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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, December 13, 2021 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 Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, December 13, 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	<i>via Zoom</i>

**Staff Members Present:**

Gene Roberts	District Manager, Meritus
Jen Lavelle	Facilities Manager
Erwing Martinez	LMP
Steve Small	LMP

There were two resident audience members present.

**3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**4. VENDOR/STAFF REPORTS**

**A. District Counsel**

**B. District Engineer**

There were no updates from Counsel or the Engineer.

48 **C. Landscape Update**

49  
50 Erwing Martinez with LMP updated the Board on the landscape enhancement installations. Mr.  
51 Martinez recommended that an additional 200 Jasmine Minima be added to the subdivision signs to  
52 fill the beds in. The Board discussed.

53  
54 MOTION TO: Approve adding 200 Jasmine.  
55 MADE BY: Supervisor Uhlig  
56 SECONDED BY: Supervisor Kilpatrick  
57 DISCUSSION: None Further  
58 RESULT: Called to Vote: Motion PASSED  
59 3/2 – Supervisor Cruz and Supervisor Medina opposed.

60  
61 The Board discussed the much installation. Mr. Martinez stated that even though the Board approved  
62 the mulch at the previous meeting and the Board was told it would be completed by Thanksgiving,  
63 staff did not sign the proposal and it had been delayed. Mr. Roberts has signed the proposal and sent  
64 it to LMP. Supervisor Martinez also presented a map and proposals to the Board of additional dead  
65 pine trees that need to be removed.

66  
67 MOTION TO: Approve removal of the dead pine trees for \$3,550.  
68 MADE BY: Supervisor Cruz  
69 SECONDED BY: Supervisor Medina  
70 DISCUSSION: None Further  
71 RESULT: Called to Vote: Motion PASSED  
72 5/0 – Motion passed unanimously

73  
74 Supervisor Uhlig asked about gluing down the rocks at the roundabouts. Mr. Small replied that they  
75 need a few dry days before the stones can be glued. Supervisor Inman asked if darker stones could be  
76 used at the entrance signs to act as a border to keep the mulch in the beds. The Board asked LMP to  
77 provide a new rendering and proposal to landscape the new Northwood sign coming off of State Rd.  
78 56. The Board also asked if the letter regarding the tree trimming has been sent to the residents. Staff  
79 will mail the letter soon.

80  
81 *Mr. Martinez and Mr. Small exited the meeting.*

82  
83

84 **5. BUSINESS ITEMS**

85 **A. Discussion on Amenity Center Expenses**

86  
87 Mr. Roberts went over the list of expenses spent to date on the clubhouse improvements. He told the  
88 Board that when he reviewed the meeting minutes, the Board had authorized spending up to  
89 \$50,000 in clubhouse improvements at the March 9, 2021 meeting.

90  
91 **B. Discussion on Stone Column Proposals**

92  
93 Mr. Roberts stated that he had received proposals from Cornerstone to add the faux stones to the  
94 wall column near the new Northwood sign and at the entrance to the recreation center. The Board  
95 tabled the proposal for the rec center.

97	MOTION TO:	Approve the column at the new sign.
98	MADE BY:	Supervisor Kilpatrick
99	SECONDED BY:	Supervisor Uhlig
100	DISCUSSION:	None Further
101	RESULT:	Called to Vote: Motion PASSED
102		5/0 – Motion passed unanimously

103  
104 A representative with ADT called in to the meeting to discuss the recent repairs made to the  
105 clubhouse security system and surveillance cameras. The Board asked for ADT to provide an  
106 estimate for an additional DVR. Supervisor Medina will assist.

107  
108 **C. Discussion on Budget Expenditure Wish Lists**

109  
110 Mr. Roberts asked for the Board to email him their list so he can compile a list and add it to the next  
111 meeting agenda.

112  
113 **D. Discussion on Resident Suspension from CDD Amenities**

114  
115 Supervisor Kilpatrick told the Board of an incident involving a juvenile resident having an airsoft  
116 gun at the basketball court. The Sheriff's office was notified and the offender has been suspended  
117 from using the District's amenities until his parents attend a CDD board meeting.

118  
119 **E. General Matters of the District**

120  
121 Mr. Roberts told the Board that the reimbursement check from Waste Connections has been  
122 received. Supervisor Uhlig then went over the action item list.

123  
124 Facility Manager Jen Lavelle updated the Board on projects she has completed this month. The  
125 Board asked for the off-duty patrol reports to be sent to them. Supervisor Medina asked that the  
126 employee time cards be sent to him. Supervisor Uhlig asked if Supervisor Cruz can draft an incident  
127 protocol for the Board.

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**6. CONSENT AGENDA**

**A. Consideration of Minutes of the Regular Meeting November 8, 2021**

The Board reviewed the minutes. Supervisor Cruz commented that 7 residents were in attendance at the meeting instead of 12.

MOTION TO:	Approve the November 8, 2021 meeting minutes with the change.
MADE BY:	Supervisor
SECONDED BY:	Supervisor
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**B. Consideration of Operations and Maintenance Expenditures October 2021**

The Board reviewed the O&Ms. Supervisor Kilpatrick had questions on the OLM, Suncoast Pools, Tampa Bay Times, and Waste Connection invoices.

MOTION TO:	Approve the October 2021 O&Ms.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 5/0 – Motion passed unanimously

**C. Review of Financial Statements through October 31, 2021**

The Board reviewed and accepted the financials.

**7. MANGAGEMENT REPORTS**

**A. Field Manager’s Report**

Mr. Roberts reviewed the management reports with the Board. He let the Board know that LMP had failed the recent landscape inspection and would not be receiving the performance payment.

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MOTION TO:	Withhold the performance payment.
MADE BY:	Supervisor Cruz
SECONDED BY:	Supervisor Medina
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

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**8. SUPERVISOR REQUESTS**

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178 There were no additional supervisor requests.

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**9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

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183 There were no audience comments.

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**10. ADJOURNMENT**

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MOTION TO:	Adjourn at 10:00 p.m.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Cruz
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	5/0 – Motion passed unanimously

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**NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT**

Minutes of the Regular Meeting

December 13, 2021

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

196

197 *\*These minutes were done in summary format.*

198

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

202

203 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**  
204 **meeting held on \_\_\_\_\_.**

205

206 \_\_\_\_\_

207 **Signature**

208

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210 \_\_\_\_\_

211 **Printed Name**

212

212 **Title:**

213  **Secretary**

214  **Assistant Secretary**

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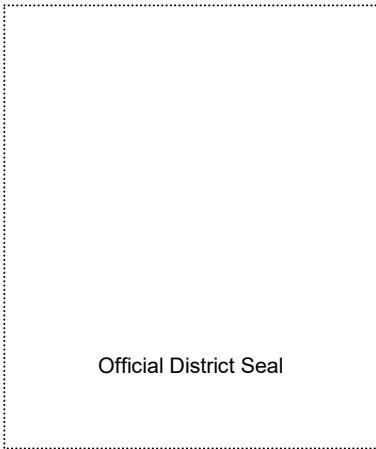
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Official District Seal

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

**Chairman**

**Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*