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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 14, 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, June 14, 2021 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
Barbara Cruz	Supervisor
Jennifer Inman	Supervisor

Staff Members Present:

Eric Davidson	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
Josue Marquez	Clubhouse Manager
Grant Clemmer	Clubhouse Staff

There were some resident audience members present.

3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

4. BUSINESS ITEMS

A. Discussion on Swim Lessons – Swim Kids USA

The Board discussed the Swim Kids USA swim lessons proposal. Supervisor Cruz had some questions about the contract. Mr. Radcliff said he will run the contract through District Counsel, but it is the same one that has been approved for other districts.

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MOTION TO:	Approve the Swim Kids USA swim lessons proposal, pending verification of the contract and insurance.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Inman
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/1 – Supervisor Cruz opposed.

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B. Discussion on Palm Tree Trimming Proposal

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The Board discussed and decided to table this proposal pending confirmation that LMP has already started the work.

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C. Discussion on Tree Installation Proposal

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The Board discussed and decided to table this proposal while they wait for additional proposals.

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D. Discussion on Landscape at Community Center Monument

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The Board discussed and tabled this proposal pending further discussion with LMP.

The Board also discussed concerns they have with LMP. Supervisor Cruz stated that she wanted to go out to bid for RFP for landscape providers. The Board, Mr. Davidson, and Mr. Radcliff discussed the process of going out to bid for landscapers and giving a 30-day notice to cure to LMP. The Board wanted to make sure LMP addresses the landscaping at the amenity center and monuments in a timely manner. Mr. Radcliff will provide LMP with a list of items that the Board would like for them to address.

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MOTION TO:	Give a 30-day notice to cure to LMP.
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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E. Discussion on Lake Fountains Maintenance Agreement

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The Board discussed the agreement. Mr. Radcliff went over that they are shutting the fountain off for a few days to avoid further damage to the pump until it can be fixed.

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MOTION TO:	Approve the Lake Fountains Maintenance Agreement.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Inman
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

F. Discussion on Arbor Care and Tree Pruning Specifications and Contract

The Board reviewed the OLM Arbor Care and Tree Pruning Specifications contract. The Board discussed and tabled this item while they await additional proposals based on the scope of service.

The Board asked for Mr. Clemmer to take down the “under construction” signs.

G. Discussion on Slash Pine Removal Proposal

The Board discussed and decided to table this proposal pending further discussion with LMP.

H. Discussion on Dead Pine Removal Proposal

The Board discussed the proposal to remove the dead pine and wanted to have a before and after photo of the work.

MOTION TO:	Approve the removal of the dead pine tree with a before and after photo that the work has been done.
MADE BY:	Supervisor Inman
SECONDED BY:	Supervisor Medina
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

I. Discussion on Pressure Washing Sidewalks & Rain Gutters

The Board discussed the proposal for pressure washing the sidewalks and rain gutters. The Board asked for Mr. Radcliff to reach out to the vendor about doing the clubhouse as well.

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MOTION TO:	Approve the proposal for pressure washing the sidewalks and rain gutters for \$3,000.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

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J. General Matters of the District

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136 Mr. Radcliff updated the Board that Waste Connections did accept the counter offer at \$18K and it
137 should be resolved shortly. The discussed Waste Connections also missing some sections of the
138 community. Mr. Radcliff will confirm if they can come back Saturday or some other sort of policy
139 if they miss anyone.

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141 The Board discussed updating and repainting the clubhouse, the music and Firestick in the
142 clubhouse, the putting green and pickleball, and the sidewalks and roundabout. Supervisor Uhlig
143 read the response she received from Kathryn Starkey regarding the trucks signs, reducing the speed
144 limit, installing a pedestrian crosswalk, and paving the unpaved section at Northwood Blvd. The
145 Board also discussed the plants that LMP gave the District, replacing the flood lights, putting in up-
146 lighting, repairing the front monument, the timeframe for when the pool furniture will be delivered,
147 playground equipment, re-programming all of the access cards, sidewalk repairs, the quote for the
148 rust on the wall on Northwood Blvd., the neighborhood watch signs, doing Zoom for every meeting,
149 getting quotes for less expensive sunshades, holiday decorations, and applications for the clubhouse
150 manager position.

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152 Mr. Radcliff asked the Board about continuing the meeting to a workshop for clubhouse manager
153 job duties on Thursday, June 17, 2021 at 5:30 p.m. on Zoom. The Board agreed.

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155 Mr. Clemmer and the Board briefly discussed work hours and expectations. The Board also asked
156 Mr. Marquez about the transition and his hours. They will talk more about clubhouse staffing and
157 hours at the workshop on Thursday.

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5. CONSENT AGENDA

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A. Consideration of Minutes of the Regular Meeting May 10, 2021

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B. Consideration of Operations and Maintenance Expenditures April 2021

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C. Review of Financial Statements through April 30, 2021

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165 These items will be addressed at the next meeting.

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168 **6. VENDOR/STAFF REPORTS**

169 **A. District Counsel**

170 **B. District Engineer**

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172 There were no additional staff reports.

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175 **7. MANGAGEMENT REPORTS**

176 **A. Staff Action Item List**

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

178 **1. Community Inspection Reports**

179 **2. Sheriff's Report**

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181 The Board reviewed the management reports.

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

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186 A resident spoke about landscapers, management, and a previous Board member coming onto her

187 property a couple of years ago. She stated that she did not authorize people coming onto her

188 property. She wanted to make sure that Board members know the rules and regulations.

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191 **9. SUPERVISOR REQUESTS**

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193 Supervisor Kilpatrick wanted to make sure they address the questions about the swim lessons. The

194 Board discussed and then decided to table the swim lessons proposal pending some questions

195 answered by the vendor.

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197 Supervisor Inman stated that she appreciates the audience members coming to the meeting to share

198 their comments and that is important to hear from residents.

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201 **10. ADJOURNMENT/CONTINUATION**

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203 MOTION TO: Continue the meeting to a workshop on June 17, 2021 at
204 5:30 p.m. via Zoom.

205 MADE BY: Supervisor Medina

206 SECONDED BY: Supervisor Uhlig

207 DISCUSSION: None Further

208 RESULT: Called to Vote: Motion PASSED

209 5/0 – Motion passed unanimously

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NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

Minutes of the Regular Meeting

June 14, 2021

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

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215 *These minutes were done in summary format.

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

220

221 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
222 meeting held on 8/9/2021.

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224 [Signature]
225 Signature

Mimi Kelpatruck
Signature

226 Brian Lamb
227 Printed Name

Mimi Kelpatruck
228 Printed Name

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Title:

Title:

- 231 Secretary
- 232 Assistant Secretary

- 231 Chairman
- 232 Vice Chairman

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Recorded by Records Administrator

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8/11/2021
Date

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