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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, June 13, 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, June 13, 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
Jennifer Inman	Supervisor
Barbara Cruz	Supervisor

Staff Members Present:

Gene Roberts	District Manager, Inframark
Jen Lavelle	Facility Manager

Bob Labone Two (2) representatives from LMP.

There was three (3) resident audience members present.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There are no audience questions or comments on agenda items.

4. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Engineer

There are no reports on behalf of the District Counsel nor District Engineer.

47 **C. District Manager**

48 **i. Onsite Managers Report**

49
50 The landscape committee and LMP discussed their recent meeting. Bob Labone with LMP stated
51 that all the ornamentals will be fertilized this month. Supervisor Uhlig asked about the Spanish
52 moss growing in the trees, LMP's response is they are contractually required to remove it up to a
53 certain height which he believed was either 12 or 15 feet. Additional mulch is needed in some areas
54 and the committee will work with LMP to determine these areas. Supervisor Cruz expressed her
55 displeasure on the lack of promptness LMP is taking to complete projects and approved proposals
56 discussed at the monthly landscape meetings.
57

58 **ii. OLM Community Inspection Report**

59
60 Jen Lavelle updated the board on her management report and action list as well as clubhouse
61 staffing schedule. The board asked if she could send them a weekly staff schedule which includes
62 job task for the week. They also asked if she could provide a clubhouse rental spreadsheet dating
63 back to January.
64

65 **5. BUSINESS ITEMS**

66
67 **A. Consideration of Resolution 2022-01 Adopting FY 2023 Proposed Budget &**
68 **Setting Public Hearing**

69
70 The Board reviewed the resolution and motioned to approve. District Manager stated the Public Hearing
71 is set for August 15, 2022, at 6:30 P.M.
72

73 Mr. Roberts stated at the recent Budget Workshop the board decided to increase the budget for the
74 first time in five years to cover the \$30,000 increase in the Waste Connection contract, increase to the
75 undesignated reserve account recommended by the recent reserve study and inflation cost. This will
76 increase the annual assessments from \$1,051 to \$1,151.
77

78	MOTION TO:	Approve Resolution 2022-01.
79	MADE BY:	Supervisor Uhlig
80	SECONDED BY:	Supervisor Kilpatrick
81	DISCUSSION:	None Further
82	RESULT:	Called to Vote: Motion PASSED
83		5/0 – Motion Passed: Unanimously

84
85
86 **B. Discussion on Supervisors Review on License Plate Cameras**

87
88 Supervisor Medina discussed the proposals he has received to place a license plate camera on either
89 end of Northwoods Palms Blvd. The Boards reception was positive but asked if he could get a written
90 agreement for them to review by the next Board meeting.

91
92 **C. General Matters of the District**

93 **i. Discussion on Supervisors Ability to Review Cameras**

94
95 The item was overlooked.

96
97 **ii. Discussion on Basketball Court Fence**

98
99 Supervisor Kilpatrick stated she would like the Board to reconsider their decision to place the fence at
100 half court of the basketball court. The Board discussed and stated the decision was made to prevent no
101 residents from using the facility. They asked if staff could send residents a survey for their opinion.
102

103 **iii. Discussion on Mr. Munari Easement Issue**

104
105 Mr. Roberts stated he has asked LMP to provide a proposal to remove the landscape vegetation that
106 remains in the drainage easement planted by the Munari's. Mr. and Mrs. Munari were in attendance
107 and stated they have removed the fence per judge's ruling but asked the board if they could leave the
108 landscape believing the vendors now have enough room to access the pond. Mr. Roberts stated that
109 since the case has gone to trial and have a judgement, he was not sure the Board can overturn it. He
110 advised the Munari's to have their legal counsel contact the District Counsel.
111

112
113 **6. CONSENT AGENDA**

114
115 **A. Consideration of Minutes of the Regular Meeting May 9, 2022**

116
117 Mr. Uhlig asked about the status of painting the playground bathrooms. Staff will schedule it. The
118 Board stated they would like Solitude to include a monthly inspection report. Mr. Roberts will
119 review the contract to see if it should be included. Status of up-lighting along the boulevard.
120 Status of TECO invoice. Ms. Lavelle will send Supervisor Cruz a reminder.
121

MOTION TO:	Approve the Regular Meeting Minutes for May 9, 2022.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Medina
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion Passed: Unanimously

135 **B. Consideration of Operations and Maintenance Expenditures April 2022**
136

137 Supervisor Kilpatrick asked about adding a pool monitor for the summer. Mr. Roberts advised that
138 the facility currently has three employees and there is no money budgeted for any additional staff.
139 She asked about the handicap pool lift. Staff will work on locating a vendor to repair.
140

141	MOTION TO:	Approve the O&Ms for April 2022.
142	MADE BY:	Supervisor Inman
143	SECONDED BY:	Supervisor Medina
144	DISCUSSION:	None Further
145	RESULT:	Called to Vote: Motion PASSED
146		5/0 – Motion Passed: Unanimously

147
148
149 **C. Review of Financial Statements Month Ending April 30, 2022**
150

151 Mr. Roberts explained to Supervisor Cruz which account the money from the undesignated reserves
152 is going to.

153
154 **7. MANGAGEMENT REPORTS**

155 **A. Manager's Report**
156

157 Mrs. Lavelle discussed her report with the Board.
158

159 **8. SUPERVISOR REQUESTS**
160

161 Supervisor Kilpatrick reviewed the committees

- 162 - Infrastructure- Supervisor Inman
 - 163 - Security- Supervisor Medina
 - 164 - Events- Supervisor Kilpatrick
 - 165 - Landscape- Supervisor Cruz
- 166

167 **9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**
168

169 A resident had a question on the location of the license plate cameras.
170

171 A resident commented on the basketball courts.
172

173 A resident expressed the landscape upgrades and recommended more color be added.
174
175
176
177
178

179 **10. ADJOURNMENT**
180

181 MOTION TO: Adjourn.
182 MADE BY: Supervisor Medina
183 SECONDED BY: Supervisor Uhlig
184 DISCUSSION: None Further
185 RESULT: Called to Vote: Motion PASSED
186 5/0 – Motion Passed: Unanimously

187
188
189 **Please note the entire meeting is available on disc.*
190

191 **These minutes were done in summary format.*
192

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

196
197 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
198 meeting held on 7/11/2022
199

200
201 Mimi Kipatriek
202 Signature
203 Mimi Kipatriek
204 Printed Name
205 Chairman

206 Title:
207 Secretary
208 Assistant Secretary
209

200
201 Mimi Kipatriek
202 Signature
203 Mimi Kipatriek
204 Printed Name

205 Title:
206 Chairman
207 Vice Chairman
208



Recorded by Records Administrator

[Signature]
Signature

7/13/22
Date