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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, October 11, 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, October 11, 2021 at 6:43 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	<i>via conference call</i>
Jennifer Inman	Supervisor	

Staff Members Present:

Gene Roberts	District Manager, Meritus
Erwing Martinez	LMP

There were six 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 updates from Counsel or the Engineer.

C. Landscape Update – LMP

Erwing Martinez went over the eight proposals provided to enhance the landscape along Northwood Palms Blvd to fill the gaps in the existing landscape. The Board discussed.

MOTION TO:	Approve the proposals at a cost of \$3,188.10.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Inman
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/1 – Supervisor Cruz opposed.

Mr. Martinez stated there are about four or five dead pine trees that are a safety hazard and should be removed. The Board discussed.

MOTION TO:	Approve LMP proposal #73800 to remove one pine tree.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Inman
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/1 – Supervisor Cruz opposed.

The Board and Mr. Martinez discussed the installation of new annuals.

MOTION TO:	Approve LMP proposal #74198 for annuals.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Inman
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/2 – Supervisor Cruz and Supervisor Medina opposed.

5. BUSINESS ITEMS

A. Discussion on Clubhouse Staffing

B. Discussion on HR Policy & Procedures

Mr. Roberts distributed six resumes to the Board that he received for the open clubhouse manager’s position. He went through the process of how the Board should rank them and the interview process. It was decided that the initial interviews would be conducted by staff and the Board Chair, and the two finalists will attend a meeting to be interviewed by the Board. The Board discussed continuing the meeting to October 27, 2021 to further discuss clubhouse staffing.

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MOTION TO:	Have a continued meeting on October 27, 2021 to discuss clubhouse staffing.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Inman
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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C. General Matters of the District

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The Board discussed the status of the action item list provided by Supervisor Uhlig. They would like to have proposals from the Engineer to repair the sidewalk holding water by the next meeting. The Board asked to get a quote for the playground door; staff will try to find the original contractor so the access cards work. The Board would also like to explore the cost to replace the resident's access cards. Staff will check on the rendering and invoice for the sign and column installed by Cornerstone and will get proposals for pressure washing the sidewalk and curbs. Mr. Roberts noted that the reimbursement check from Waste Connections should be received soon and that Decorating Elves have started putting up holiday lights. Mr. Roberts will also get a proposal to upgrade the colored lights for the lake, as pink lenses are not available for the type of bulbs in the fountains.

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6. CONSENT AGENDA

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A. Consideration of Minutes of the Regular Meeting September 13, 2021

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B. Consideration of Operations and Maintenance Expenditures August 2021

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C. Review of Financial Statements through August 31, 2021

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The Board reviewed the Consent Agenda items. Supervisor Uhlig had some questions on the status of some of the items in the minutes, including the letter to residents explaining the District's policy on branches overhanging private property, the easement survey from the Engineer, the sidewalk repair, the question from Supervisor Cruz on the Straley Robin Vericker invoice, the resident wanting to use the clubhouse for a fundraiser, and purchasing pool furniture.

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

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129 **7. MANGAGEMENT REPORTS**

130 **A. Field Manager's Report**

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132 Mr. Roberts went over the management reports with the Board. The Board discussed the recent
133 inspection from OLM. Supervisor Medina told the Board that he attended the inspection and now
134 has a better understanding of the process.

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137 **8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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139 There were no audience questions or comments.

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142 **9. SUPERVISOR REQUESTS**

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144 Supervisor Uhlig noted that she was not in attendance of the August meeting was returning the
145 compensation check.

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148 **10. ADJOURNMENT/CONTINUATION**

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150 MOTION TO: Continue the meeting to October 27, 2021 at 6:30 p.m.

151 MADE BY: Supervisor Inman

152 SECONDED BY: Supervisor Kilpatrick

153 DISCUSSION: None Further

154 RESULT: Called to Vote: Motion PASSED

155 5/0 – Motion passed unanimously

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NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

October 11, 2021

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

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161 *These minutes were done in summary format.

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

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167 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
168 meeting held on 11-08-21.

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170 [Signature]

171 Signature

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173 Crene Roberts

174 Printed Name

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176 Title:

- 177 Secretary
- 178 Assistant Secretary

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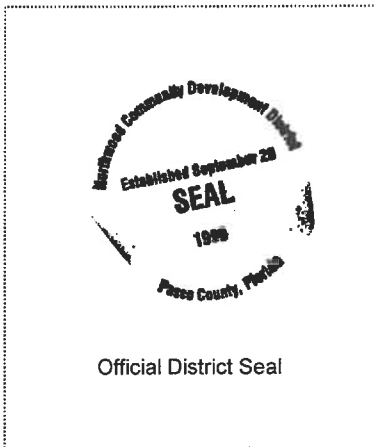
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[Signature]

Signature

Mimi Kelpatrick

Printed Name

Title:

- 177 Chairman
- 178 Vice Chairman

Recorded by Records Administrator

[Signature]

Signature

11/11/21

Date