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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, September 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**

Bryan Radcliff called the Regular Meeting of the Board of Supervisors of the Northwood Community Development District to order on **Monday, September 13, 2021 at 6:32 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:**

Bryan Radcliff	District Manager, Meritus	
Skye Healey	Clubhouse Manager	
Vivek Babbar	District Counsel, Straley Robin Vericker	<i>via Zoom</i>
Tonja Stewart	District Engineer, Stantec	<i>via Zoom</i>
Erwing Martinez	LMP	
Buck Rollings	Omega Tree Nursery	
Dianne McElvenny	Waste Connections	
Nick Chico	Waste Connections	

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.

Mr. Rollings with Omega provided an update for the Board. They have done 130 oaks so far and some of the smaller trees. They are doing a phased operation. Supervisor Medina asked about cutting limbs that are over homeowner property. Mr. Rollings and Mr. Radcliff explained that if the

48 branch exceeds over the property line, it is the homeowner's responsibility to trim. Supervisor Uhlig  
49 suggested sending a letter to homeowners about the trees. Mr. Radcliff will get a letter to Mr.  
50 Healey to send to homeowners.

51

52 *Mr. Rollings left the meeting.*

53

54

#### 55 **4. VENDOR/STAFF REPORTS**

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##### **A. District Engineer**

57

58 A resident who received one of the four encroachment letters from the District addressed the Board  
59 regarding a solution to the problem. Ms. Stewart and Mr. Babbar went over the issue and answered  
60 the resident's questions. Ms. Stewart requested for the resident to send her his most recent survey  
61 that he received when he purchased the home for review.

62

63 The Board asked for Ms. Stewart to follow up about the dip in the sidewalk on Northwood Blvd.  
64 The Board also requested follow up from Ms. Stewart on the sign on Northwood Blvd. and why it  
65 was not built with the requested lettering.

66

##### **B. District Counsel**

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68  
69 Mr. Babbar provided an update on the settlement offer in the Munari vs. Northwood CDD case. Mr.  
70 Babbar and Mr. Radcliff asked the Board about having a shade meeting to discuss legal strategy.  
71 Supervisor Cruz made a motion not to have a shade meeting. The Board asked Mr. Babbar some  
72 questions about shade meetings and conflicts of interest, and Mr. Babbar answered. The motion was  
73 died and was not called to a vote. Supervisor Cruz asked Mr. Babbar about a charge for a call with  
74 Supervisor Inman regarding the historical background on the fence issue and a reply. Supervisor  
75 Cruz said she would like to get a copy of the emails of the request. Mr. Radcliff will send that  
76 information to the Board.

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78 *Ms. Stewart and Mr. Babbar exited the meeting.*

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##### **C. Landscape Update – LMP**

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82 The Board reviewed the proposal for irrigation change outs for all annual beds within the District.  
83 They decided to table the proposal at this time.

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85 The Board then reviewed the proposal for irrigation at the Northwood Palm Blvd. entrance sign in  
86 the amount of \$2,421.89.

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MOTION TO:	Approve the proposal for irrigation at the Northwood Palm Blvd. entrance sign in the amount of \$2,421.89.
MADE BY:	Supervisor Uhlig
SECONDED BY:	Supervisor Inman
DISCUSSION:	The Board continued to discuss the proposal.
RESULT:	Called to Vote: Motion PASSED 4/1 – Supervisor Cruz opposed.

96

97 Mr. Martinez provided an update on the Xeriscaping and went over the difficulty the supplier was  
98 having with providing the boulders.

99

100 *Mr. Martinez left the meeting.*

101

102 **D. Discussion with Waste Connections**

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104 Mr. Radcliff provided an update on the \$18K. A check will be sent to the CDD from Waste  
105 Connections rather than doing a credit. Ms. McElvenny and Mr. Chico addressed the complaints  
106 about the early morning pickups. Mr. Healey mentioned that the dumpster outside of the clubhouse  
107 sometimes gets skipped. Supervisor Kilpatrick asked about the billing; Ms. McElvenny answered.

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110 **5. BUSINESS ITEMS**

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112 **A. Discussion on Lake Maintenance Agreement**

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114 The Board reviewed the Lake Maintenance Agreement. It is to renew with the current company for  
115 fountain and aeration management.

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

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125 **B. Discussion on Holiday Lighting Proposal**

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The Board reviewed and discussed the holiday lighting proposal.

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MOTION TO:	Approve the holiday lighting proposal from Decorative Elves.
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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**C. Discussion on Irrigation Installation Proposal**

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**D. Discussion on Legal Matters**

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139 These items were already addressed earlier in the meeting.

140

**E. Discussion on Community Volunteer Recognition Event**

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143 Supervisor Kilpatrick went over the community volunteer recognition event for January with the  
144 Board. The Board discussed and agreed to have a community volunteer recognition event at the  
145 clubhouse on January 22, 2022.

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**F. General Matters of the District**

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148 Mr. Healey let the Board know that the pool shower needs to be repaired. The Board discussed.

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MOTION TO:	Approve the repair of the shower with a not-to-exceed \$800.
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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**6. CONSENT AGENDA**

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**A. Consideration of Minutes of the Regular Meeting & Public Hearing August 9, 2021**

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**B. Consideration of Minutes of the Continued Public Hearing August 23, 2021**

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**D. Consideration of Operations and Maintenance Expenditures July 2021**

164

**E. Review of Financial Statements through July 31, 2021**

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166 The Board reviewed the Consent Agenda items. Supervisor Kilpatrick asked about the OLM  
167 grading of LMP. She requested for OLM to come to the next meeting.

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MOTION TO:	Approve the Consent Agenda items A-D.
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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**7. MANGAGEMENT REPORTS**  
**A. Field Manager’s Report**

Mr. Radcliff went over the management reports with the Board.

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

A resident asked about having an event in the clubhouse to help a resident who is in the ICU with COVID. The Board agreed to allow the residents to use the clubhouse for a fundraiser regarding the resident who is hospitalized with COVID. The resident will coordinate with Mr. Healey.

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**9. SUPERVISOR REQUESTS**

Supervisor Uhlig will send the list of outstanding items to Mr. Radcliff, and he will send the list to the Board for their information.

Supervisor Inman asked about the status of the pool furniture.

Supervisor Medina asked about scheduling a workshop. He also asked about having the clubhouse manager’s report in the book.

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**10. ADJOURNMENT**

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MOTION TO:	Adjourn at 8:35 p.m.
MADE BY:	Supervisor Kilpatrick
SECONDED BY:	Supervisor Uhlig
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

September 13, 2021

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

213

214 \*These minutes were done in summary format.

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

219

220 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
221 meeting held on 11/8/21.

222

223 [Handwritten Signature]

224 Signature

225

226 Gene Roberts

227 Printed Name

228

229 Title:

- 230  Secretary
- 231  Assistant Secretary

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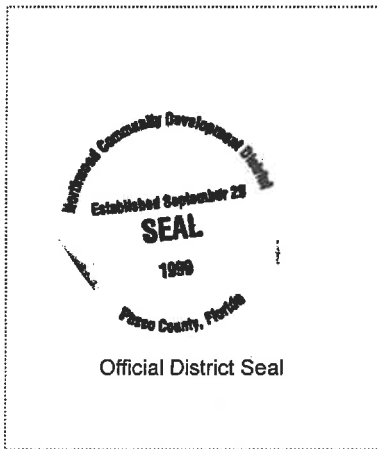
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[Handwritten Signature]

Signature

Minnie Kelpatrick

Printed Name

Title:

- Chairman
- Vice Chairman

Recorded by Records Administrator

[Handwritten Signature]  
Signature

11/11/21  
Date