

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Northwood Community Development District was held on **Monday, April 11, 2022, 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, April 11, 2022, 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	<i>via zoom call</i>

Staff Members Present:

Gene Roberts	District Manager, Meritus
Jen Lavelle	Facilities Manager
Erwing Martinez	LMP representative

There were approximately (10) resident audience members present.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

Erwing Martinez with LMP introduced Jose, who will be transitioning into the account manager for Northwood. EM and Barbara Cruz updated the board on the recent landscape committee meeting.

Erwing stated that LMP has partially completed the cutbacks to the plants damaged by the freeze. He said the landscape enhancement at the new Northwood sign should be completed by 4/15/22. LMP is three weeks out on scheduling for new approved projects. There are 7 additional pine trees that are declining and will need to be removed. LMP will provide a proposal for the removal.

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4. BUSINESS ITEMS

A. Discussion on LMP Wax Myrtle Proposal.

The proposal of one thousand two hundred and twenty-three (\$1,223.75) dollars with seventy-five cents to replace the declining wax myrtles in 30-foot increments was discussed.

MOTION TO:	Approve the proposal to replace the declining wax myrtles in 30-foot increments.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed Unanimously

B. Discussion on LMP Bench Landscape Proposal

The proposal to add a palm tree and shrubs to one of the benches along Northwood Palms Blvd instead of the shade structure was discussed.

MOTION TO:	Approve to add a palm tree and shrubs to one of the benches along Northwood Palms Blvd.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/1 – Motion passed. Supervisor Kilptrick opposed.

Supervisor Kilptrick asked LMP if the brush along the white PVC fence on the north end of NPB can be cut back. LMP will monitor it as the warmer temperatures greens the vegetation back up.

C. General Matters of District

i. Discussion on Bounce Houses.

The board discussed allowing the use of bounce houses during clubhouse rentals. Northwood currently has a waiver agreement that is required to be signed by renters that will be using a bounce house. The board asked if district counsel can update the agreement to include No water slides. Maximum height of 15-feet. Renters will be charged an additional \$50 for 4 hours if a bounce house will be used. Each party participant’s legal guardian will also be required to sign the waiver, monitored by the individual renting the facility.

88	MOTION TO:	Approve to allow bounce houses with the required
89		waivers signed.
90	MADE BY:	Supervisor Kilptrick
91	SECONDED BY:	Supervisor Uhlig
92	DISCUSSION:	None Further
93	RESULT:	Called to Vote: Motion PASSED
94		5/0 – Motion passed. Supervisor Cruz abstained.

ii. Counties Negative Impact Due to Construction.

Supervisor Kilptrick stated that the street construction at the entrance is having a negative impact on the community. KU asked to have district counsel send a letter to the county asking that landscape and irrigation be restored when the street construction is complete.

iii. Meet the Board April 15th at 6:30 pm.

Supervisor Kilptrick discussed the planned meet the boards planned for Friday 4/15. She explained it will be a good way the residents can get to know the board members better. The Easter event planned for Saturday the 16th was also discussed. MK asked if each board member can participate in helping during the event.

5. CONSENT AGENDA

A. Consideration of Minutes of the Regular Meeting March 14, 2022

Karen Uhlig had some notes on errors in the minutes.

- Line 100 Supervisors Uhlig name is misspelled
- The page numbers were cut off.
- Line 135, she asked about the status of the sidewalk repair along Northwood Palms Blvd.
- Line 184, she asked Supervisor Medina on the status of the license plate cameras. He stated he has one proposal and is working on additional ones.
- Line 185, she asked about the status of pool enclosure proposals.

Supervisor Kilptrick asked for clarification on line 75 regarding Supervisor Inman discussing the sidewalk assessments.

123	MOTION TO:	Approve the March 14, 2022, meeting minutes.
124	MADE BY:	Supervisor Uhlig
125	SECONDED BY:	Supervisor Kilptrick
126	DISCUSSION:	None Further
127	RESULT:	Called to Vote: Motion PASSED
128		5/0 – Motion passed unanimously

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B. Consideration of Operations and Maintenance Expenditures February 2022

Supervisor Cruz asked if the O&M's can be posted in a timelier manner. She also had questions on the TECO invoices. Jen Lavelle will contact TECO and ask for an energy audit.

MOTION TO:	Approve the February 2022 O&Ms.
MADE BY:	Supervisor Kilptrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

C. Review of Financial Statements through February 28, 2022

Manager Roberts told the board that through February they are about 7% over budget and some of the planned capital improvements may have to wait until the next fiscal year.

6. VENDOR AND STAFF REPORTS

A. District Counsel

There was nothing to report on behalf of the District Counsel at this time.

B. District Engineer

There was nothing to report on behalf of the District Engineer at this time.

7. MANGAGEMENT REPORTS

A. Manager's Report

Jen Lavelle went over her managers' report and updated the board on the status of outstanding projects.

BC stated that the off-duty patrols should be allowed to use the clubhouse facilities while working.

Jen Lavelle stated a tennis instructor has asked if he can use the facilities to give tennis lessons.

Jen Lavelle stated that a non-profit group, guitars for vets, asked if they could use the clubhouse one hour a week to give guitar lessons to veterans. The board approved.

Supervisor Uhlig went over the status of her task list.

174 **8. SUPERVISOR REQUESTS**

175
176 Supervisor Cruz asked that the board move forward with the playground upgrades. Also, stated that
177 the pool needs improvements made to it.

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179 Supervisor Kilptrick asked about the status of the 4 squares being added next to the basketball court.
180 A deposit has been made.

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182 Jen Lavelle was instructed to try and recover the deposit and find a new vendor.

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184 Supervisor Kilptrick asked to have the aquatics vendor, Solitude, attend the next meeting.

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186 Supervisor Uhlig said the bathrooms at the park need to be upgraded and asked about staff getting
187 proposals for additional up-lighting.

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

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191 Resident asked if the district pays for the streetlights along Northwood Palms Blvd. (Yes)

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193 Mrs. McGee stated she had concerns with veterans loitering around the clubhouse if allowed to
194 utilize it for lessons. The board stated they will approve for now and if it becomes an issue, they
195 will remove their privileges. She stated that the dog station in Barrington is going through a lot of
196 the bags. She asked if the district could add bag stations to the garbage cans along NWPB. The
197 board said they will consider it. She also commented on the palm tree that the board approved for
198 the bench area and stated they are prone to freeze.

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200 Mrs. Maldonado had a question about the off-duty patrol, and do they have to work for Pasco
201 County, also had a question on who is monitoring the districts expenditures.

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203 Resident commented that some off the storm drains need to be cleaned before the rainy season. Also
204 stated she has observed a lot of dead squirrels around the community lately.

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206 **10. ADJOURNMENT**

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

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NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

April 11, 2022

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

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220 *These minutes were done in summary format.

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

225

226 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
227 meeting held on May 9th 2022

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229 [Signature]

230 Signature

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232 Cyrene Roberts

233 Printed Name

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235 Title:

- 236 Secretary
- 237 Assistant Secretary

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228 [Signature]

229 Signature

230 Miriam Kelpatrick

231 Printed Name

232 Title:

- 233 Chairman
- 234 Vice Chairman

Recorded by Records Administrator

[Signature]

Signature

5/11/2022

Date