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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 09, 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, May 09, 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

Staff Members Present:

Gene Roberts	District Manager, Meritus	
Vivek Babbar	District Counsel	<i>(via zoom call)</i>
Jen Lavelle	Facility Manager	

Diane McElvenny Waste Connections Manager

There was one (1) resident audience members present.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

Diane McElvenny explained to the Board why there has been rate increases despite having a contract. She stated there's a provision in the contract that allows for cost-of-living increase that's permissible by the county. District Counsel Babbar confirmed. She told the Board to expect another rate increase Jan 1, 2023. Supervisor Uhlig asked if Northwood could change companies and was told they would have to pay a 6-month penalty. The Board also discussed if it would be better to have the individual homeowners pay for trash pick-up and decided at this time it would not be feasible.

47 **4. BUSINESS ITEMS**

48

49 **A. Discussion on Front Entrance Signage Repair Proposal**

50

51 The Board reviewed the Cornerstone proposal to repair the entrance monument. The Board asked to have a
52 representative from Cornerstone attend the next meeting to answer questions. They've also asked staff to get
53 additional proposals. Supervisor Uhlig suggested they hold a workshop to discuss sign options for the entrance.

54

55 **B. Discussion on Reserve Study Proposal**

56

57 The Board discussed the Reserve Study that was recently performed. They decided to schedule a workshop
58 to discuss the budget and recommendations in the Reserve Study. The workshop will be held on May 23 at
59 6:00 pm.

60

61 **C. Discussion on Pool Tile Installation**

62

63 The Board tabled the Pool Tile Installation until after the Budget for 2023 is set.

64

65 **D. Discussion on Supervisor Rules and Regulations**

66

67 This was for Resolution 2014-08; Resolution of the Board of Supervisors of the Northwood Community
68 Development District Adopting Uniform Rules of Procedure, in keeping with Chapter 120.54(5).

69

70 Supervisor Kilpatrick asked the other Supervisors to review and to see if any portion of it should be updated
71 since it was approved in 2014.

72

73 District Counsel Babbar recommended any changes be made as policies versus rules to allow more
74 flexibility.

75

76 Supervisor Cruz noted that in the resolution it states a record book should be kept with all the resolutions and
77 meeting minutes.

78

79 Supervisor Uhlig stated they should also have a book of standards.

80

81 **E. Announcement of Qualified Electors**

82

83 District Manager Roberts stated at this time Northwood has 1368 Qualified Electors.

84

85 **F. 2022 Elections Process**

86

87 Mr. Roberts stated that in accordance with section 190.006(3) the qualifying process for candidates begins at
88 Noon June 13, 2022, through Noon June 17, 2022, for Pasco County. District Counsel Babbar summarized
89 the qualifications for candidates to be a supervisor. Seats 2 & 4 are up for election.

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G. Consideration of Resolution 2022-01; General Elections

The Board reviewed and approved the resolution.

MOTION TO:	Accept with corrections in changing the resolution from Hillsborough to Pasco County.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed: Unanimously

H. General Matters of the District

Supervisor Cruz asked the status of Mr. Munari moving his fence off District property.

District Counsel Babbar updated the board and said a certified letter was sent to Mr. Munari giving him until June 1, 2022, to move the fence. If the fence is not moved the district will have a vendor remove it and place on his property.

Supervisor Cruz asked if Supervisor Fees from another Districts are higher than \$200. District Counsel Babbar stated he knew of none and by State statues the max is \$4,800 annually.

Supervisor Uhlig asked if taxes be taking from her supervisor fee monthly. Mr. Roberts to check with staff.

Supervisor Medina asked the other Supervisors if they had interest in the license plate cameras and if he should pursue additional proposals; the Boards response was positive.

5. CONSENT AGENDA

A. Consideration of Minutes of the Regular Meeting April 11, 2022

Supervisor Uhlig had questions on minutes.

- Line 174 status of LMP cleaning along the PVC fence near the apartments, staff will review to determine ownership of the property.
- Line 80 status of the bounce house rental agreement. District Counsel Babbar will have completed by June’s meeting.
- Line 96 Counties impact of the landscape at the entrance, Facility Manager Lavelle has reached out to Public Works Dept asking they change the turf to St. Augustine.
- Line 118 status of getting proposals to enclose the pool with screening, Mrs. Lavelle is working on it.
- Line 133 O&M’s TECO invoice, Supervisor Cruz will give Mrs. Lavelle the invoice in question so she can contact TECO.

- 140 - Line 168 Status of the Tennis instructor's contract. District Counsel Babbar will make minor
- 141 changes to it.
- 142 - Line 167 Veterans using the clubhouse for guitar lessons, Mrs. Lavelle stated they haven't
- 143 started yet.
- 144 - Line 186 Park restrooms being updated. Mrs. Lavelle stated they were recently pressure
- 145 washed and staff will do some painting.
- 146 - Line 193 resident's request for the district to assist in purchasing dog bags for the dog station in
- 147 Barrington, the board decided no but did approve staff to purchase a new garbage can to be
- 148 placed near the basketball court and move that dog station out to the boulevard to replace the
- 149 broken one.
- 150

151	MOTION TO:	Approve the Minutes of the Regular Meeting April 11,
152		2022.
153	MADE BY:	Supervisor Kilpatrick
154	SECONDED BY:	Supervisor Uhlig
155	DISCUSSION:	None Further
156	RESULT:	Called to Vote: Motion PASSED
157		4/0 – Motion Passed: Unanimously
158		

159
160 **B. Consideration of Operations and Maintenance Expenditures March 2022**

161
162 Supervisor Cruz had a question on the ADA web site compliance invoice. She also asked about the
163 Suncoast Pool invoice. Mr. Roberts stated that is the monthly cost for pool cleaning.

164
165 Supervisor Kilpatrick stated that Solitude has not been sending the monthly reports with their
166 invoices and would like a representative from the company attend June's board meeting.

167
168 Supervisor Kilpatrick questioned the Grau invoice, thinking it had already been paid. Staff to check
169 on it.

171	MOTION TO:	Approve the O&Ms for March 2022.
172	MADE BY:	Supervisor Kilpatrick
173	SECONDED BY:	Supervisor Cruz
174	DISCUSSION:	None Further
175	RESULT:	Called to Vote: Motion PASSED
176		4/0 – Motion Passed: Unanimously

177
178 **C. Review of Financial Statements Month Ending March 31, 2022**

179
180 The Board reviewed and had no questions regarding the financials.

181 **6. VENDOR AND STAFF REPORTS**

182 **A. District Counsel**

183

184 There was nothing to report on behalf of the District Counsel currently.

185

186 **B. District Engineer**

187

188 There was nothing to report on behalf of the District Engineer currently.

189

190 **7. MANGAGEMENT REPORTS**

191 **A. Manager's Report**

192

193 Mrs. Lavelle discussed her report with the Board.

194

195 **8. SUPERVISOR REQUESTS**

196

197 Supervisor Cruz asked how residents will know that their access cards to the clubhouse need to be updated.

198

199 Mrs. Lavelle will post it on the web site and place a notice on the clubhouse door.

200

201 Supervisor Uhlig questioned the LMP proposal to add fountain grass at the entrance. Supervisor Cruz and

202 Mrs. Lavelle discussed their recent meeting with LMP and went over other proposals.

203

204 Supervisor Uhlig asked if the Spanish moss can be removed from the trees, staff to get proposals.

205

206 Supervisor Uhlig asked about the status of getting 4-square painted on the courts, Mrs. Lavelle said it's been
207 scheduled.

208

209 Supervisor Medina asked that license plate cameras be added to next month's agenda.

210

211 Supervisor Kilpatrick discussed the committees and asked Supervisor Medina if he would be on the Security
212 committee, he agreed.

213

214 Supervisor Kilpatrick asked Supervisor Cruz if she could assist with the Volunteers Event, she agreed.

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9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

Resident had a question on the Waste Connections rates moving forward

10. ADJOURNMENT

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

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

**These minutes were done in summary format.*

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 6/13/2022

Minnie Kelpatrick
Signature

Minnie Kelpatrick
Printed Name

Title: Chairman

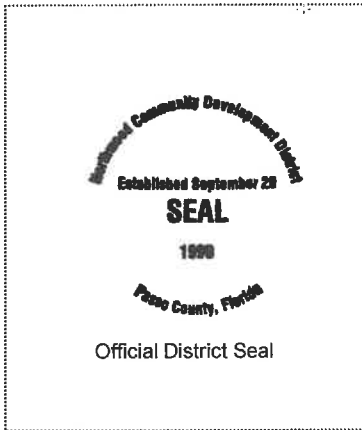
- Secretary
 Assistant Secretary

Gene Roberts
Signature

Gene Roberts
Printed Name

Title: Assist Secretary

- Chairman
 Vice Chairman



Recorded by Records Administrator

[Signature]
Signature

6/15/2022
Date