

MINUTES OF MEETING
NORTHWOOD COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Northwood Community Development District held Tuesday, May 8, 2001 at 9:00 A.M. at the Model Center, 1111 Conch Court, Wesley Chapel, Florida.

Present and constituting a quorum were:

Michael Lawson	Chairman
Larry Floyd	Supervisor
John Schajatovic	Supervisor

Also present was:

John Daugirda	Assistant Manager
Mark Straley	Attorney
Dayne Piercefield	Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Daugirda called the meeting to order at 9:00 a.m. and stated that Supervisors Lawson, Floyd and Schajatovic were present at roll call.

A. Appointment of Supervisor to Fill Unexpired Term (11/2001)

Mr. Daugirda stated we have a position open running through November 2001. Are there any nominations for supervisor?

Mr. Floyd stated I nominate Tom Herman.

Mr. Daugirda asked are there any additional nominations? There being none, we will take a vote on that.

A vote was taken, with all in favor, and the nomination of Tom Herman was approved.

B. Oath of Office for Newly Appointed Supervisor

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

Mr. Daugirda stated I will give you two other documents. One is entitled "Statement of Financial Interest" and you need to fill that out and file it with the Supervisor of Elections in the county in which you live within 30 days. Secondly, there is a booklet on the Sunshine Law. The District is a form of local government. You are a public official of that government and this explains some of your obligations as a public official. The primary one is the Sunshine Law which, in a nutshell, basically states that two or more supervisors should not meet in private outside of a public meeting for purposes of making decisions and taking actions on behalf of the District.

Mr. Herman asked if a resident was on the board and I wanted to discuss the issues with that person, outside of the meeting I could not do that.

Mr. Daugirda responded correct. You cannot make decisions outside the context of a noticed public meeting.

Mr. Herman asked so if we have some interested residents who want to become involved, it might be better not to have them on the board so that I could discuss things.

Mr. Daugirda responded that is true.

Mr. Herman stated I understand.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the March 13, 2001 Meeting

Mr. Daugirda stated a copy of the minutes of the March 13, 2001 meeting are included in your package. Are there any additions, corrections or deletions?

Mr. Schajatovic stated I have one correction on page 3. There was a motion made according to this by Mr. Daugirda and seconded by Ron Brown but it was actually made by Larry Floyd.

On MOTION by Mr. Floyd, seconded by Mr. Schajatovic, with all in favor, the minutes of the March 13, 2001 meeting were approved as amended.

THIRD ORDER OF BUSINESS

Acceptance of the Audit for Year Ending September 30, 2000

Mr. Daugirda stated this is a clean audit. Just for the record, on the first page the auditors indicate that the general purpose financial statements of the district in all material respects are fairly presented in conformity with generally accepted accounting principals. In the back, there are some auditor opinions. On page 14, it states that there are no material problems or instances of non-compliance with laws, regulations, grants, etc. No material weaknesses in our internal control over financial recording. Under the letter to management from the auditor they indicate that in instances where we receive prepaid assessments that the district should amend budgets to reflect those and management indicated that we will do so. Under the compliance of the auditor general provisions, they indicate on page 17 under 3.5 no current year recommendations, no violations of laws, rules and regulations, no illegal or improper expenditures and matters requiring correction. In addition, there are some financial tables in here, the balance sheet, statement of revenues and expenditures, etc. Those are consistent with what you have been receiving through the year and our accountants have looked at them and are in agreement with the numbers, and based upon all those findings and opinions it is the staff's recommendation that you accept the audit for fiscal year 2000. We are looking for a motion to that effect.

Mr. Lawson stated on page 15, it states "however, we noted other matters involving internal control over financial reporting that we have reported to management in a letter dated January 8th." Do you know what that is?

Mr. Daugirda stated I do not, but I can ask Mr. Mossing to send you a letter or give you a call on that. I will make a note to that effect.

On MOTION by Mr. Lawson, seconded by Mr. Schajatovic, with all in favor the board accepted the audit for year ending September 30, 2000.

FOURTH ORDER OF BUSINESS

Distribution of Proposed Budget for Fiscal Year 2001/2002 and Consideration of Resolution 2001-2

Approving the Budget and Setting a Public Hearing

Mr. Daugirda stated during the budget process, we hand out the draft budget which has been distributed, the board then studies it for 60 days. During that time frame we will make any changes that the board feels are appropriate and then adopt a final budget. So, we do not necessarily have to go through any significant detail on the draft budget at this point. You will have an opportunity to study it. The Resolution 2001-2 basically says you approve the draft budget for purposes of review and study and sets the public hearing for July 10, 2001 at 9:00 am here at the Northwood Model Center where we are meeting today. We can briefly discuss this at this point though no residents have chosen to attend. This is a budget with revenues in the general fund of \$264,516 and a similar amount for expenditures. The assessment is based on each resident and landowner’s proportionate share of lots as of build-out which is 640. Also we have enclosed the debt service fund budgets for Series 95 and 97 so all these documents are here for your review and future study. We will work on it in the interim.

On MOTION by Mr. Lawson, seconded by Mr. Schajatovic, with all in favor the board approved Resolution 2001-2 approving the budget and setting a public hearing for July 10, 2001.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There not being any, the next item followed.

B. Engineer

Mr. Piercefield stated the construction on Unit 6A is progressing on schedule. All of the underground infrastructure is in place. The next item is the curbs and paving. It is looking good. We have had good weather and they are doing a good job.

Mr. Daugirda asked if there are any questions for Dayne?

Mr. Floyd stated just for your information, the curb is going in today.

Mr. Piercefield responded great.

C. Manager

Mr. Daugirda stated we have a ratification of a street lighting agreement for Northwood Unit 6. This involves six 100 watt overhead street lights under the standard TECO contract and Mr. Floyd has reviewed this and signed it. What we are looking at is a monthly total of \$108.57 for fuel and line fuel charges. We are looking for ratification of that standard street lighting contract.

On MOTION by Mr. Floyd seconded by Mr. Lawson with all in favor the board ratified the Street Lighting Contract 6A.

SIXTH ORDER OF BUSINESS

Supervisor’s Requests and Comments

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Financial Statements and Approval of Funding Request No. 63

Mr. Daugirda stated Funding Request No. 63 is in the last tab of the agenda packet. It is dated May 8, 2001 and it lists a series of invoices totaling \$34,992.78, adds operating capital of \$7,500.00.

Mr. Floyd stated I have a question about that operating capital. Why is that added in there?

Mr. Daugirda responded that is to pay for utility bills and such between the meetings as standard invoices come in and to make sure there are adequate funds to pay for the necessary expenses. Actually there are adequate funds available. Basically, what we are looking at is just approval of the invoices and there is enough cash on hand.

Mr. Schajatovic asked with regard to the TECO bills, a reference to the street lights, does the district not have a surety bond? I did not know we paid deposits.

Mr. Daugirda stated I believe we do pay the deposits. Yes.

Mr. Lawson stated please double check. I thought that we had a security bond placed by the district.

Mr. Daugirda stated I will double check on that. What I would look for is approval of the invoice list and funding request subject to staff confirming that and/or modifying accordingly so that if it can be covered within that surety bond we will obviously not pay the \$400 in deposits.

Mr. Lawson stated fine. Will what we have paid in deposits would be reimbursed?

Mr. Daugirda responded absolutely. We will do a global check on all street light leases in the District.

On MOTION by Mr. Lawson seconded by Mr. Schajatovic with all in favor the board approved Funding Request No. 63.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lawson seconded by Mr. Herman with all in favor the meeting was adjourned.

Darrin S. Mossing
Assistant Secretary

Michael Lawson
Chairman