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2 **Minutes of the Regular Meeting**
3

4 The Regular Meeting of the Board of Supervisors for Northwood Community Development District
5 was held on **Monday, March 14, 2022, at 6:30 p.m.** at the Northwood Clubhouse located at 27248
6 Big Sur Dr., Wesley Chapel, Florida, 33544 and via Zoom at <https://zoom.us/j/94237096324> with
7 meeting ID 942 3709 6324.
8

9
10 **1. PLEDGE OF ALLEGIANCE**

11
12 The Pledge of Allegiance was recited.
13

14
15 **2. CALL TO ORDER**

16
17 Gene Roberts called the Regular Meeting of the Board of Supervisors of the Northwood Community
18 Development District to order on **Monday, March 14, 2022, at 6:30 p.m.**
19

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

21 Mimi Kilpatrick Chair
22 Angel Medina Vice-Chair
23 Karen Uhlig Supervisor
24 Barbara Cruz Supervisor
25 Jennifer Inman Supervisor
26

27 **Staff Members Present:**

28 Gene Roberts District Manager, Meritus
29 Tonja Stewart District Engineer, Stantec *via conference call*
30 Jen Lavelle Facilities Manager
31

32 Erwing Martinez LMP
33

34 There were six resident audience members present.
35

36
37 **3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
38

39 There were no audience questions or comments on agenda items.
40

41
42 **4. VENDOR AND STAFF REPORTS**

43 **A. District Counsel**
44

45 There was nothing to report from District Counsel currently.
46

47 **B. District Engineer**

48 Tonja Stewart explained the new reporting regulations for storm water management required by the County.
49 She explained that Northwood currently has a storm water plan in place so it's a matter of sending in the
50 information to the County. She also recommended to continue littoral shelf and shoreline plantings to assist
51 with erosion protection.

52
53 Erwing Martinez at LMP stated that he had met recently with the newly formed landscape
54 committee and thought the meeting was productive. Supervisor Cruz, who is on the committee gave
55 a recap of the recent meeting. The landscape projects priorities were listed as:

- 56
57 - Replace the wax myrtles trees in phases along Northwood Palms Blvd.
58 - Landscape along the white pvc fence.
59 - Landscape the benches along NPB.

60
61 The Board asked if a meeting summary can be sent to the Supervisors after each monthly meeting.
62 Supervisor Uhlig asked about the landscape installation at the new sign and was told by Mr.
63 Martinez that it will be completed by the next board meeting. Supervisor Uhlig also stated that the
64 stones on the columns at the new sign do not line up.

65

66 **5. BUSINESS ITEMS**

67 **A. Discussion on Reserve Study Proposal**

68

69 Mr. Roberts went over the proposal from Global Solutions.

70

71	MOTION TO:	Approve the proposal by Global Solutions.
72	MADE BY:	Supervisor Uhlig
73	SECONDED BY:	Supervisor Kilptrick
74	DISCUSSION:	None Further
75	RESULT:	Called to Vote: Motion PASSED
76		3/1 – Motion passed. Supervisor Cruz voted Opposed and
77		Supervisor Medina Abstained.

78

79 **B. Discussion on Preventative Maintenance Plan**

80

81

82 **C. Discussion on Putting Green Proposals**

83

84 The Board reviewed the two proposals to add a putting green next to the clubhouse.

85

86	MOTION TO:	Approve the proposal Turf Pro.
87	MADE BY:	Supervisor Uhlig
88	SECONDED BY:	Supervisor Kilptrick
89	DISCUSSION:	None Further
90	RESULT:	Called to Vote: Motion PASSED

91 4/0 – Motion passed. Supervisor Cruz abstained.

92
93
94 **D. Discussion on LMP's Contract**

95
96 LMP has requested an increase of 5% of their current contract.

97
98 MOTION TO: Approve 5% Rate Increase in Current Contract.
99 MADE BY: Supervisor Inman
100 SECONDED BY: Supervisor Uhlig
101 DISCUSSION: None Further
102 RESULT: Called to Vote: Motion PASSED
103 5/0 – Motion passed unanimously

104
105 **E. General Matters of the District**

106
107 Supervisor Kilpatrick stated that with the clubhouse improvements, the clubhouse rental fees
108 should be increased. Supervisor Uhlig made the proposal for Northwood residents to be
109 charged \$200 for a 6-hour rental and an additional \$25 per hour exceeding the 6-hours plus a
110 \$300 deposit.

111 MOTION TO: Revise rental agreement to reflect Resident rate of \$200
112 for 6- hour rental and \$25 per hour exceeding the 6 hours
113 and \$300 deposit
114 MADE BY: Supervisor Uhlig
115 SECONDED BY: Supervisor Kilpatrick
116 DISCUSSION: None Further
117 RESULT: Called to Vote: Motion PASSED
118 3/2 – Motion passed. Supervisor Cruz & Supervisor
119 Medina opposed.

120
121 Board asked staff to have District Counsel review the rental agreement and check on if
122 bounce houses are permissible.

123 Supervisor Kilpatrick also asked the Board to consider retaining current employee Cesar
124 Alayon as well as hiring an additional staff member. The Board agreed on a 60-day trial
125 period to see if three employees are needed.

126 MOTION TO: Hire additional staff members and retain current
127 employee.
128 MADE BY: Supervisor Uhlig

129 SECONDED BY: Supervisor Kilpatrick
130 DISCUSSION: None Further
131 RESULT: Called to Vote: Motion PASSED
132 3/2 – Motion passed. Supervisor Cruz & Supervisor
133 Medina opposed.

134
135 **6. CONSENT AGENDA**

136 **A. Consideration of Minutes of the Regular Meeting February 14, 2022**

137
138 The Board reviewed the minutes. Supervisor Uhlig stated that resident Bob McGee’s name was
139 misspelled. Supervisor Uhlig asked about the status of additional jasmine plants being added and
140 the about the status of the sidewalk repair.
141

142 MOTION TO: Approve the February 14, 2022, meeting minutes.
143 MADE BY: Supervisor Uhlig
144 SECONDED BY: Supervisor Cruz
145 DISCUSSION: None Further
146 RESULT: Called to Vote: Motion PASSED
147 5/0 – Motion passed unanimously

148
149 **B. Consideration of Operations and Maintenance Expenditures January 2022**

150
151 The Board reviewed the January 2022 O&Ms. Supervisor Cruz mentioned that some of the
152 streetlights are turning purple. A repair request has been submitted to TECO.
153

154 MOTION TO: Approve the January 2022 O&Ms.
155 MADE BY: Supervisor Uhlig
156 SECONDED BY: Supervisor Cruz
157 DISCUSSION: None Further
158 RESULT: Called to Vote: Motion PASSED
159 5/0 – Motion passed unanimously

160
161 **D. Review of Financial Statements through January 31, 2022**

162
163 The Board reviewed and accepted the financials.
164

165 **7. MANGAGEMENT REPORTS**
166 **A. Field Manager’s Report**

167
168 Jen Lavelle reviewed her management reports of task items that have been completed during the past month
169 with the Board.
170

171

172 **8. SUPERVISOR REQUESTS**

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174 Supervisor Medina stated he's working on proposals to add license plate cameras to both entrances
175 of Northwood Palms Blvd. Supervisor Inman asked if an assessment of sidewalks in need of repair
176 needs to be done. Supervisor Cruz stated that she would like to review the off-duty patrol schedule
177 before it is submitted to Pasco County Sheriff's Office. Supervisor Kilpatrick stated that people
178 continue to bend the metal fence next to the basketball courts for access and she would like to see
179 the fence reinforced. Supervisor Uhlig asked if staff can get pricing to enclose the swimming pool
180 with screening.

181 .

182

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

184

185 A resident commented on a potential Northwood employee not using a leash when he walks his dog
186 and potential of liabilities. He also spoke highly of staff member, Cesar Alyon. A resident had
187 questions on the new stormwater reporting regulations. There were questions on the reserve study. A
188 resident asked about the responsibilities of damaged sidewalks in front of resident's houses.

189 A resident asked if all of the oak trees can be removed from the front of resident's homes.

190

191

192 **10. ADJOURNMENT**

193

194

MOTION TO:	Adjourn.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Kilpatrick
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

March 14, 2022

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

203

204 *These minutes were done in summary format.

205

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

209

210 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
211 meeting held on 04-11-22.

212

213 Mimi Kelpatrick
214 Signature

Gene Roberts
Signature

215

216 Mimi Kelpatrick
217 Printed Name

Gene Roberts
218 Printed Name

218

219 Title: Ch.

Title:

- 220 Secretary
- 221 Assistant Secretary

- 220 ~~Chairman~~ Assistant Secretary
- 221 ~~Vice Chairman~~

222

223

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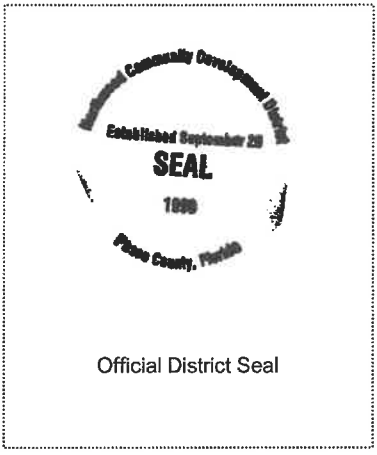
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233



Recorded by Records Administrator

[Signature]
Signature

04/12/22
Date