

**MINUTES OF MEETING  
NORTHWOOD COMMUNITY  
DEVELOPMENT DISTRICT**

The continued meeting of the Board of Supervisors of the Northwood Community Development District was held Tuesday, August 15, 2000 at 9:00 A.M. at the Model Center, 1111 Conch Court, Wesley Chapel, Florida.

Present and constituting a quorum were:

Mike Lawson	Chairman
John Schajatovic	Supervisor
Larry Floyd	Supervisor
Walter Kehoe	Supervisor

Also present were:

John Daugirda	Assistant Manager
Mark Straley	Attorney
Dayne Piercefield	Engineer
Ron Brown	US Home
Betty Fisher	Resident
Claudia Pacheco	Resident
Robin Grynbal	Resident
Mike Brubaker	Resident

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Daugirda called the meeting to order at 9:00 A.M. and stated that all Supervisors were present at Roll Call with the exception of Mr. Sikorski.

**SECOND ORDER OF BUSINESS**

**Continuation of Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2001, Levy of Assessments and Developer Funding Agreement**

Mr. Daugirda stated this is a continuation of a public hearing to consider adoption of the Budget for Fiscal Year 2001, levy of assessments and Developer Funding Agreement. The budget has previously been distributed to the Board. The General Fund Budget is in a total amount of revenues and expenditures of \$244,152. That assumes assessments of \$350 per lot. There are explanatory notes on the General Fund Budget on the pages that follow. Page seven is the Debt Service Fund Budget for the Series 1995 Bonds and on page nine is the Debt Service Fund Budget for the Series 1997 Bonds. Each has a supporting amortization schedule that tracks the payments and requirement of the bonds. We have had prior review on the General Fund Budget, some of the highlights include transferring the security from the HOA to the C.D.D. at an annual amount of \$60,000. At this point it would be appropriate for the Supervisors to make their comments then we will solicit comments from the audience.

Mr. Lawson asked is the pool maintenance budget contemplating a greater intensity on Mr. Easton's part to the cleaning of the area more than just once a week?

Mr. Daugirda responded no, however we could have that added, we do have a contingency item under pool service. After our discussion at the last meeting I sent a letter to the individual that was letting his dog swim in the pool. It has been acknowledged and he has promised that it will not reoccur. On page six of the budget there is a

schedule showing the Easton and Sunhine Pool Service which includes a \$711 contingency. The existing contract with Mr. Easton is once a week clean up at the pool cabana and park area of \$175 per month. He has proposed biweekly service at \$280 per month. I contacted a company named Dave Curtin Home Helper Service and his comparative monthly bids were \$240 for once a week cleaning. For biweekly cleaning his bid was \$440 a month. Mr. Brown and I have had separate talks with Mr. Easton and on a recent site visit I noticed that he has been hosing down and mopping the cabana floor which was one of the primary concerns. What I would recommend is that the Board increase the cleaning to biweekly at the \$280 rate and that we watch him and make sure that he does his job. If he falls short we will have to look at other options. I think the additional fees can be absorbed within the contingencies. Unless there is some objection from the Board it is my recommendation that we convert to the biweekly cleaning of the pool and park area especially during the summer. Perhaps we could be flexible and in the winter if the amenities are not being used we can scale it back to once a week. Are there any questions or comments from the supervisors or the audience?

Mr. Brubaker responded I wanted to say that I have been getting a lot of feedback from the homeowners on the improvement around the pool area. Definite action has been taken on the entryway landscaping. My concern is the continuation of that type of activity. In regards to the maintenance line item on the budget, Mr. Brown and Mr. Schajatovic were to do a site survey after the last meeting. I was looking for an update of how we are going to bring the monuments back to their original condition. One area of inactivity is the lighting of the monuments. There have been no improvements there. The plan to restore the monuments is equally as important as how we plan to maintain those particular items on an ongoing basis.

Mr. Daugirda stated I sent out a report to the Supervisors on August 14, 2000 and distributed it at today's meeting. Item number five on that report is security. I spoke with the Pasco sheriff and advised them to increase patrols and reiterated that Mr. Brubaker and Mr. Lyons are designated agents for purposes of enforcing the trespass laws. I also spoke with Ms. Colon and she stated that in early August hourly nighttime patrols would commence. We have had new "no trespassing" signs made and Mr. Curtin will install those. Item number six is Activity Logs. This was a big issue regarding monitoring and getting feedback from the contractors. It has been instituted. Attached to my report are scope of services and logs from Central Florida Landscaping, Biological Research and Sunshine Pool Services. Item number eight is the park. After our last meeting Mr. Schajatovic, Mr. Brown and I went to the park and reviewed its condition. Mr. Schajatovic recommended the installation of three queen palms at two locations to shade the benches. I have since received a proposal for six, twenty gallon queen palms which are about seven to nine feet in height for \$1,100. As you can see we are getting weekly reports from the landscaping company, monthly reports from the pond maintenance company and we have vigilance of sites from the residents.

Mr. Brown stated I did an inventory of the monuments and found a significant problem on the smaller ones. What is happening is that the tile that has been placed around the base of the monuments is coming loose and falling off in several areas. The tile is not adhering to the structure. We are going to have to make a decision on reinstalling that. The problem is doing that by reusing the material that we have. We may end up having to use some kind of mechanical attachment to get them into place. I am investigating that now to find out what we have to do. I will try to

produce a proposal on that as soon as it is available to me. As far as the lighting, we have been doing inventory on that and the issue will be addressed.

Mr. Lawson asked what is your timing on getting that done?

Mr. Brown responded I have someone giving me feedback on the attachment of the tile, I should have a proposal in a couple of weeks.

Mr. Brubaker asked is that the same for the lighting?

Mr. Brown responded yes.

Mr. Brubaker stated it sounds like we are getting back to the original configuration which is great. My concern with the stone work is that it will need periodic maintenance but the lighting is a bigger concern because the bulbs burn out about three times a year. The repair line item of \$2,000 may not be enough to cover the periodic maintenance needed.

Mr. Lawson asked Mr. Daugirda do you have any experienced ratio determined on what the bulbs are costing on a monthly basis to replace?

Mr. Daugirda responded I will have to determine that from the electrician.

Mr. Lawson stated some of the schedules include contingencies. Are the current contracts contemplated excluding that contingency or will they be used up?

Mr. Daugirda responded they are for special projects.

Mr. Lawson stated we could pull some of those contingencies out and apply them to the repairs line item that way the budget stays the same.

Mr. Daugirda stated the landscape maintenance is at \$58,000, the contractual amount that we are anticipating is \$53,000. We have added a \$5,000 contingency.

Mr. Lawson stated we should set up a contingency line item on the budget and place those moneys in there. The pool maintenance will stay in track with the increase to biweekly cleaning. We can take \$5,000 out of landscaping.

Mr. Daugirda stated we can increase repairs to \$7,000 and reduce landscape maintenance to \$53,323.

Mr. Brubaker stated the activity logs are very good. One log that I would encourage is from Larry Easton. He seems to be the problem in large part. Has there been any further due diligence done into alternate ways of watering the C.D.D. landscape? One suggestion was pumping water out of the two front ponds.

Mr. Daugirda stated I have discussed this with Mr. Piercefield.

Mr. Lawson stated the double backflow preventers are still intact and in operating condition. Perhaps we can work out a deal with the County to use public water during peak times to supplement the reclaim which is what the purpose of the backflow preventer was to begin with. In the early years of the project the County did not have the ability to transmit reclaimed water through the pipe but they allowed US Home to use potable water for the residents and master landscape until reclaimed was available. They are able to provide that at certain peak times which are the drought periods. In my opinion, that is the most viable approach. We can ask and see what they say and what the rate will be, maybe they can give the District some type of discount.

Mr. Daugirda stated I can look into that with Mr. Piercefield.

Mr. Brubaker asked Mr. Lawson do you feel that option is better than pumping water out of the ponds?

Mr. Lawson responded I think it is from a cost standpoint. The District does not have the funding available to build a pump station.

Mr. Brubaker stated an option could be to retain the security under the HOA. That would free up \$60,000 which would cover the pump station.

Mr. Lawson stated that is an option that can be looked at. I do not know what size pump station would be required. The budget shows the homeowners contributing \$130,277 and the developer contributing \$113,875. That is something to be discussed.

Mr. Piercefield stated the current reliability of the County is very good. We need to evaluate whether we need to make a sizable capital investment. One option the County has is that with low flow augmentation from their reclaimed water system you could keep a pond up to pump water out of. I think we can dodge that bullet.

Mr. Daugirda stated we can bring a report to the next meeting and see if we can find a reasonably affordable and positive solution to this.

Mr. Lawson stated we can adopt the budget today and amend it going forward. This type of irrigation system is probable but the HOA would have to look at it and have the homeowners put it on their assessments which would increase significantly.

Mr. Brubaker asked is the increase the homeowners see in this budget primarily driven by the security cost?

Mr. Lawson responded it also includes additional maintenance for common areas that are being maintained now and were not last year. We also need to talk about reserves.

Mr. Brubaker stated the reason I asked is that we need to be able to justify the increases. We need to find out how much the homeowners are willing to fund for the reserves.

Mr. Lawson stated we are appreciative of your participation in this process. Communication is critical. We as a Board want to be realistic with the budget so that two years from now there is not a huge upsurge in assessments to the homeowners. It has to be realistically upgraded each year so that by the time the residents are in full control of this District it is a fully operational self sustained District.

Mr. Brubaker stated my recommendation is that Mr. Daugirda put together a cover page explaining what the increases are due to. The directors of the HOA can do the same.

Mr. Lawson stated I suggest we get the budget adopted today as noted. We can amend it at a later date if necessary.

Mr. Brubaker stated I really like Mr. Daugirda's Manager's Report. It proves that he is on the job and it gives us an update. Would you be opposed to a regular update?

Mr. Daugirda responded I will continue to supplement it.

On MOTION by Mr. Floyd seconded by Mr. Kehoe with all in favor Resolution 2000-6 Adopting the Budget for Fiscal Year 2001 was adopted.

On MOTION by Mr. Floyd seconded by Mr. Kehoe with all in favor Resolution 2000-7 Levying Assessments for Fiscal Year 2001 was adopted.

On MOTION by Mr. Lawson seconded by Mr. Kehoe with all in favor the Developer Funding Agreement was approved.

**THIRD ORDER OF BUSINESS**

**Other Business –**

**A. Attorney**

Mr. Straley stated I wanted to report on an issue that came up at the last Board meeting concerning a contribution by the HOA for the purpose of funding reserves.

Mr. Daugirda stated if I recall correctly, due to the Pasco County Property Appraiser’s policy we could not increase the budget to include reserves so we were looking at including it through collection by the HOA and contributions of the District.

Mr. Straley stated as far as the C.D.D. is concerned there is not a problem with that at all. I do not think there is an issue relative to the HOA. I suppose it is theoretically possible that someone could challenge that although I do not think that is very likely. From a C.D.D. standpoint it is perfectly fine.

Mr. Lawson stated I agree. I think we can apply an amendment to the HOA documents to allow the HOA to do this.

**B. Consideration of Meeting Schedule for Fiscal Year 2001**

Mr. Daugirda stated staff will be sending out a notice with the meeting schedule consistent with the same times and location in which we have been meeting.

**C. Appointment of New Supervisor**

Mr. Brubaker stated it is my understanding that there is a vacancy on the Board. Would the Directors like to comment on whether or not there is a chance of a homeowner being nominated for that position?

Mr. Floyd responded we have Mr. Brown who is our Project Manager and has just joined US Home. I understand that you would like a resident on the Board, however, I think it might be a great help to the District if Mr. Brown were a Supervisor. I do not want to sound as though I do not want a resident on the Board but I know of Mr. Brown’s involvement and I think it would be a great help. I would like to hear from the residents as to whether that is feasible.

Mr. Brubaker stated that would be acceptable to me. I have worked with Mr. Brown on the HOA and since he joined us there have been some definite improvements. He has a vested interest from the US Home side as well as the HOA side and could represent the homeowners.

Mr. Lawson stated I think Mr. Floyd has a good point. Mr. Brubaker is familiar with Mr. Brown and since his inclusion in Northwood we have seen a lot of activity and action take place that has been needed for awhile. He has a lot of in depth knowledge on both sides of the table and could certainly assist the District tremendously on getting issues taken care of. I think it would be good for him to serve at least for the duration of the current term and then be subject to the electoral process which will take place in 2001. The homeowners can then choose their nominees for candidates and elect a new Board based who they want on the Board.

On MOTION by Mr. Floyd seconded by Mr. Lawson with all in favor Mr. Ronald Brown was appointed to fill the vacant Board of Supervisors position.

Mr. Daugirda administered the Oath of Office to Mr. Brown.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Lawson seconded by Mr. Wolsky with all in favor the August 15, 2000 meeting was adjourned at 10:05 A.M.

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Darrin S. Mossing  
Assistant Secretary

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Michael S. Lawson  
Chairman

August 15, 2000

Northwood CDD

*Meeting Notes*

John -

Instruct Larry Easton to clean biweekly

Activity log from Larry Easton

Talk to County regarding using public water during peak times

Darrin/Sonia -

GF Budget: reduce landscape maintenance to \$53,323, increase repairs to \$7,000

Put together a memo explaining what the budget increases are due to (2000 vs 2001)