

**MINUTES OF MEETING  
NORTHWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meetings of the Board of Supervisors for Northwood Community Development District was held on Monday, July 10, 2023, at 6:30 P.M. at the Northwood Clubhouse located at 27248 Big Sur Drive Wesley Chapel, FL 33544.

Present and constituting a quorum were:

Mimi Kilpatrick	Chair
Brian Quigley	Vice-Chair
Barbara Cruz	Assistant Secretary
Brian Munari	Assistant Secretary
Dale Eber	Supervisor

Also present were:

Gene Roberts	District Manager, Inframark
Jen Lavelle	Facility Manager
Vivek Babbar	District Counsel, Straley & Robin
Bill Conrad	LMP (vendor)
Lani Randell	
Residents	

*The following is a summary of the discussions and actions taken at the meeting.*

**FIRST ORDER OF BUSINESS**

The Pledge of Allegiance was recited.

**Pledge of Allegiance**

**SECOND ORDER OF BUSINESS**

Mr. Roberts called the meeting to order, and a quorum was established.

**Call to Order/Roll Call**

**THIRD ORDER OF BUSINESS**

**Vendor and Staff Reports**

**A. District Counsel**

**B. District Engineer**

There being no reports on behalf of the District Counsel and Engineer, the next item followed.

**C. District Manager**

Ms. Cruz requested if the Board could discuss the election process from June's meeting regarding the open Supervisor's position. She felt that since Mr. Eber did not have his resume submitted in time due to a clerical error on his part he should not have been considered for the position and his selection should be rescinded or that he should resign. Mr. Eber voluntarily resigned from the board. Mr. Roberts asked him if he could submit a letter of resignation.

**D. Onsite Manager Report**

**i. OLM Reports**

**ii. Pasco County Sheriff Report**

**iii. Clubhouse Calendar**

**iv. Employee Task Sheet**

Bill Conrad with LMP provided an update on the community landscape. The proposal for street tree analysis was discussed.

On MOTION by Ms. Cruz seconded by Mr. Quigley with all in favor the street tree analysis proposal was approved. 5-0

Staff was directed to request from District Counsel the sidewalk maintenance policy. A proposal was discussed regarding the removal of a pine tree and dead branch at the entrance.

On MOTION by Ms. Cruz seconded by Mr. Eber with Ms. Cruz, Mr. Eber, Ms. Kilpatrick, and Mr. Munari voting aye and Mr. Quigly voting nay, the proposal to remove a pine tree and dead branch at the entrance was approved. 4-1

The Board reviewed the OLM inspection report, Sheriff’s report, and Employee task sheets.

**FOURTH ORDER OF BUSINESS**

**Business Items**

**A. Discussion on Trees w/ Stump Removal Estimate**

There being no further discussion regarding tree removal as it was discussed during vendor and staff reports, the next item followed.

**B. Discussion on Pool Monitor and Events Coordinator.**

The decision was made not to hire a pool monitor since the summer is half over.

On MOTION by Ms. Cruz seconded by Mr. Quigley with all in favor to not hiring a pool monitor, was approved. 4-0

**C. Discussion on Additional Clubhouse Staff**

The facility manager’s job description was discussed in detail. Mr. Quigley read a letter he had composed to the Board outlining working hours of the manager. The Board reviewed the resume of Lani Randell and questioned her about her interest in working part time to assist in event coordination for the clubhouse.

On MOTION by Ms. Cruz seconded by Mr. Quigley with all in favor hiring Lani Randell part-time to assist at the clubhouse, was approved. 4-0

**D. Discussion LMP on Front Entrance Tree Branch**

There being no further discussion regarding tree branch as it was discussed during the vendor and staff reports, the next item followed.

**E. Discussion on Lake Lights.**

Mr. Roberts is waiting on an updated proposal.

**F. Discussion on TECO Follow Up: (Business Audit)**

Ms. Lavelle summarized the recent energy saving audit performed by Tampa Electric.

**G. Discussion on Access Cameras for all Current Board Members.**

- i. Playground**
- ii. Clubhouse**
- iii. Pool**

Ms. Kilpatrick stated if any Board member would like access to the security cameras, they should contact ADT to assist in setting it up.

**H. Discussion on Kiddy Park**

- i. Painting Touch Up**
- ii. Equipment Replace Repair**
- iii. Power Wash Fencing**
- iv. Power wash Benches and Playground Equipment**
- v. LMP: trim and shape front foliage. Relocate garbage can around the corner.**

The Park condition was discussed. Ms. Lavelle will get proposals to pressure wash and add a water fountain. Ms. Cruz will direct LMP to trim the shrubs in front.

**I. Follow Up on Clubhouse Task Redirected**

- i. Poop bins**
- ii. Slides**
- iii. Cleaning Services**
- iv. Bathrooms/Clubhouse**

There being no clubhouse task discussion, the next item followed.

**J. General Matters of the District**

There being no additional general matters of the District, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Consideration of Meeting Minutes of the Regular Meeting June 12, 2023**

On MOTION by Mr. Quigley seconded by Mr. Kilpatrick with all in favor the June 12, 2023 Regular Meeting Minutes were approved.  
4-0

**B. Consideration of Operations and Maintenance Expenditures May 2023**

A question was asked regarding the fuel surcharge by LMP if Waste Connections has credited the District the full amount for over payment.

**C. Review of Financial Statements Month Ending May 31, 2023**

The Board questioned the interest rate on the money transferred to Wells Fargo. The Board discussed investing money in a money market fund.

On MOTION by Mr. Quigley seconded by Ms. Cruz with all in favor to invest \$150,000 with Bank United at 5.15%, was approved.  
4-0

**SIXTH ORDER OF BUSINESS**

**Board of Supervisors Requests and Comments**

There were no Supervisor requests or comments. The floor was opened to public comments.

Residents commented on Supervisors micromanaging staff and questioned the ownership and responsibility of sidewalk repairs.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Quigley seconded by Ms. Cruz with all in favor the meeting was adjourned.

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Gene Roberts  
Assistant Secretary

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Mimi Kilpatrick  
Chairperson