

**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, October 9, 2023, at 6:30 p.m. at the Northwood Clubhouse located at  
4 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

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12 Also present were:

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14 Gene Roberts District Manager  
15 Jen Lavelle On-Site Manager  
16 Four Residents

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

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20 **FIRST ORDER OF BUSINESS** **Call to Order/Roll Call**

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

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23 **SECOND ORDER OF BUSINESS** **Public Comments**

24 An audience member read a letter in favor of requesting extra hours for janitorial services.

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26 **THIRD ORDER OF BUSINESS** **Old Business Items**

27 **A. Discussion on Cleaning**

- 28
  - The Board decided to continue with the schedule unchanged, for now.

29 **B. Discussion on Drinking Water Fountain Repair or Replacement**

- 30
  - The staff is waiting on various proposals.

31 **C. Consideration of *Flock Security*, Signs for poles, Impact Study, Monthly Report and**  
32 **Access to Data.**

- 33
  - Signs have been added.
  - Staff will contact *Flock Security* to request a monthly data report.

34 **D. Discussion on Programmable LED lighting, Main Pond Fountain Lights Status and**  
35 **Next Steps.**

- 36
  - Additional proposals are in process.

37 **E. Discussion on Infrastructure Committee Update, Monument and Wall Repairs,**  
38 **Replacement Project status and next steps.**  
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- 40 • The Board reviewed the two proposals for *Structural Engineer*.
- 41 • The Board would like a scope of work added.
- 42 • The Board tabled proposals to next month’s meeting.

43 **F. Discussion on *LMP* Street Tree Evaluation, Damage to Drainage, Sidewalk and**  
 44 **Curbing, *LMP* report and Next Steps**

- 45 • No action was taken in this regard.

46 **G. Discussion on Accounting Codes**

- 47 • Add column to summary of O&M Invoices Report.
- 48 • Colum will be added to the O&M report for next month.

49 **FOURTH ORDER OF BUSINESS** **New Business Items**

51 On MOTION by Ms. Cruz seconded by Mr. Munari, with all in  
 52 favor, *LMP* proposal estimate #84991, was approved. 3-0

54 On MOTION by Ms. Cruz seconded by Mr. Munari, with all in  
 55 favor, *LMP* proposal estimate #83333, was approved. 3-0

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 57 **A. Discussion on HOA Rentals of the Clubhouse from the CDD**

- 58 • The Board made the decision that HOA should pay Clubhouse rental fees to the  
 59 CDD effective November 1, 2023.
- 60 • The HOA will provide Amenity Manager with dates for the next year.

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 62 On MOTION by Mr. Perez seconded by Ms. Cruz, with all in favor,  
 63 the HOA shall cover Clubhouse rental fees. 3-0

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 65 **B. Discussion on Creating Invoices Without Board Approval for July Invoice/August**  
 66 **Book**

- 67 • Requests made by legal team and vendors, should be sent to Mr. Roberts rather than  
 68 distributed to the Board.

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 70 On MOTION by Ms. Cruz seconded by Mr. Perez, with all in favor,  
 71 all requests by legal team and vendors shall be sent directly to Mr.  
 72 Roberts, 3-0

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 74 **C. Discussion on Delegation of Officers**  
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On MOTION by Ms. Cruz seconded by Mr. Perez, with all in favor, the request to appoint Ms. Cruz as Chairperson and Mr. Perez as Vice Chairperson, was approved. 3-0

**Additional items discussed**

- The Board requested to add a line item to the budget for Clubhouse expenses.
- The Board requested a transfer in the amount of \$5,000 from Miscellaneous Expense to the Clubhouse Supplies account.
- Establish a maximum spending limit for the Amenity Manager to be set at \$500 per month.

On MOTION by Ms. Cruz seconded by Mr. Perez, with all in favor, the request to transfer funds in the amount of \$5,000 from Miscellaneous Expense to Clubhouse Supplies Account and establishment of a monthly spending limit for the Amenity Manager in the amount of \$500 per month, was approved. 3-0

- Pressure wash and seal pool deck starting January 16, 2024, if a 12-month warranty will be added to the proposal.

On MOTION by Ms. Cruz seconded by Mr. Perez, with all in favor, proposal to pressure wash and seal pool deck was approved, subject to a 12-month warranty, was approved. 3-0

- Purchase banner for *Food Truck Friday's*, not to exceed the amount of \$500.

On MOTION by Mr. Perez seconded by Mr. Munari, with all in favor, purchase of banner for *Food Truck Friday's*, in an amount not to exceed \$500, was approved. 3-0

- Decision to sell the Clubhouse pool table.

On MOTION by Mr. Munari seconded by Mr. Perez, with all in favor, sale of the Clubhouse pool table, was approved. 3-0

- Decision to remove photos from the Clubhouse wall.

On MOTION by Mr. Perez seconded by Mr. Munari, with all in favor, removal of photos from the Clubhouse wall, was approved. 3-0

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**FIFTH ORDER OF BUSINESS** **Consent Agenda**

**A. Approval of Minutes of the September 11, 2023, Regular Meeting**

On MOTION by Mr. Munari seconded by Ms. Cruz, with all in favor, Minutes of the September 11, 2023, Regular Meeting, were approved. 3-0

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

- Question on the *Frontier* invoices.

On MOTION by Mr. Perez seconded by Ms. Cruz, with all in favor, Operation and Maintenance Expenditures for August 2023, were approved. 3-0

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

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

**SIXTH ORDER OF BUSINESS** **Attorney's Report**

- Discussion on resident letter prepared by Mr. Babbar, with minor changes, be sent regular mail versus certified mail.

On MOTION by Ms. Cruz seconded by Mr. Perez, with Mr. Munari opposing, letter to resident by Mr. Babbar being sent regular mail as opposed to certified mail, was approved. 2-0

**SEVENTH ORDER OF BUSINESS** **Engineer's Report**

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

**EIGHTH ORDER OF BUSINESS** **Manager's Report**

**A. Aquatic Reports**

**B. Onsite Manager Report**

- Ms. Lavelle summarized the monthly report.

**C. Community Security Report**

**D. OLM Report**

There being no additional reports, the next order of business followed.

**NINTH ORDER OF BUSINESS** **Supervisors' Requests or Comments**

- Meeting minutes from January, May through August need to be added to the web site.
- Discussion on the *Sam's Club* card.

- 157 • Mr. Munari motioned to approve the proposal to repair the trip hazards along
- 158 Northwood Palms.

159 Mr. Munari moved to approve proposal to repair the trip hazards  
 160 along Northwood Palms, there being no second, motion failed.

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 162 On MOTION Mr. Munari seconded by Mr. Perez, with all in favor,  
 163 removal of the Stay Strong sign, along Northwood Palms  
 164 Boulevard, was approved. 3-0

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166 **TENTH ORDER OF BUSINESS**

**Public Comments**

- 167 • Question on Flock Security.
- 168 • Mulch proposal was discussed.
- 169 • Concern with regards to Basketball Court lights staying on too late, was discussed.

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171 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

172 There being no further business,

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 174 On MOTION by Ms. Cruz seconded by Mr. Perez, with all in favor  
 175 the meeting, was adjourned. 3-0

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 183 Gene Roberts  
 District Manager

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 183 Barbara Cruz  
 Chairperson