

MINUTES OF THE REGULAR MEETING

The Regular Meetings of the Board of Supervisors for Northwood Community Development District was held on **Monday, April 10, 2023, 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 Meetings of the Board of Supervisors of the Northwood Community Development District to order on **Monday, April 10, 2023, at 6:30 p.m.**

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

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| Mimi Kilpatrick | Chair |
| Brian Quigley | Supervisor |
| Brian Munari | Supervisor |
| Barbara Cruz | Supervisor |

Staff Members Present:

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| Gene Roberts | District Manager, Inframark |
| Jen Lavelle | Facility Manager |

There were one (1) resident audience members present and two representatives from LMP.

3. PRECISION SIDEWALK REPRESENTATIVE

A representative from Precision Sidewalk gave a brief presentation on grinding trip hazards on the sidewalks. He will provide a proposal by the next meeting.

4. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager
 - i. Community Inspection Report
 - ii. Employee Task Sheet
 - iii. Clubhouse Calendar
 - iv. Asset Management
 - v. Committee Volunteers

The District Counsel and District Engineer were not present and no staff reports currently.

46 The Board reviewed the inspection reports and Ms. Lavelle went over the task sheets and event
47 calendar.

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49 Supervisor Quigley requested that task sheets can be typed instead of handwritten.

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51 Supervisor Cruz requested that the timers on the two fountains at the entrance be synchronized.

52
53 The Board decided they do not need an asset committee.

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55 **5. BUSINESS ITEMS**

56 **A. Discussion on Aquatics Management Agreement Proposal**

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58 The Board reviewed the proposal from Aquatic Weed Control and Sitex Aquatics. They asked staff
59 to reach out to AWC to see if they will reduce their monthly fee proposal by \$50 and will they
60 maintain the aerator.

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| MOTION TO: | Approve proposals from Aquatic Weed Control and Sixtec Aquatics. |
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| MADE BY: | Supervisor Quigley |
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| SECONDED BY: | Supervisor Cruz |
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| DISCUSSION: | Aquatics requested staff to reach out to AWC to see if they will reduce their monthly fee proposal by \$50 and if they can continue maintain the aerator. If agreed motion to hire AWC. |
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| RESULT: | Called to Vote: Motion PASSED |
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| | 4/0 – Motion Passed Unanimously |
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73 **B. Discussion on Flock Security System Workshop**

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75 Supervisor Kilpatrick stated she would like to hold a workshop to explain the new surveillance
76 cameras. The Board decided to combine it with the infrastructure workshop.

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78 **C. Discussion on Bench Shades**

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80 Ms. Lavelle will work on getting proposals for installing shade structures.

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82 **D. Discussion on Summer Pool Monitor**

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84 The Board decided to hire a pool monitor for \$14.00 dollars per hour and 14 hours a weekend for 10
85 weeks starting on May 27th, 2023.

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89 MOTION TO: Approve to hire a pool monitor for \$14.00 dollars per hour
90 and 14 hours a weekend for 10 weeks starting on May
91 27th, 2023.
92 MADE BY: Supervisor Kilpatrick
93 SECONDED BY: Supervisor Quigley
94 DISCUSSION: None Further
95 RESULT: Called to Vote: Motion PASSED
96 4/0 – Motion Passed Unanimously

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98 **E. Discussion on Community submission doe Project Ideas**
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100 Supervisor Kilpatrick said the Board needs to send in their project wish list by May’s meeting for Budget
101 purposes.
102

103 **F. Discussion on Memorial Brick**
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105 Supervisor Kilpatrick stated she’s found a vendor to purchase the bricks from and explained the process
106 of getting them installed and engraved. The Board decided to hold off until September.
107

108 **G. General Matters of the District**
109

110 A discussion ensued regarding the Fire Marshal Inspection.
111

112 Mr. Roberts told the Board that he received a proposal from Don Harrison Enterprises for \$17,625
113 to repair the violations listed on the recent Inspection. The Board requested staff to get two
114 additional proposals and proceed with the lowest cost.
115

116 MOTION TO: Request staff to get two additional proposals and proceed
117 with the lowest cost.
118 MADE BY: Supervisor Quigley
119 SECONDED BY: Supervisor Kilpatrick
120 DISCUSSION: None Further
121 RESULT: Called to Vote: Motion PASSED
122 4/0 – Motion Passed Unanimously

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124 **6. CONSENT AGENDA**

125 **A. Consideration of Minutes of the Regular Meeting March 13, 2023**
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127 The Board reviewed and discussed the minutes of the Regular Meeting March 13, 2023.
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129 Supervisor Munari asked that lines 122 through 125 be changed to read as follows:

130 Supervisor Munari states he was standing on his front porch when Supervisor Kilpatrick walked by.
131 She saw him and stopped in the street. She put her hands on her hips and stared at him for 15 seconds
132 in an intimidating and harassing manner. She then took a photo of him before continuing her walk.
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134 Supervisor Munari has security camera video of the incident.
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| MOTION TO: | Approve the Minutes for the Regular Meeting on March 13, 2023. |
| MADE BY: | Supervisor Kilpatrick |
| SECONDED BY: | Supervisor Cruz |
| DISCUSSION: | None Further |
| RESULT: | Called to Vote: Motion PASSED 3/1 – Motion Passed; Supervisor Quigley abstained as he was not present at the March meeting. |

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B. Consideration of Operations and Maintenance Expenditures February 2023

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147 Supervisor Quigley asked about the fuel surcharge from LMP and the late fees from ADT. Ms.
148 Lavelle will contact ADT to ask if it can be removed.
149

150 A Frontier bill was double paid and will need to issue a credit.
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152 On page 95, a TECO invoice has a late fee and the Board asked that Inframark pay it.
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154 The Board would like to diversify the bank accounts to keep the accounts under \$250,000 that FDIC
155 insures.
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| MOTION TO: | Approve the February O&Ms with Board of Supervisors request as stated above. |
| MADE BY: | Supervisor Quigley |
| SECONDED BY: | Supervisor Kilpatrick |
| DISCUSSION: | None Further |
| RESULT: | Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously. |

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C. Review of Financial Statements Month Ending February 28, 2023

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167 The Board reviewed the Financial Statements Month Ending February 28, 2023, and Supervisor
168 Quigley asked Ms. Lavelle why she’s buying garbage bags and other supplies in bulk. The Board
169 requested Ms. Lavelle to compare prices with other stores.
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172 **7. SUPERVISOR REQUESTS AND COMMENTS**

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174 Supervisor Munari requested if an Action Item List can be added to the meeting book.

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

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178 A resident questioned if the wall/monument project could be financed through an insurance
179 company.

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181 A resident on Zoom voiced his displeasure on the fact of assessment increasing due to the
182 monument project.

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184 **9. ADJOURNMENT**

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| MOTION TO: | Adjourn. |
| MADE BY: | Supervisor Quigley |
| SECONDED BY: | Supervisor Kilpatrick |
| DISCUSSION: | None Further |
| RESULT: | Called to Vote: Motion PASSED |
| | 4/0 – Motion Passed: Unanimously |

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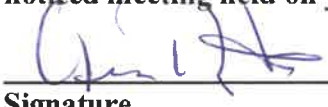
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218
219 *Please note the entire meeting is available on disc.

220
221 *These minutes were done in summary format.

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

226
227 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
228 noticed meeting held on 5/8/2023.

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231 Signature

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233 _____
234 Printed Name

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236 Title:
237 Secretary
238 Assistant Secretary

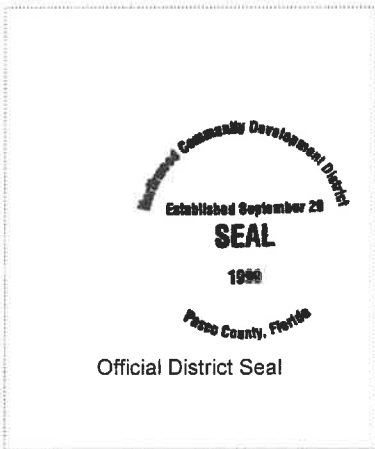
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229
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231 Signature

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233 Mimi Kilpatrick
234 Printed Name

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236 Title:
237 Chairman
238 Vice Chairman

Recorded by Records Administrator

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245 
246 Signature

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248 5-10-23
249 Date