

**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, November 20, 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 Barbara Cruz Chairperson
9 Gersson Perez Vice Chairperson
10 Brian Munari Assistant Secretary
11 Mimieaux Kilpatrick Assistant Secretary
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13 Also present were:

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15 Gene Roberts District Manager
16 Jen Lavelle On-Site Manager
17 Six Residents
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19 *The following is a summary of the discussions and actions taken.*
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21 **FIRST ORDER OF BUSINESS** **Call to Order/Roll Call**

22 Mr. Roberts called the meeting to order, and a quorum was established.
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24 **SECOND ORDER OF BUSINESS** **Public Comment**

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 - A resident inquired with regards to the audit.

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27 **THIRD ORDER OF BUSINESS** **Staff Reports**

28 **A. District Counsel**

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 - Mr. Roberts stated that Counsel will need to review the rental agreement the CDD
30 sent the HOA and add a Resolution for approval at the December meeting.

31 **B. District Manager**

32 **i. Onsite Manager's Report**

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 - Ms. Lavelle discussed the monthly report and presented proposals for plumbing
34 repairs, a Structural Engineer Study and LMP proposals.

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36 On MOTION by Ms. Cruz seconded by Mr. Perez, with all in favor,
37 LMP Estimate #84994, was approved. 4-0

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40 On MOTION by Ms. Cruz seconded by Mr. Munari, with all in
41 favor, LMP Estimate #86592, was approved. 4-0

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On MOTION by Ms. Cruz seconded by Mr. Munari, with all in favor, *LMP* Estimate #86533, was approved. 4-0

- *LMP* Estimate #86591 was tabled by the Board.

On MOTION by Ms. Cruz seconded by Mr. Munari, with all in favor, *LMP* Estimate #86025, was approved. 4-0

On MOTION by Ms. Kilpatrick seconded by Ms. Cruz, with all in favor, *LMP* Estimate #86649, was approved. 4-0

- The purchasing of new dog stations were discussed.

On MOTION by Ms. Cruz seconded by Ms. Kilpatrick, with all in favor, purchase of new dog stations, was approved. 4-0

FOURTH ORDER OF BUSINESS

Old Business Items

A. Discussion on Drinking Water Fountain Repair or Replacement

- Plumbing repairs for toilets and drinking fountains were discussed.

On MOTION by Ms. Kilpatrick seconded by Ms. Cruz, with all in favor, the *Tricare* Plus contingency in the amount of \$2,500, was approved. 4-0

D. Discussion on Infrastructure Committee Update

- Discussion ensued regarding the monument and wall.
- Discussion ensued regarding the Structural Engineer Study of walls and monuments.

On MOTION by Mr. Perez seconded by Mr. Munari, with all in favor, the *Oasis* Proposal, was approved. 4-0

- Ms. Kilpatrick presented a reconsideration to sell the pool table.

Ms. Kilpatrick, MOVED to approve reconsideration to sell the pool table. There being no second, the motion failed.

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THIRD ORDER OF BUSINESS **Staff Reports (Continued)**

B. District Manager (Continued)
ii. OLM Report

A copy of the OLM Report was provided in the agenda package.

C. District Engineer

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

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

B. Consideration of Flock Security – Signs for Poles, Impact Study, Monthly Report, Access to Data

- Signs were added.

C. Discussion on Programmable LED Lighting for the Main Pond Fountain Lights – Status and Next Steps

This item was tabled.

E. Discussion on Accounting Codes Needed – Add Column to Summary of O&M Invoices

This item is in process and not ready for discussion.

FIFTH ORDER OF BUSINESS **New Business Items**

A. Acceptance of Financial Report for Fiscal Year Ending September 30, 2022

- The Supervisors will contact Mr. Roberts with any accounting questions.

B. Consideration of Fiscal Year 2023 Budget Amendment Resolution 2024-01

On MOTION by Ms. Kilpatrick seconded by Ms. Cruz, with all in favor, Fiscal Year 2023 Budget Amendment Resolution 2024-01, was adopted. 4-0

SIXTH ORDER OF BUSINESS **Consent Agenda**

A. Consideration of Minutes for the Regular Meeting on October 9, 2023

On MOTION by Ms. Kilpatrick seconded by Ms. Cruz, with all in favor, the Minutes for the Regular Meeting on October 09, 2023, were approved. 4-0

B. Consideration of Operation and Maintenance Expenditures September 2023

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On MOTION by Ms. Cruz seconded by Mr. Munari, with all in favor, Operation and Maintenance Expenditures for September 2023, were approved. 4-0

C. Acceptance of the Financials and Approval of the Check Register for September 2023

A copy of the Financials and Approval of the Check Register for September 2023 were provided in the agenda package.

SEVENTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

- Ms. Kilpatrick asked how much money the CDD could contribute to the holiday party.

On MOTION by Ms. Kilpatrick seconded by Mr. Perez, with all in favor, the request to accept a contribution from the CDD in the amount of \$2,000 for the holiday party, was approved. 4-0

The activity will be added to the calendar of events in the agenda package.

SECOND ORDER OF BUSINESS

Public Comment (Continued)

Resident Comments:

- A resident questioned the HOA with regards to paying rental fees for clubhouse use.
- Agenda, meeting minutes and meeting books are not being updated on the website.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

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

Gene Roberts
District Manager

Barbara Cruz
Chairperson