

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

May 11, 2020

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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, May 11, 2020 at 6:30 p.m.** via conference call at call-in number 1-866-906-9330 with access code 4863181.

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, May 11, 2020 at 6:30 p.m.**

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

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

Staff Members Present:

- Nicole Hicks District Manager, Meritus
- Gene Roberts District Manager, Meritus

There were no residents present in the audience.

2. AUDIENCE QUESTION AND COMMENT ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

Supervisor Uhlig stated that she wanted to say before the meeting began that she knows it would be a conflict of interest for the CDD to hire IKare Publishing for a community newsletter.

3. BUSINESS ITEMS

A. Consideration of Resolution 2020-01; Approving Fiscal Year 2021 Proposed Budget

Ms. Hicks reviewed the resolution and budget with the Board. She said that the assessments will be the same and then went through the line items that were changed so the reserve line item could be increased. The Board discussed the budget.

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MOTION TO:	Approve Resolution 2020-01.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

B. Discussion on Summer Employee

Ms. Hicks asked how the Board would like to handle the summer employee and if they would like to hire the same person from last year. She said with the restrictions currently in place, they will need to have someone working to monitor the pool for any hours that it is open. Supervisor Uhlig said she thought they should hire the same employee from last year. Supervisor Cruz said they should put it out to the community. Supervisor Quigley thought they should hire the same person. The Board continued to discuss how to approach the hiring of a summer employee.

MOTION TO:	Hire the summer employee who worked at the amenity last year.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/1 – Supervisor Cruz opposed.

C. Discussion on Community Newsletter

The Board discussed the best way to get information out to the community. Mr. Marquez will put out information directing residents to the CDD website. Ms. Hicks will send a questionnaire to the community regarding how they would prefer to receive updates: newsletter, email, or zoom meeting. The notice should include some of the improvements the CDD recently made.

D. Annual Disclosure of Qualified Electors

Ms. Hicks stated that as of April 15, 2020, there are 1,558 qualified electors in Northwood CDD.

E. 2020 Election Process

Ms. Hicks went over the elections process with the Board.

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84 **F. Consideration of Resolution 2020-02; General Elections, November 2020**

85
86 Ms. Hicks stated that the resolution allows for the Supervisor of Elections to put the expiring seats
87 into the general election in November. There are three seats up this year: Seats 1, 3, and 5, which are
88 Supervisor Kilpatrick’s, Supervisor Quigley’s, and Supervisor Cruz’s seats.
89

90	MOTION TO:	Approve Resolution 2020-02.
91	MADE BY:	Supervisor Uhlig
92	SECONDED BY:	Supervisor Kilpatrick
93	DISCUSSION:	None Further
94	RESULT:	Called to Vote: Motion PASSED
95		5/0 – Motion passed unanimously

96
97 **G. Consideration of Resolution 2020-03; Adopting Statutory Alternative Investment**
98 **Policies**
99

100 Ms. Hicks explained the resolution and that any investments the CDD makes would follow statutory
101 guidelines.
102

103	MOTION TO:	Approve Resolution 2020-03.
104	MADE BY:	Supervisor Uhlig
105	SECONDED BY:	Supervisor Kilpatrick
106	DISCUSSION:	None Further
107	RESULT:	Called to Vote: Motion PASSED
108		5/0 – Motion passed unanimously

109
110 **H. General Matters of the District**
111

112 Ms. Hicks went over the annuals proposal with the Board. Supervisor Cruz stated that it is not the same
113 colors. The Board discussed the proposal.
114

115	MOTION TO:	Approve the proposal if the vendor can install the correct 116 colors.
117	MADE BY:	Supervisor Kilpatrick
118	SECONDED BY:	Supervisor Uhlig
119	DISCUSSION:	None Further
120	RESULT:	Called to Vote: Motion PASSED
121		5/0 – Motion passed unanimously

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124 **4. CONSENT AGENDA**

125 **A. Consideration of Minutes of the Board of Supervisors Regular Meeting Apr. 13, 2020**

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127 The Board reviewed the minutes.

129 MOTION TO: Approve the April 13, 2020 minutes.
130 MADE BY: Supervisor Quigley
131 SECONDED BY: Supervisor Kilpatrick
132 DISCUSSION: None Further
133 RESULT: Called to Vote: Motion PASSED
134 5/0 – Motion passed unanimously

135
136 **B. Consideration of Operations and Maintenance Expenditures March 2020**

137
138 The Board discussed the O&Ms. Supervisor Cruz asked if the supervisor payments can all be on one
139 sheet.

141 MOTION TO: Approve the March 2020 O&Ms.
142 MADE BY: Supervisor Quigley
143 SECONDED BY: Supervisor Cruz
144 DISCUSSION: None Further
145 RESULT: Called to Vote: Motion PASSED
146 5/0 – Motion passed unanimously

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148 **C. Review of Financial Statements through March 31, 2020**

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150 The financials were reviewed and accepted.

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152
153 **5. MANGAGEMENT REPORTS**

- 154 **A. Staff Action Item List**
- 155 **B. Field Manager’s Report**
 - 156 **1. Community Inspection Reports**
 - 157 **i. Asset Inspection**
 - 158 **ii. Aquatic Systems Report**
 - 159 **iii. Clubhouse Calendar**
 - 160 **2. Sheriff’s Report**

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162 The Board reviewed the management reports.

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165 **6. SUPERVISOR REQUESTS**

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167 There were no supervisor requests.

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170 **7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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172 There were no audience questions or comments.

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175 **8. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Quigley
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

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

186

187 *These minutes were done in summary format.

188

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

192

193 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
194 meeting held on June 08, 2020.

195

196 Brian Lamb

197 Signature

198

199 Brian Lamb

200 Printed Name

201

202 Title:

203 Secretary

204 Assistant Secretary

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211

212

213

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215

216

Mimi Kilpatrick

Signature

Mimieaux (Mimi) Kilpatrick

Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator

Brittany Crutchfield

Signature

June 10, 2020

Date

