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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, November 8, 2021 at 6:30 p.m.** at the Northwood Clubhouse located at 27248 Big Sur Dr., Wesley Chapel, Florida, 33544 and via Zoom at <https://zoom.us/j/94237096324> with meeting ID 942 3709 6324.

1. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

2. CALL TO ORDER

Gene Roberts called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, November 8, 2021 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:

Gene Roberts	District Manager, Meritus	
Vivek Babbar	District Counsel, Straley Robin Vericker	<i>via Zoom</i>
Erwing Martinez	LMP	

There were approximately 12 resident audience members present.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

4. VENDOR/STAFF REPORTS

A. District Counsel

B. District Engineer

There were no additional updates from Counsel or the Engineer.

48 **5. BUSINESS ITEMS**

49 **A. Discussion on Mulch Installation Proposal**

50
51 Erwing Martinez from LMP provided an update on the landscape installation. The Board consensus
52 is that more stones and plants need to be added to the Xeriscape at the entrance monuments. The
53 Board also discussed installation of fresh mulch. Staff will review LMP’s contract to ensure the
54 proposed price is accurate. LMP will try to get the mulch completed by Thanksgiving.
55

MOTION TO:	Approve the mulch installation proposal.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

62
63 **B. Discussion on Sidewalk Repairs**

64
65 Mr. Roberts told the Board that Ms. Stewart had received a proposal from Site Masters to repair the
66 sidewalk along Northwood Palms Blvd that is holding water. Mr. Babbar stated that the District
67 would need to obtain a Right of Way Use permit from the County to make the repair.
68

MOTION TO:	Have staff get a Right of Way permit from the County with a stipulation that the District would not be responsible for future repairs and would not assume any liabilities as a result.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

78
79 *Mr. Babbar left the meeting via Zoom.*
80

81 **C. Discussion on Clubhouse Security Camera Proposal**

82
83 The Board briefly discussed the proposal but decided to table it until staff can get a more thorough
84 proposal.
85

86 **D. Discussion on Clubhouse Staffing**

87
88 Mr. Roberts stated that the applicant the Board had chosen declined the position. Of the other two
89 finalists, one had received another job offer that he accepted, leaving Jennifer Lavelle as the
90 remaining applicant. The Board asked Ms. Lavelle several questions related to her postings on

91 Facebook. The Board also discussed if they should hire a part-time manager and a full-time
92 handyman, but the decision was to go with a full-time manager.
93

94	MOTION TO:	Hire Jennifer Lavelle as the Facility Manager.
95	MADE BY:	Supervisor Uhlig
96	SECONDED BY:	Supervisor Inman
97	DISCUSSION:	None Further
98	RESULT:	Called to Vote: Motion PASSED
99		4/1 – Supervisor Cruz opposed.

100
101 **E. General Matters of the District**
102

103 Mr. Roberts told the Board that he received a proposal from Cornerstone to add the faux stone to the
104 other column where the new Northwood sign was installed. Supervisor Kilpatrick asked for him to
105 check with Ms. Stewart about the original design and if a deposit was paid.
106

107 Supervisor Uhlig then went over the action item list.
108
109

110 **6. CONSENT AGENDA**

111 **A. Consideration of Minutes of the Regular Meeting October 11, 2021**
112

113 The Board reviewed the October 11, 2021 minutes.
114

115	MOTION TO:	Approve the October 11, 2021 meeting minutes.
116	MADE BY:	Supervisor Inman
117	SECONDED BY:	Supervisor Kilpatrick
118	DISCUSSION:	None Further
119	RESULT:	Called to Vote: Motion PASSED
120		5/0 – Motion passed unanimously

121 **B. Consideration of Minutes of the Continued Meeting October 27, 2021**
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123
124 The Board reviewed the October 27, 2021 minutes.
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MOTION TO:	Approve the October 27, 2021 meeting minutes.
MADE BY:	Supervisor Inman
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

C. Consideration of Operations and Maintenance Expenditures September 2021

The Board reviewed the O&Ms.

MOTION TO:	Approve the September 2021 O&Ms.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

D. Review of Financial Statements through September 31, 2021

The Board reviewed and accepted the financials.

7. MANGAGEMENT REPORTS

A. Field Manager’s Report

Mr. Roberts reviewed the management reports with the Board.

8. SUPERVISOR REQUESTS

Supervisor Uhlig asked about the status of the check from Waste Connection, the proposal to add colored lights to the fountains, the letter to residents regarding oak tree trimming, and ordering the new pool furniture.

Supervisor Kilpatrick mentioned that the bathroom spigots are leaking and need to be replaced, and the drinking fountain by the pool and Barrington column both need to be repaired. She also asked the other Board members to have a fiscal year 2022 expenditure plan and if the white lights installed on the wall at the entrance can be painted black. Supervisor Kilpatrick noted that she would like to see the landscape at the entrance upgraded and discussed upcoming events at the clubhouse, including the volunteer mixer and get to know the Board.

169 Supervisor Medina inquired about the status of getting damaged street light poles repaired and
170 stated that he would like to see an employee audit of payroll. He also asked about the status of
171 Supervisor Babbar reviewing the clubhouse rental agreement.

172
173 Supervisor Cruz commented on street parking and asked to have off-duty patrol monitor it.
174

175

176 **9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

177

178 Mr. Swamynathan asked about the litigation with the resident blocking access to the pond behind
179 his house. Other residents commented on illegal street parking and asked about a dip in the street on
180 Northwood Palms Blvd.

181

182

183 **10. ADJOURNMENT**

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185

MOTION TO:	Adjourn.
MADE BY:	Supervisor Inman
SECONDED BY:	Supervisor Medina
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

November 8, 2021

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

193

194 *These minutes were done in summary format.

195

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

199

200 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
201 meeting held on 12-13-21.

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204 Signature

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207 Printed Name

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209 Title:

210 Secretary

211 Assistant Secretary

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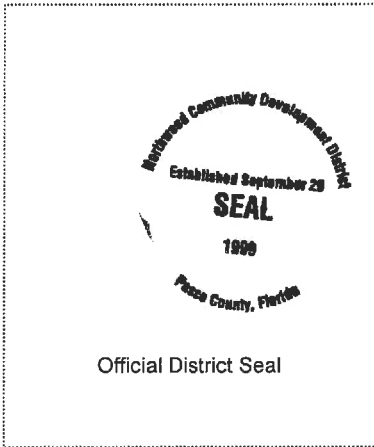
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202 Mimi Kilpatrick
203 Signature

204 Mimi Kilpatrick
205 Printed Name

206 Title:
207 Chairman
208 Vice Chairman

Recorded by Records Administrator

Mimi Kilpatrick
Signature
12-13-21
Date