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10 **Minutes of the Regular Meeting and Public Hearing**

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12 The Regular Meeting and Public Hearing of the Board of Supervisors for Northwood Community  
13 Development District was held on **Monday, August 9, 2021 at 6:30 p.m.** at the Northwood  
14 Clubhouse located at 27248 Big Sur Dr., Wesley Chapel, Florida, 33544 and via Zoom at  
15 <https://zoom.us/j/94237096324> with meeting ID 942 3709 6324.  
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20 **1. PLEDGE OF ALLEGIANCE**

21 The Pledge of Allegiance was recited.  
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26 **2. CALL TO ORDER/ROLL CALL**

27 Bryan Radcliff called the Regular Meeting and Public Hearing of the Board of Supervisors of the  
28 Northwood Community Development District to order on **Monday, August 9, 2021 at 6:30 p.m.**  
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30 **Board Members Present and Constituting a Quorum at the onset of the meeting:**

31 Mimi Kilpatrick                      Chair  
32 Angel Medina                        Vice-Chair  
33 Barbara Cruz                         Supervisor  
34 Jennifer Inman                       Supervisor  
35

36 **Staff Members Present:**

37 Bryan Radcliff                        District Manager, Meritus  
38 Skye Healey                          Clubhouse Manager  
39  
40 Erwing Martinez                      LMP  
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42 There were some resident audience members in attendance.  
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47 **3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

48 There were no audience questions or comments on agenda items.  
49

50 The Board expressed some concerns about the budget. They would like to have more time to review  
51 the budget and make some changes to the line items. The Board decided to continue the public  
52 hearings to August 23, 2021 to discuss the budget in more detail.  
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- 44 **4. RECESS TO PUBLIC HEARING**  
45 **5. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2022 BUDGET**  
46 **A. Open the Public Hearing on Adopting Proposed Fiscal Year 2022 Budget**  
47 **B. Staff Presentations**  
48 **C. Public Comments**  
49 **D. Consideration of Resolution 2021-03; Adopting Proposed Fiscal Year 2022 Budget**  
50 **E. Close the Public Hearing on Adopting Proposed Fiscal Year 2022 Budget**  
51 **6. PUBLIC HEARING ON LEVYING O&M ASSESSMENTS**  
52 **A. Open the Public Hearing on Levying O&M Assessments**  
53 **B. Staff Presentations**  
54 **C. Public Comments**  
55 **D. Consideration of Resolution 2021-04; Levying O&M Assessments**  
56 **E. Close the Public Hearing on Levying O&M Assessments**  
57 **7. RETURN AND PROCEED TO THE REGULAR MEETING**

58  
59 The Board agreed to continue the public hearings on adopting the proposed fiscal year 2022 budget  
60 and levying O&M assessments to August 23, 2021 at 6:30 p.m.

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63 **8. BUSINESS ITEMS**  
64 **A. Consideration of Resolution 2021-05; Setting Fiscal Year 2022 Meeting Schedule**

65  
66 The Board reviewed the resolution and meeting schedule.

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MOTION TO:	Approve Resolution 2021-05.
MADE BY:	Supervisor Inman
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously

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- 75 **B. Discussion on Arbor Care and Tree Pruning Proposal**

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77 The Board discussed the arbor care and tree pruning proposal. Mr. Radcliff noted he tried to get  
78 other bids, but the vendors declined the job because it was too large at this time for their schedule.

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MOTION TO:	Approve the proposal from Omega Tree & Nursery for oak tree trimming.
MADE BY:	Supervisor Inman
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	Supervisor Cruz said for the record that she was opposed because there was not a count of the number of trees.
RESULT:	Called to Vote: Motion PASSED 3/1 – Supervisor Cruz opposed.

**C. Discussion on Landscape Enhancements at Monuments**

Erwing Martinez with LMP went over the proposal for the landscape enhancement at the monuments with the Board. The Board discussed and asked Mr. Martinez some questions about the number of monuments, pricing, timeline, irrigation, and plant types. Mr. Martinez answered.

MOTION TO:	Approve the landscape enhancements for the monuments for the 14 monuments for \$22K with the target date of being finished in September.
MADE BY:	Supervisor Inman
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	There was a question about the warranty. Mr. Martinez answered.
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously

**D. Discussion on Landscape Enhancement Proposal**

Mr. Martinez went over the landscape enhancement proposal to fill in areas of the Washington palms at Breakers Dr. The Board discussed and decided to table this proposal in order to obtain additional proposals for all areas.

Supervisor Kilpatrick asked about flowers at the sign. Mr. Martinez answered. Supervisor Cruz said for the record that she wanted to know who installed the lettering.

**E. General Matters of the District**

Supervisor Medina expressed some concerns about District Management. He was upset about the process of hiring the new clubhouse manager. Supervisor Kilpatrick and Mr. Radcliff explained that finding a good candidate was difficult and expediency was important once they found the right candidate.

122 Skye Healey the new clubhouse manager introduced himself and answered questions from the  
123 Board. The Board discussed the timeline for training. Josue Marquez the previous clubhouse  
124 manager thanked the Board and handed in his keys and cards. The Board continued to discuss staff  
125 training and hiring procedures. Mr. Radcliff will reach out to Mr. Marquez to get any additional  
126 information and passwords to assist Mr. Healey.

127  
128 Supervisor Cruz mentioned they need to reprogram the resident access cards. Supervisor Kilpatrick  
129 said that before they begin this project, they need to make sure Mr. Healey has completed his  
130 training and is comfortable with all of the aspects of the job. Supervisor Kilpatrick also  
131 complimented Mr. Healey on his ingenuity for proactively addressing an issue that was previously  
132 identified with hauling the garbage.

133  
134 The Board discussed going out for bid for RFP for district management and for landscaping but  
135 decided to table a decision on both for now. Mr. Radcliff noted that Meritus would not be putting in  
136 a bid for the RFP for management services.

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139 **9. CONSENT AGENDA**

- 140 **A. Consideration of Minutes of the Regular Meeting July 12, 2021**
- 141 **B. Consideration of Operations and Maintenance Expenditures June 2021**
- 142 **C. Review of Financial Statements through June 30, 2021**

143  
144 The Board decided to table approval of the Consent Agenda until the September meeting.

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147 **10. VENDOR/STAFF REPORTS**

- 148 **A. District Counsel**
- 149 **B. District Engineer**

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151 There were no additional staff reports.

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154 **11. MANAGEMENT REPORTS**

- 155 **A. Staff Action Item List**
- 156 **B. Field Manager's Report**
  - 157 **1. Community Inspection Reports**
  - 158 **2. Sheriff's Report**

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160 The Board reviewed the management reports.

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163 **12. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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165 There were no audience questions or comments.

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168 **13. SUPERVISOR REQUESTS**

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170 Supervisor Inman provided a handout to the Board that listed some options for the sidewalk issues.  
171 The Board briefly discussed getting pricing and holding a workshop.

172  
173 Supervisor Medina expressed concerns about the large number of irrigation repairs and asked for  
174 more information about clubhouse rentals in the past few months.

175  
176 Supervisor Cruz noted that she had trouble reading the O&Ms electronically and wanted to be sure  
177 to receive a physical copy of the meeting book for the next meeting.

178  
179 Supervisor Kilpatrick apologized that Supervisor Medina did not feel included in the process and  
180 said that the impression was that the Board wanted the management company and the Chair to  
181 complete the process for finding a new clubhouse manager because of time constraints and the  
182 difficulty in finding qualified candidates. The Board discussed having better communication.  
183 Supervisor Kilpatrick also stated that she did not necessarily want to go out to bid for a new  
184 management company at this time.

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187 **14. ADJOURNMENT/CONTINUATION**

189	MOTION TO:	Continue the meeting to August 23, 2021 at 6:30 p.m.
190	MADE BY:	Supervisor Kilpatrick
191	SECONDED BY:	Supervisor Cruz
192	DISCUSSION:	None Further
193	RESULT:	Called to Vote: Motion PASSED
194		5/0 – Motion passed unanimously

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NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT  
Minutes of the Regular Meeting and Public Hearing  
August 9, 2021

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

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200 \*These minutes were done in summary format.

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

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206 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
207 meeting held on 9/13/21.

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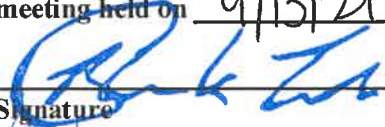
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Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on 9/13/21.

  
Signature

Brian Lamb  
Printed Name

Printed Name

Title:

- Secretary  
 Assistant Secretary

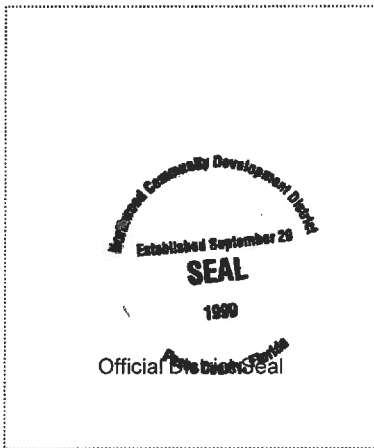
  
Signature

Mimi Kulpatrick  
Printed Name

Printed Name

Title:

- Chairman  
 Vice Chairman



Recorded by Records Administrator

  
Signature

9/15/20  
Date