

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, November 9, 2020 at 6:30 p.m.** at the Northwood Clubhouse located at 27248 Big Sur Dr., Wesley Chapel, Florida, 33544.

1. PLEDGE OF ALLEGIANCE

Eric Davidson led the Pledge of Allegiance.

2. CALL TO ORDER

Eric Davidson called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, November 9, 2020 at 6:30 p.m.**

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

Mimi Kilpatrick	Chair
Angel Medina	Vice-Chair
Karen Uhlig	Supervisor
Barbara Cruz	Supervisor
Jennifer Inman	Supervisor

Staff Members Present:

Eric Davidson	District Manager, Meritus
Josue Marquez	Onsite Staff

There were some resident audience members present.

3. ADMINISTER OATH OF OFFICES

Mr. Davidson led Supervisor Kilpatrick, Supervisor Cruz, and Supervisor Inman in reciting the Oath of Office.

4. VENDOR/STAFF REPORTS

A. District Engineer

There were no updates from the Engineer.

45 **B. District Counsel**

46
47 Mr. Davidson went over that Counsel provided the letter for the homeowner with the landscape
48 issue. Once the Chair signs it, they can move forward. Counsel is also working on the letter for the
49 waste collection company. It will go out by Friday. Supervisor Inman asked to be brought up to
50 speed about the issue with the waste collection company; Mr. Davidson explained.

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53 **5. BUSINESS ITEMS**

54 **A. Consideration of Resolution 2021-01; Designating Officers**

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56 The Board discussed the officer positions.

58	MOTION TO:	Have Supervisor Kilpatrick continue as Chair.
59	MADE BY:	Supervisor Uhlig
60	SECONDED BY:	Supervisor Inman
61	DISCUSSION:	None further
62	RESULT:	Called to Vote: Motion PASSED
63		5/0 – Motion passed unanimously

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65 The Board continued to discuss the officer positions.

67	MOTION TO:	Appoint Supervisor Medina as Vice Chair.
68	MADE BY:	Supervisor Uhlig
69	SECONDED BY:	Supervisor Cruz
70	DISCUSSION:	None further
71	RESULT:	Called to Vote: Motion PASSED
72		5/0 – Motion passed unanimously

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74 Supervisor Cruz mentioned that people are parking too close to the mailboxes, to the point where it
75 is impeding mail delivery. She would like for notices to be placed on the cars that are causing an
76 issue. Supervisor Uhlig mentioned that a fire truck had a difficult time getting through. The Deputy
77 said he will take note of it and mention it to the other deputies. The Deputy left the meeting.

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79 **B. Discussion on Community Improvements**

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81 The Board discussed the email they received from a resident about community improvements.
82 Supervisor Cruz went through and identified which items were CDD items vs. HOA or County. Mr.
83 Davidson will write a response for the resident to let her know that the District is working on the
84 items that are CDD and to let her know if the other items are HOA or County.

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C. Discussion on Holiday Bonus for Onsite Employee

The Board discussed how to handle the holiday bonus for the onsite employee. Supervisor Kilpatrick will work on it and get back to Mr. Davidson, who will then email the rest of the Board for final approval.

Supervisor Medina mentioned the sewer issue. The Board discussed. Mr. Davidson will do a blurb about it for the newsletter.

D. Discussion on Pine Tree Decline

Mr. Davidson went over the pine tree decline. The Board discussed. Mr. Davidson suggested doing a workshop for landscaping so the Board is not spending so much time at each monthly meeting on landscaping. The Board agreed and will set up the landscaping workshop date after the holidays. Supervisor Cruz would like for LMP to provide them with the number of trees. Mr. Davidson will reach out to LMP. The Board would like to hold off on the tree removals for now until they have more information.

E. General Matters of the District

Supervisor Kilpatrick wanted to discuss a community food drive. She thought it would be nice to ask for donations and then people in the community can come in during office hours and get what they need. The Board discussed. Supervisor Kilpatrick said they could put it in the newsletter. Supervisor Cruz said they could create some flyers and put signs up to get the word out. The Board said they would like to have the food drive from January 4-8th.

MOTION TO:	Have a food drive that is staged at the clubhouse.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	The Board discussed the timing and details.
RESULT:	Called to Vote: Motion PASSED 4/1 – Supervisor Inman opposed.

Supervisor Inman wanted to be clear that she was not opposed to the food bank, but she was opposed to using the clubhouse for staging a food bank. The Board and Mr. Davidson continued to discuss the food drive. The Board agreed to change the timing to January 11-15th. The Board also said they could accept grocery store gift cards.

Supervisor Kilpatrick would like to spend a couple of minutes at each meeting answering resident questions on Zoom or via conference call. Supervisor Medina would like for the questions to go through Mr. Davidson. The Board continued to discuss and decided it would be better to address the frequently asked questions in the newsletter.

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

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December 14, 2020

130 The Board asked about the ADA maintenance on the website. Mr. Davidson will get back to them with
131 more information.

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133 The Board discussed doing a plaque to recognize previous CDD Board members. Supervisor Uhlig
134 wanted to make sure Brian Quigley got a letter from the Board to thank him. Supervisor Kilpatrick stated
135 that she already has written something to thank him for his service.

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137 The Board allowed resident comments. There was a comment about listening to meetings. The Board
138 went over that the conference call number for the meeting is on the agenda.

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141 **6. CONSENT AGENDA**

142 **A. Consideration of Minutes of the Regular Meeting November 9, 2020**

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144 The Board reviewed the Consent Agenda items. Supervisor Uhlig clarified what she said in the
145 minutes about the plantings; she also asked about getting proposals from Mr. Brown. The Board and
146 staff said they had not heard anything from him and would like for him to reach out. Supervisor Uhlig
147 asked about the hopscotch and four square. The Board discussed. Supervisor Uhlig made a motion
148 not to do the hop scotch or four square. The Board discussed further, and Supervisor Uhlig rescinded
149 her motion.

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151	MOTION TO:	Approve the minutes with the changes discussed.
152	MADE BY:	Supervisor Uhlig
153	SECONDED BY:	Supervisor Medina
154	DISCUSSION:	None Further
155	RESULT:	Called to Vote: Motion PASSED
156		5/0 – Motion passed unanimously

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158 **B. Consideration of Operations and Maintenance Expenditures October 2020**

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160 Supervisor Kilpatrick asked about the ADA website billing, the insurance company, SunTrust, and
161 District Counsel fees. Supervisor Cruz asked about streaming services to reduce the Frontier bill.
162 The Board discussed. Supervisor Medina will look into reducing the services and bill.

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164	MOTION TO:	Approve the October 2020 O&Ms.
165	MADE BY:	Supervisor Cruz
166	SECONDED BY:	Supervisor Uhlig
167	DISCUSSION:	None Further
168	RESULT:	Called to Vote: Motion PASSED
169		5/0 – Motion passed unanimously

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172 **C. Review of Financial Statements through October 31, 2020**

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174 The Board reviewed the financials. Supervisor Kilpatrick asked about the undesignated reserve
175 item; the Board would like for it to gain interest. Mr. Davidson will look into it.
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177	MOTION TO:	Accept the financials.
178	MADE BY:	Supervisor Cruz
179	SECONDED BY:	Supervisor Kilpatrick
180	DISCUSSION:	None Further
181	RESULT:	Called to Vote: Motion PASSED
182		5/0 – Motion passed unanimously

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185 **7. MANGAGEMENT REPORTS**

- 186 **A. Staff Action Item List**
- 187 **B. Field Manager’s Report**
 - 188 **1. Community Inspection Reports**
 - 189 **2. Sheriff’s Report**

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191 The Board reviewed the management reports. Mr. Davidson asked about the poinsettias. The Board
192 said it is too late in the season.
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195 **8. SUPERVISOR REQUESTS**

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197 There were no additional supervisor requests.
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200 **9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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202 There was a question about the LMP contract.
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204 The Board briefly discussed Sunshine Laws, record requests, and advertising the meetings.
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207 **10. ADJOURNMENT**

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

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

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218 **These minutes were done in summary format.*

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

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224 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
225 meeting held on 1/11/21.

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228 Signature

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230 Eric Addison
231 Printed Name

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233 Title:

- 234 Secretary
235 Assistant Secretary
236 *Treasurer*

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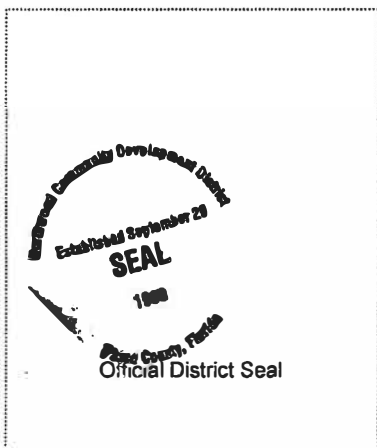
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228 Signature Mimi Kilpatrick
229 Mimi Kilpatrick
230 Printed Name

233 Title:

- 234 Chairman
235 Vice Chairman

Recorded by Records Administrator

240 Signature Brittany Dwyer
241 1/25/2021
242 Date