

**MINUTES OF MEETING
NORTHWOOD
COMMUNITY DEVELOPMENT DISTRICT**

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2 The regular meeting of the Board of Supervisors of Northwood Community Development
3 District was held on Monday, September 11, 2023, at 6:30 p.m. at the Northwood Clubhouse located
4 at 27248 Big Sur Drive Wesley Chapel, FL 33544.

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6 Present and constituting a quorum were:

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8	Mimieaux Kilpatrick	Chairperson
9	Brian Quigly	Vice Chairperson
10	Barbara Cruz	Assistant Secretary
11	Brian Munari	Assistant Secretary (via Zoom)
12	Gersson Perez	Supervisor

13
14 Also present were:

15		
16	Gene Roberts	District Manager
17	Vivek Babbar	District Counsel (via Zoom)
18	Jen Lavelle	On-Site Manager
19	Tim Gay	Illumination Holiday Lighting (via Zoom)
20	Residents	

21
22 *The following is a summary of the discussions and actions taken.*

23
24 **FIRST ORDER OF BUSINESS**

Pledge of Allegiance

25 Mr. Roberts led the Pledge of Allegiance.

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27 **SECOND ORDER OF BUSINESS**

Call to Order

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

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30 **THIRD ORDER OF BUSINESS**

Vendor and Staff Reports

31 **A. District Counsel**

- 32 • Ms. Cruz requested Mr. Babbar draft a letter to the residents stating they
- 33 will be responsible for any District property damages with the potential to
- 34 have their amenity access revoked.
- 35 • This will also include any vendors the resident's use.

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On MOTION by Ms. Cruz seconded by Mr. Quigly, with three 38 Board members voting aye, and one Board member voting nay, 39 District Property was authorized to prepare a letter to all residents 40 regarding consequences for damages to District Property. 3-1
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42 **B. District Engineer**

43 There being no report, the next order of business followed.

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45 **FIFTH ORDER OF BUSINESS**

New Business Items

46 **B. General Matters of the District**

47 **i. Discussion of Vacant Supervisor Seat 3**

- 48 • Mr. Babbar and Mr. Roberts reviewed the election process to fill the vacant
- 49 supervisor seat.
- 50 • The Board asked questions of the three interested candidates.

51

52 Ms. Cruz, MOVED to appoint Mr. Medina as a Board Supervisor of
53 Northwood CDD. There being no second, motion failed.

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55 Mr. Munari MOVED to appoint Mr. Perez as a Board Supervisor,
56 and Ms. Cruz seconded the motion.

57

58 On VOICE vote with Mr. Quigly, Ms. Cruz and Mr. Munari voting
59 aye, and Ms. Kilpatrick voting nay, the prior motion was approved.
60 3-1

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- 62 • Mr. Roberts, a certified Notary Public for the State of Florida, administered
- 63 the Oath of Office to Mr. Perez.
- 64 • The Board asked Mr. Babbar if two Supervisors can attend a committee
- 65 meeting, he stated, this can only take place if a public ad is run, which he
- 66 will prepare.
- 67 • Mr. Babbar summarized the Sunshine Law for Mr. Perez.
- 68 • Let the record reflect, Mr. Babbar exited the meeting.

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70 **FOURTH ORDER OF BUSINESS**

Old Business Items

71 **i. Discussion on Holiday Lighting**

- 72 • Mr. Gay went over his proposal for the holiday lighting.
- 73 • The Board narrowed spending to \$12,825.

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75 On MOTION by Ms. Kilpatrick seconded by Mr. Quigly, with all in
76 favor, *Illumination Holiday Lighting* proposal, was approved. 5-0

77

78 On MOTION by Mr. Quigly seconded by Ms. Kilpatrick with all in
79 favor, transfer of funds in the amount of \$3,000 from pool furniture
80 budget to holiday lighting, was approved. 5-0

81 **THIRD ORDER OF BUSINESS** **Vendor and Staff Reports (Continued)**

82 **C. District Manager (Continued)**

83 **i. OLM Report**

- 84 • The OLM report was discussed.
- 85 • Mr. Quigly asked why mulch trenching is on repeated reports.
- 86 • The weeds on the roundabouts need to be sprayed.
- 87 • Plants need to be trimmed at the north entrance sign.

88 **D. On-site Manager**

89 **i. Manager Report**

- 90 • Ms. Lavelle summarized her report.
- 91 • Hiring of cleaners for the club was discussed.
- 92 • The Board asked to reduce the number of days the cleaners are on-
- 93 site.

94 **FOURTH ORDER OF BUSINESS** **Old Business Items (Continued)**

95 **ii. Discussion on Fountain Lights**

96 There being no updates, the next item followed.

97 **iii. Consideration of Board of Supervisors’ Meeting Minutes of the Regular**
98 **Meeting July 10, 2023**

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101 Mr. Quigly MOVED to approve the Board of Supervisors’ Regular
102 Meeting Minutes July 10, 2023, and Ms. Cruz seconded the motion.
103 4-0

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105 On VOICE vote, with Ms. Kilpatrick, Mr. Quigly, Ms. Cruz and Mr.
106 Munari voting aye, and Mr. Perez abstaining from voting, the prior
107 motion was approved. 4-0

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109 **iv. Infrastructure Update**

110 There being no update, the next order of business followed.

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112 **FIFTH ORDER OF BUSINESS** **New Business Items**

113 **A. Discussion on Landscape Proposals**

114 This item was not discussed.

115 **ii. Outcome of Monies Withdrawn from Bank Account**

116 Ms. Cruz will contact Inframark staff in this regard.

117 **iii. Accountant Closed Door Meeting With Board**

118 Mr. Roberts advised this was not permissible.

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120 **SIXTH ORDER OF BUSINESS** **Consent Agenda**
 121 **A. Consideration of Minutes of the Public Hearing & Regular Meeting August 14, 2023**
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123 On MOTION Ms. Cruz seconded by Mr. Quigley with all in favor,
 124 Minutes of the Public Hearing & Regular Meeting of August 14,
 125 2023, were approved. 5-0

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 127 **B. Consideration of Operations and Maintenance Expenditures July 2023**
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129 On MOTION Ms. Kilpatrick seconded by Mr. Quigley with all in
 130 favor, Operations and Maintenance Expenditures as of July 2023,
 131 were approved. 5-0

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 133 **C. Review of Financial Statements Month Ending July 31, 2023**
 134 There being no comments or questions, the next order of business followed.

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 136 **SEVENTH ORDER OF BUSINESS** **Board of Supervisors' Requests and**
 137 **Comments**

- 138 • The re-delegation of officers should be added to October's agenda.
- 139 • Fans at playground need new chains.
- 140 • Suggestion to replace switches with timers.

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 142 **Audience members commented on the following items:**

- 143 • Concern regarding LMP use of bathrooms.
- 144 • Questions on the Christmas lights.
- 145 • Questions on LMP placing green tape on some of the street trees.

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 147
 148 **EIGHTH ORDER OF BUSINESS** **Adjournment**

149 There being no further business,

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 151 On MOTION by Ms. Kilpatrick seconded by Mr. Perez, with all in
 152 favor the meeting was adjourned. 5-0

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 159 _____
 160 Gene Roberts
 District Manager

Mimieaux Kilpatrick
 Chairperson