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**MINUTES OF MEETING  
NORTHWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

5 The regular meeting and Public Hearings of the Board of Supervisors of the Northwood  
6 Community Development District was held on Monday, August 14, 2023, at 6:30 p.m. at the  
7 Northwood Clubhouse located at 27248 Big Sur Drive Wesley Chapel, FL 33544.

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9 Present and constituting a quorum were:

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11 Mimieaux Kilpatrick Chairperson  
12 Brian Quigly Vice Chairperson  
13 Barbara Cruz Assistant Secretary  
14 Brian Munari Assistant Secretary  
15

16 Also present were:

17  
18 Gene Roberts District Manager  
19 Jen Lavelle On-Site Manager  
20 Residents  
21

22 *The following is a summary of the discussions and actions.*

25 **FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

26 Mr. Roberts called the meeting to order, and a quorum was established.  
27

28 **SECOND ORDER OF BUSINESS**

**Public Comments on Agenda  
Items**

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  - A resident asked about filling the vacant Supervisor seat.
  - The Board advised it will be added to next month's agenda.

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33 **THIRD ORDER OF BUSINESS**

**Recess to Public Hearings**

34 Mr. Roberts requested the Board recess to public hearings.  
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36 **FOURTH ORDER OF BUSINESS**

**Public Hearing on Adopting Fiscal Year  
2024 Final Budget**

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  - **Open Public Hearing on Adopting Fiscal Year 2024 Final Budget**

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On MOTION by Mr. Quigly seconded by Ms. Cruz with all in favor Public Hearing on Adopting Fiscal Year 2024 Final Budget, was opened. 4-0
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- 45           • **Staff Presentations**
- 46                 • Mr. Roberts stated the Board has decided to increase the budget from
- 47                         \$692,630 to \$756,272 to cover the inflation cost.
- 48
- 49                 • The board discussed the proposed increase.

- 50           • **Public Comments**
- 51                 • The Board answered a few questions from the audience.
- 52

- 53           • **Consideration of Resolution 2023-05, Adopting Final Fiscal Year 2024 Budget**
- 54

55           On MOTION by Mr. Quigly seconded by Ms. Cruz with all in  
 56           favor, Resolution 2023-05, Adopting Final Fiscal Year 2024  
 57           Budget, was adopted. 4-0

- 58
- 59           • **Close Public Hearing on Adopting Fiscal Year 2024 Final Budget**
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61           On MOTION by Ms. Cruz seconded by Mr. Quigly with all in  
 62           favor, Public Hearing on adopting Final Fiscal Year 2024 Budget,  
 63           was closed. 4-0

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66   **FIFTH ORDER OF BUSINESS**

66   **Public Hearing on Levying O&M**  
 67   **Assessments**

68   **A. Open Public Hearing on Levying O&M Assessments**

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70           On MOTION by Mr. Munari seconded by Ms. Cruz with all in  
 71           favor Public Hearing on Levying O&M Assessments, was opened. 4-  
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74   **B. Staff Presentations**

- 75                 • Mr. Roberts stated with the proposed budget increase the assessments will
- 76                         be increasing by \$100 annually per unit.

77

78   **C. Public Comment**

79   There being none, the next item followed.

80

81   **D. Consideration of Resolution 2023-06, Levying O&M Assessments**

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83           On MOTION by Ms. Cruz seconded by Mr. Quigly with all in  
 84           favor Resolution 2023-06, Levying O&M Assessments, was adopted.  
 85           4-0

**E. Close Public Hearing on Levying O&M Assessments**

On MOTION by Mr. Quigly seconded by Ms. Cruz with all in favor Public Hearing on Levying O&M Assessments, was closed. 4-0

**SIXTH ORDER OF BUSINESS** **Return to Regular Meeting**

Mr. Roberts requested the Board return to regular meeting.

**SEVENTH ORDER OF BUSINESS** **Business Items**

**A. Consideration of Resolution 2023-07, Setting Fiscal Year 2024 Meeting Schedule**

- The Board decided to move the meeting date to the third Monday of the month with the exception of October which will be held on the 9<sup>th</sup> and January which will be held on the 22<sup>nd</sup>.

On MOTION by Mr. Munari seconded by Ms. Cruz with all in favor, Resolution 2023-07; Setting Fiscal Year 2024 Meeting Schedule, was adopted, as amended. 4-0

**B. Discussion on Holiday Lighting Proposals**

- The Board decided to table this item to September meeting, listed under Old Business.

**C. Discussion on Night Glow Lighting Proposal**

- Discussion on Fountain Lights
- Board asked staff to get another proposal, listed under Old Business.

**D. General Matters of the District**

This item was not discussed.

**EIGHTH ORDER OF BUSINESS** **Consent Agenda**

**A. Consideration of Board of Supervisors' Meeting Minutes of the Regular Meeting July 10, 2023**

- The Board tabled this item to September, to be listed under Old Business.

**B. Consideration of Operation and Maintenance Expenditures June 2023**

- The Board asked about the *ADT* credit.
- The Board asked if *TECO* bills can be consolidated.

- 128 • Break-down of Inframark invoice to list postage under separate line item.
- 129
- 130 • Coding of invoices to match the budget.

131  
 132 On MOTION by Ms. Kilpatrick seconded by Ms. Cruz with all in  
 133 favor, Operation and Maintenance Expenditures June 2023, was  
 134 approved. 4-0

135  
 136 **C. Review of Financial Statements Month Ending June 30, 2023**

137 The Board had no comments.

138  
 139 **NINTH ORDER OF BUSINESS**

**Staff Reports**

140 **A. District Counsel**

141 **B. District Engineer**

142 **C. District Manager**

143 **i. Community Inspection Reports**

144 **ii. OLM Reports**

- 145
- 146 • Ms. Lavelle presented two (2) proposals for drinking fountains,
- 147
- 148 • The Board asked the proposals to be tabled and listed under Old Business.
- 149
- 150 • Ms. Lavelle presented two (2) pressure washing proposals with stipulation to hold
- 151 until October.

152  
 153 On MOTION by Mr. Quigly seconded by Ms. Kilpatrick with all  
 154 in favor, *Pressure Washing Solutions* proposal was approved with  
 155 stipulation to hold until October. 4-0

- 156
- 157 • *Flock Security* was discussed.
- 158 • Staff is still working on having them add signs to the cameras.
- 159 • The Board asked if they could receive the agenda 10 days prior to the meetings.
- 160 • Mr. Dale Eber’s resignation was discussed, and the Board accepted.

161  
 162 On MOTION by Ms. Cruz seconded by Mr. Munari with all in  
 163 favor, Mr. Dale Eber’s resignation was accepted. 4-0

- 164
- 165 • The Board requested a Motion to approve Foam Padding for the basketball court and
- 166 lights with a DNE of \$1,000.

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On MOTION by Ms. Cruz seconded by Mr. Munari with all in favor, Foam Padding for Basketball court and lights with a DNE of \$1,000, was approved. 4-0

**SECOND ORDER OF BUSINESS**

**Public Comments on Agenda Items  
(Continued)**

- A few questions about the budget.
- The removal of a nuisance alligator.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Kilpatrick seconded by Ms. Cruz with all in favor the meeting was adjourned. 4-0

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Gene Roberts  
Assistant Secretary

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Mimieaux Kilpatrick  
Chairperson