

1 **MINUTES OF THE REGULAR MEETING**

2
3 The Regular Meetings of the Board of Supervisors for Northwood Community Development District
4 was held on **Monday, June 12, 2023, at 6:30 p.m.** at the Northwood Clubhouse located at 27248 Big
5 Sur Dr., Wesley Chapel, Florida, 33544 and via Zoom at <https://zoom.us/j/94237096324> with **Meeting**
6 **ID 942 3709 6324.**

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8 **1. PLEDGE OF ALLEGIANCE**

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10 The Pledge of Allegiance was recited.

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12 **2. CALL TO ORDER**

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14 Gene Roberts called the Regular Meetings of the Board of Supervisors of the Northwood Community
15 Development District to order on **Monday, June 12, 2023, at 6:30 p.m.**

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

18 Mimi Kilpatrick Chair
19 Brian Quigley Vice-Chair
20 Barbara Cruz Supervisor

21
22 **Staff Members Present:**

23 Gene Roberts District Manager, Inframark
24 Jen Lavelle Facility Manager
25 Vivek Babbar District Counsel, Straley & Robin (via zoom call)
26 Kerrian Robertson (via zoom call)

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28 There were approximately (10) resident audience members present.

29
30 There were no audience questions on the agenda items.

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32 Kerrian Robertson discussed investment options with the Board and answered questions. She will
33 provide a list of banks and rates but stated the banks must be QPD's for CDD'S to invest in, Vivek
34 Babar concurred with her. Ms. Roberston exited the zoom call.

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36 **3. VENDOR AND STAFF REPORTS**

37 **A. District Counsel**

38
39 Mr. Babbar provided an update of recent law changes in legislature that affect CDD's. Four hours of
40 ethics training will be required by supervisors starting in 2024 and an ethics violation fine increase
41 from \$10,000 up to \$20,000. Mr. Babbar exited the zoom call.

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43 **B. District Engineer**

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45 There were no reports on behalf of the District Engineer.
46

47 **C. District Manager**

48 **i. Community Inspection Reports**

49 **ii. OLM Report**

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51 The Board reviewed the community inspection reports and had no questions.

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53 **iii. Manager Report**

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55 Jen Lavelle summarized her report to the Board. She presented a proposal from LMP to service the
56 dog bins for \$200 monthly.

57
58 The Board reviewed the proposal from LMP and motioned to approve.

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60 MOTION TO: Approve LMP proposal to service the dog bins for \$200
61 monthly.
62 MADE BY: Supervisor Quigley
63 SECONDED BY: Supervisor Kilpatrick
64 DISCUSSION: None Further
65 RESULT: Called to Vote: Motion PASSED
66 3/0 – Motion Passed Unanimously

67
68 Ms. Lavelle also presented a proposal for a temporary cleaning staff to service the clubhouse for
69 \$200 per week.

70
71 The Board reviewed the proposal from LMP and motioned to approve.

72
73 MOTION TO: Approve LMP proposal for a temporary cleaning staff to
74 service the clubhouse for \$200 per week.
75 MADE BY: Supervisor Quigley
76 SECONDED BY: Supervisor Cruz
77 DISCUSSION: None Further
78 RESULT: Called to Vote: Motion PASSED
79 3/0 – Motion Passed Unanimously

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81 **4. BUSINESS ITEMS**

82 **A. Consideration of Resolution 2023-03; Approving FY 2024 Proposed Budget**
83 **& Setting Public Hearing**

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85 The Board reviewed and discussed the proposed budget. It was decided to increase the annual
86 assessments by \$100 annually per unit with that money going to the reserve contingency fund.

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MOTION TO:	Approve the increase for annual assessments by \$100 annually per unit with that money going to the reserve contingency fund.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 – Motion Passed Unanimously

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B. Consideration on Resident Resume

100 Mr. Roberts stated four residents have applied for the open supervisor’s position. The first resident is
101 Dale Eber’s which his resume was not received by the deadline for he was using the wrong email address
102 so it would be up to the supervisor if he should be considered. Per the Chairs direction they were
103 requested to rank the resumes resulting 4-1 with four being the first choice. After the initial tally there
104 was a tie between Mr. Medina and Mr. Eber. Following a second vote Mr. Eber won 2-1.

105
106 The Board motioned to appoint Dale Eber to serve on the Board of Supervisors for seat 3 at Northwood
107 CDD.

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MOTION TO:	Appoint Dale Eber to serve on the Board of Supervisors for seat 3 at Northwood CDD.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 2/1 – Motion Passed; Supervisor Cruz opposed.

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C. Consideration of Resolution 2023-04; Designating Officers

119 The Board reviewed and discussed the redesignation of offices with same slate Mimieaux (Mimi)
120 Kilpatrick as Chairman and Brian Quigley as Vice-Chair. The remaining Board of Supervisors will
121 remain as Assistant Secretary for Northwood CDD.

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MOTION TO:	Approve Resolution 2023-04 as stated.
MADE BY:	Supervisor Quigley
SECONDED BY:	Supervisor Kilpatrick
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

129 **D. General Matters of the District**

130
131 There were no additional general matters of the District.
132

133 **5. CONSENT AGENDA**

134 **A. Consideration of Minutes of the Regular Meeting May 08, 2023**

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136 The Board reviewed and discussed the minutes of the Regular Meeting May 08, 2023.
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138	MOTION TO:	Approve the Minutes for the Regular Meeting on May 08, 2023.
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140	MADE BY:	Supervisor Quigley
141	SECONDED BY:	Supervisor Kilpatrick
142	DISCUSSION:	None Further
143	RESULT:	Called to Vote: Motion PASSED
144		3/0 – Motion Passed Unanimously

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146 **B. Consideration of Operations and Maintenance Expenditures April 2023**

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148 The Board reviewed the Operations and Maintenance Expenditures April 2023.
149
150 Supervisor Quigley asked about the risk management fee charged by Decision HR, Mr. Roberts will
151 check on it.
152

153	MOTION TO:	Approve the Q&Ms for April 2023.
154	MADE BY:	Supervisor Quigley
155	SECONDED BY:	Supervisor Kilpatrick
156	DISCUSSION:	None Further
157	RESULT:	Called to Vote: Motion PASSED
158		3/0 – Motion Passed Unanimously

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160 **C. Review of Financial Statements Month Ending April 30, 2023**

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162 The Board reviewed the Financial Statements Month Ending April 30, 2023, and had no questions.
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164 **6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

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166 Supervisor Kilpatrick asked about the asset list, Ms. Lavelle is working on it. She also mentioned
167 the TECO audit, Ms. Lavelle will coordinate with TECO and BC.
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169 It was discussed to the staff to look into quick Books instead of Square.
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171 **Audience Questions:**

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173 Blanca asked about investing in CDs versus Money Market. She said the infrastructure committee
174 had located a CD of an inspection report done on the walls a few years ago. Mr. Roberts will reach
175 out to Stantec to see if they have more information.

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177 **7. ADJOURNMENT**

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MOTION TO: Adjourn.

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MADE BY: Supervisor Quigley

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SECONDED BY: Supervisor Cruz

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DISCUSSION: None Further

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RESULT: Called to Vote: Motion PASSED

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3/0 – Motion Passed: Unanimously

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220 **Please note the entire meeting is available on disc.*
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222 **These minutes were done in summary format.*
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224 **Each person who decides to appeal any decision made by the Board with respect to any matter*
225 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
226 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

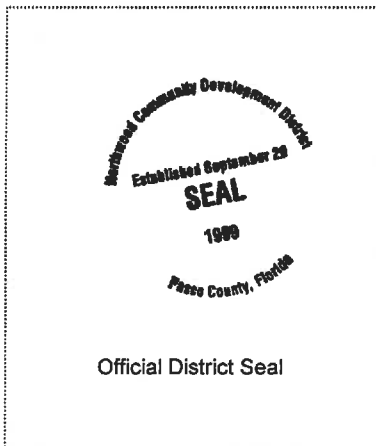
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228 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
229 **noticed meeting held on 7-10-2023.**

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231 Mimi Kelpatriek
232 **Signature**
233
234 Mimi Kelpatriek
235 **Printed Name**
236 Gen R. K. [unclear]

237 **Title:**
238 **Secretary**
239 **Assistant Secretary**

230
231 Mimi Kelpatriek
232 **Signature**
233
234 Mimi Kelpatriek
235 **Printed Name**

237 **Title:**
238 **Chairman**
239 **Vice Chairman**



Recorded by Records Administrator

Baynet
Signature
7-19-23
Date