

Northwood Community Development District

Board of Supervisors

Mimieaux Kilpatrick, Chairman
Brian Quigly, Vice Chairperson
Barbara Cruz, Assistant Secretary
Brian Munari, Assistant Secretary

Gene Roberts, District Manager
Vivek Babbar, District Counsel
Tonja Stewart, District Engineer
Jen Lavelle, On-site Manager

Regular Meeting Agenda

Monday, June 12, 2023, at 6:30 p.m.

The Regular Meeting of the Northwood Community Development District will be held on **June 12, 2023, at 6:30 p.m. at the Northwood Clubhouse located at 27248 Big Sur Drive Wesley Chapel, FL 33544.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the agenda for the meeting

Call In Number: 1 305 224 1968 Meeting ID: 942 3709 6324 Passcode: 587901

Zoom: <https://us06web.zoom.us/j/94237096324?pwd=NXpGMWw3cHQ2Sm5BRXZkeUNRVEN5UT09>

All cellular phones and pagers must be turned off during the meeting.

REGULAR MEETING OF BOARD OF SUPERVISORS

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Financial Advisor
- C. District Manager Tab 01 Page 03
 - i. Community Inspection Reports
 - ii. OLM Report
 - iii. Manager Report

4. BUSINESS ITEMS

- A. Consideration of Resolution 2023-03; Approving FY 2024 Proposed Budget & Setting Public Hearing Tab 02 Page 75
- B. Discussion on investments Tab 03 Page 88
- C. Consideration on Resident Resume Tab 04 Page 89
- D. Consideration of Resolution 2023-04; Designating Officers Tab 05 Page 98
- E. Discussion on Current/updated Asset Reports and Vendor Contracts
- F. General Matters of the District
- G. Discussion on Staff Job Descriptions
 - i. Clubhouse Manager
 - ii. Clubhouse Operations
 - iii. Events Manager
 - iv. Pool Monitor Position
- G. Discussion on Temporary Staffing Issues
 - i. Slide
 - ii. Poop Bins
 - iii. Events
 - iv. Attendance Hourly vs. Salary
 - v. Holiday Req./Per Time Off
- H. Discussion on Clubhouse Revenue ideas

5. CONSENT AGENDA

- A. Consideration of Minutes of the Regular Meeting May 08, 2023, Tab 06 Page 99
- B. Consideration of Operations and Maintenance Expenditures April 2023 Tab 07 Page 104
- C. Review of Financial Statements Month Ending April 30, 2023, Tab 08 Page 165

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

District Office

Inframark
2005 Pan Am Circle Suite 300
Tampa, Florida 33607
(813) 873 – 7300

Meeting Location:

Northwood Clubhouse
27248 Big Sur Drive
Wesley Chapel, Florida 33544

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Mimi Kilpatrick District Chairman