting.*

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59 **B. Discussion with Aquatics System & Vertex Water Features on Solar Aerator**  
60 Jimmy Taylor and Chris Byrne gave an update to the Board on the solar aerator. Mr. Byrne stated  
61 the aerator will be installed by the end of the week. Mr. Byrne went over again the purpose of the  
62 aerator and its benefits. Supervisor Kilpatrick asked since it was delayed would that change the  
63 plans. Mr. Byrne stated no. Supervisor Quigley asked about the cost savings with an aerator. The  
64 Board asked about the pond plantings. Mr. Taylor stated they will know around March/April how  
65 they are doing. Supervisor Cruz asked about fish stocking the ponds. The Board and Mr. Taylor  
66 discussed alum treatment for pond 7. The cost would be \$1,920.00 The Board discussed in length  
67 and decided to wait to see how the solar aerator did and the pond plantings. Josue Marquez is to get  
68 a proposal for landscaping around aerator and make sure LMP is aware of the pond plantings and  
69 does not mow them. Put it in an email and copy Scott Carlson.

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71 *Aquatics Systems left the meeting.*

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73 **C. District Counsel**  
74 No District Counsel Report

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76 **D. District Engineer**  
77 No District Engineer Report

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79 4. BUSINESS ITEMS

80 **A. Discussion on Fence Proposal – USA Fence**  
81 Mrs. Nussel went over the proposals with the Board.

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MOTION TO:	Approve pool 6 ft. fence equipment area.
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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The Board would like a proposal for black aluminum for the perimeter fence. The Board discussed the fence at the playground and the height.

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MOTION TO:	Approve 48” height black fence at playground.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

**B. Discussion on Open Board Seat**

Mrs. Nussel updated the Board on new resume for the open board seat. The resident was not at the meeting. The Board felt he didn’t give a lot of information and did not want to vote.

**C. General Matters of the District**

*Brightview arrived at the meeting.*

Lloyd Radder from Brightview went over the company history and their proposal with the Board and residents. Brightview then took questions from the Board. Supervisor Kilpatrick asked what was their first thought of the community. They stated plant replacement and irrigation audit. Brightview also recommended discussing with the Board budget plans for years to come for any work or improvements they wanted to do. Supervisor Kilpatrick asked them about their biggest challenges they have to overcome. Brightview stated labor problems, but not all the time. Also, items that are not covered in the contract. Supervisor Cruz asked what trend do they see coming. Brightview stated smaller companies getting brought out. Supervisor Cruz asked about other options other than mulch for the community and zero landscaping. The Board discussed plant warranty with Brightview and how they handle it. The Board thanked Brightview for coming out and speaking with them.

*Brightview left the meeting.*

**5. CONSENT AGENDA**

**A. Consideration of Operations and Maintenance Expenditures January 2018**

The Board reviewed the O&M’s. The Board asked about the pool invoice, waste connection, TECO map and Hawkins invoice. Mrs. Nussel stated the mulch invoice from LMP that is listed for \$7,400 was not paid and will take out of O&M.

MOTION TO:	Approve January 2018 O&M’s with the exception of LMP invoice for mulch.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

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**6. MANGAGEMENT REPORTS**

- A. Staff Action Item List**
- B. Field Manager’s Report**

- 1. Discussion on Knights Color Guard Sponsorship Request**
- 2. Community Inspection Reports**
  - i. Asset Inspection**
  - ii. Aquatics Report**
  - iii. Clubhouse Calendar**
- 3. Sheriff’s Report**

Mrs. Nussel went over the staff reports and action items. The Board discussed the employee hours and keys at the office. The Board would like to have the timecards emailed to them each month. The Board discussed the staffing of the clubhouse and the hours so it would benefit the residents. The Board would like the following hours to go into effect and be posted at the clubhouse door; one night have Mr. Marquez work until 8:00 pm and each day stay at the clubhouse for 2 hours that is posted so residents know Mr. Marquez is there and they can discuss anything they need with him. The Board agreed on the following schedule; Monday 8am-10am at the clubhouse, Tuesday 10am-12pm at the clubhouse, Wednesday 1pm-2pm at the clubhouse, Thurs or Friday work 11am-8pm and make sure part time employee is at the clubhouse and around pool Saturday 10am-2pm. The Board knows when the CDD meeting is scheduled that week that would be Mr. Marquez one night for that week. The Board would like Mr. Marquez cell number put on the clubhouse door below the hours. Supervisor Cruz would like a key to the office. The Board stated they have not gotten their 1099 forms. The Board wanted an update on the pillar work and back entrance monument. The Board wanted to be sure the off-duty officers are signing in. Mrs. Nussel stated they are always telling them and can’t control this. Mrs. Nussel stated the Board can always cancel the off-duty officer agreement since they are not signing in. The Board said no.

**7. SUPERVISOR REQUESTS**

Supervisor Quigley commented on the rust on main wall behind house.  
Supervisor Kilpatrick requested to have off-duty officers patrol playground.

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

**9. ADJOURNMENT**

MOTION TO:	Adjourn
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

180 \*These minutes were done in summary format.

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

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186 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
187 meeting held on 03-12-2018.

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190 Signature

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193 Printed Name

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195 Title:

196  Secretary

197  Assistant Secretary

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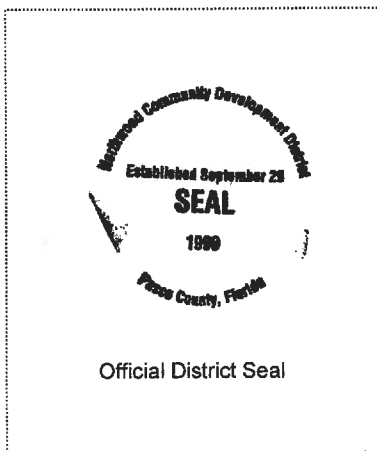
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Signature

Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator

Signature

Date