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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, April 12, 2021 at 6:30 p.m.** at the Northwood Clubhouse located at 27248 Big Sur Dr., Wesley Chapel, Florida, 33544.

**1. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**2. CALL TO ORDER**

Bryan Radcliff called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, April 12, 2021 at 6:31 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 |

**Staff Members Present:**

- |                |                            |
|----------------|----------------------------|
| Eric Davidson  | District Manager, Meritus  |
| Bryan Radcliff | District Manager, Meritus  |
| Tonja Stewart  | District Engineer, Stantec |
| Josue Marquez  | Clubhouse Manager          |

Kathryn Starkey Pasco County Commissioner *arrived around 6:45 p.m.*

There were some other Pasco County staff members in attendance.

There were many resident audience members present.

**3. VENDOR/STAFF REPORTS**

**A. District Counsel**

There were no updates from Counsel at this time.

**B. District Engineer**

Ms. Stewart let the Board know her preliminary findings on the sidewalk and drainage. She said there is an area on the west side of Northwood Palms Blvd. where if the County can put in a 20 ft. transition, it should help correct the drainage issue. This would be an easier repair vs. doing grading and elevation, which would involve a survey and having to remove and restore the sidewalk, which would be a more costly and extensive repair. Ms. Stewart will do more research and update the Board at the next meeting. The Board asked some questions, and Ms. Stewart answered them.

**4. BUSINESS ITEMS****A. Discussion on FY 2022 Budget**

The Board briefly discussed adding some items to the FY 2022 budget. Supervisor Kilpatrick mentioned playground equipment. The Board said they will email Mr. Radcliff with some items to consider.

**B. Discussion on All about Food Trucks Tampa**

Supervisor Kilpatrick asked the Board about having All about Food Trucks come to the community for events or on the weekend when residents are using the pool. It does not cost the District to have the vendors come out for residents to purchase from the trucks. The Board discussed and thought it would be a good idea. Mr. Radcliff will reach out to the company and get the process started.

*Pasco County Commissioner Kathryn Starkey arrived at the meeting.*

**C. Honorable Kathryn Starkey**

Commissioner Starkey explained her district and went over that she is on transit, water, and career training boards locally. She also sits on workforce and economic boards nationally. Commissioner Starkey also went over how to find more information about upcoming projects in the County by accessing the Project Pipeline page on the Pasco County website. She then updated the Board on some of the Pasco County trail projects and the recent decision rescinding the County mask mandate. Supervisor Kilpatrick and Cruz asked about Northwood Palms Blvd. Commissioner Starkey said it has been re-designated as a collector road, which means it is now maintained by the County. It is not currently on the five-year plan for repaving, but that could change.

Supervisors Kilpatrick and Supervisor Cruz asked some questions about infrastructure and growth, traffic calming and lowering the speed limit, sidewalks and trails, HOAs and CDDs, and about Northwood Palms Blvd. being a collector road now. Commissioner Starkey went over the current options for getting non-collector roads repaired, which involves having an assessment for the community that it could pay for over five years. Collector roads are presently only fixed as patch work. There may be an upcoming program, if it is passed, for more widespread repairs of roads, but it would not cover sidewalks. Supervisor Cruz wanted a more definitive answer for who owns the sidewalks. Commissioner Starkey explained that they have rights to the right-of-way to put utilities in but do not maintain the sidewalks or landscaping strips.

92 The Board, Commissioner Starkey and other Pasco County staff members, Ms. Stewart, and Mr.  
 93 Radcliff continued to discuss ownership and maintenance of the sidewalks.

94  
 95 Supervisor Inman asked about schools. Commissioner Starkey said the law is that you cannot build  
 96 a school unless it will be full when it opens. Supervisor Inman asked about paving Breakers to the  
 97 guard gate. Commissioner Starkey said she will look more into it. Supervisor Cruz asked about the  
 98 roundabouts. There was also a question about the length of the light at the front of the community.

99  
 100 Commissioner Starkey went over the County Line Road South Multiuse Path. She also described  
 101 the Pasco County Citizens Academy. Supervisor Kilpatrick asked about the Work Force Academy;  
 102 Commissioner Starkey explained the two-week boot camp and that it will be coming to this area of  
 103 the County soon.

104  
 105 The Board opened up the discussion to audience comments. Residents asked Commissioner Starkey  
 106 about widening Bruce B. Downs, getting another roundabout in the neighborhood to alleviate the  
 107 speeding, how to reduce the speed limits in the neighborhood, and the sidewalks and ownership.

108  
 109 *Commissioner Starkey left the meeting.*

110  
 111 **D. Discussion on Pickleball Court**

112  
 113 Mr. Radcliff went over that there is a quote for a pickleball court for \$859.80. The Board discussed  
 114 the proposal. The resident who originally proposed the idea went over more of the details. The  
 115 Board decided to go with one court instead of two, which means the cost would be about \$430.

MOTION TO:	Approve the purchase of one pickleball court for half the amount.
MADE BY:	Supervisor Inman
SECONDED BY:	Supervisor Uhlig
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

124  
 125 **E. General Matters of the District**

126  
 127 There were no additional matters of the District to discuss at this time.

128  
 129  
 130 **5. CONSENT AGENDA**

- 131 **A. Consideration of Minutes of the Regular Meeting March 8, 2021**
- 132 **B. Consideration of Minutes of the Continued Meeting March 24, 2021**
- 133 **C. Consideration of Operations and Maintenance Expenditures February 2021**
- 134 **D. Review of Financial Statements through February 28, 2021**

NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

April 12, 2021

136 The Board reviewed the Consent Agenda items. Mr. Radcliff answered a question that the Board  
137 had in a previous meeting regarding the reserve amount. The District does not have a dedicated  
138 reserve amount in the budget. Whatever is left over in the budget at the end of each year goes into  
139 the reserves. Supervisor Cruz wanted to put a certain amount each year into the reserve account.  
140 She said it should have started four years ago. Mr. Radcliff and Mr. Davidson will schedule a  
141 meeting with accounting to discuss it more.

142  
143 Supervisor Cruz noted a change to line 109 on the March 8, 2021 minutes from the CDD to the  
144 County. She also asked about for management to follow up on the flowers at the clubhouse with  
145 LMP. Supervisor Inman provided a photo to show what LMP said they would do regarding the  
146 flowers vs. what they actually did. Supervisor Uhlig mentioned that LMP still has not put out the  
147 cotton candy plants along the wall that they should have installed last year. She felt they should not  
148 get the extra performance pay because of the landscaping conditions and not following the Board's  
149 directions.

150  
151 Supervisor Uhlig asked for an update on the basketball fence. Supervisor Cruz wanted to have the  
152 padding put up soon. The Board agreed. Supervisor Uhlig mentioned she felt the interior designer is  
153 charging too much for design. Supervisor Cruz asked if she could do a \$3,000 flat fee with no  
154 \$95/hour, then it would be more reasonable. Supervisor Kilpatrick will reach out to discuss it with  
155 her. Supervisor Uhlig also asked for updates on some of the action items from the previous meeting.

156  
157 The Board briefly discussed hiring summer employees. They wanted to hire some part-time staff for  
158 the weekend and evenings. Supervisor Cruz wanted to make sure background checks are run on the  
159 employees and that there is ample coverage of hours.

160  
161 Supervisor Uhlig asked Mr. Marquez to make sure the clubhouse locked when he is out in the  
162 community. Mr. Marquez apologized and said he usually does and it was a mistake. Supervisor  
163 Uhlig complimented Mr. Marquez for all of his hard work for the District.

164  
165 Supervisor Medina asked about putting in dog signs. Staff will order the signs.

166  
167 Supervisor Inman noted that she contacted the interior designer and they do not have any  
168 testimonials online because they are a newer company.

169  
170 Supervisor Kilpatrick agreed with Supervisor Uhlig that LMP should not have gotten the extra  
171 performance pay. Mr. Davidson went over how the contract with OLM and LMP works with  
172 regards to the performance pay. He suggested for Tyree Brown with LMP and Paul Woods with  
173 OLM to attend the next meeting to discuss the landscape conditions with the Board.

174  
175 Supervisor Kilpatrick asked to have Waste Connections include on their invoices the number of  
176 homes, the number of weeks, and that it involves solid waste and recycling once a week.

177  
178 Supervisor Cruz asked about the higher cost of the Frontier invoice. It was for an increase in  
179 services for having music channels. The Board discussed options and asked to have Mr. Marquez  
180 get a Fire Stick to get streaming music and cancel the Frontier music services.

181

182 MOTION TO: Approve the Consent Agenda items A-D, pending the  
183 correction to the minutes and O&Ms.  
184 MADE BY: Supervisor Kilpatrick  
185 SECONDED BY: Supervisor Cruz  
186 DISCUSSION: None Further  
187 RESULT: Called to Vote: Motion PASSED  
188 5/0 – Motion passed unanimously

189

190

191 **7. MANGAGEMENT REPORTS**

192 **A. Staff Action Item List**

193 **B. Field Manager's Report**

194 **1. Community Inspection Reports**

195 **2. Sheriff's Report**

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197 The Board reviewed the management reports.

198

199

200 **8. SUPERVISOR REQUESTS**

201

202 Supervisor Kilpatrick went over that the HOA was reaching out to the CDD to see if they would be  
203 able to split half the cost of the community shreddathon event where residents bring their old  
204 documents to shred. The total cost is \$400, so the CDD and HOA would each contribute \$200. It  
205 will be a combination CDD and HOA event.

206

207 MOTION TO: Have the CDD cover half the cost of the shredding  
208 machine for \$200.  
209 MADE BY: Supervisor Uhlig  
210 SECONDED BY: Supervisor Kilpatrick  
211 DISCUSSION: None Further  
212 RESULT: Called to Vote: Motion PASSED  
213 4/1 – Supervisor Inman opposed.

214

215 Supervisor Kilpatrick asked for an update on the TECO light.

216

217

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

219

220 A resident made a presentation about repurposing Amazon boxes. He would like put a receptacle  
221 for flattened cardboard boxes in the community. The resident would pick them up once a week. The  
222 Board discussed and asked the resident some questions. Mr. Radcliff asked for the resident to send a  
223 photo of the box, and then he can send it to the Board for review and discussion at the next meeting.

224

225 Another resident commented about the fence at the basketball court. The Board and Mr. Radcliff let  
226 the resident know that they were moving forward with padding the fence rather than removing it.  
227 The resident also commented about the shredathon event and wondered if they could purchase a  
228 shredder instead for the clubhouse. Supervisor Kilpatrick explained how the event works with the  
229 company being licensed to handle the shredded documents. Supervisor Uhlig was concerned there  
230 could be security issues with shredded documents sitting in the clubhouse.

231

232 A resident mentioned that the grass at the park is in poor shape. He wanted to make sure it would be  
233 part of the review process with the landscaping company. The Board confirmed.

234

235

236 **10. ADJOURNMENT**

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238

239

MOTION TO:	Adjourn at 9:52 p.m.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Inman
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

April 12, 2021

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

249

250 \*These minutes were done in summary format.

251

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

255

256 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
257 meeting held on 5-10-21.

258

259   
260 \_\_\_\_\_  
261 Signature

261 Brian Lamb  
262 \_\_\_\_\_

263 Printed Name

264

265 Title:

- 266  Secretary
- 267  Assistant Secretary

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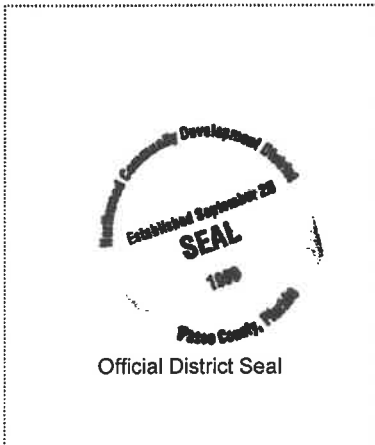
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Recorded by Records Administrator

  
\_\_\_\_\_  
Signature

5/18/21  
\_\_\_\_\_  
Date