

**MINUTES OF MEETING  
NORTHWOOD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Northwood Community Development District held Tuesday, July 10, 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
John Schajatovic	Supervisor
Thomas Herman	Supervisor

Also present was:

John Daugirda	Manager
Mark Straley	Attorney
Dayne Piercefield	Engineer
David Rothwell	Resident
Andrew Adler	Resident

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Daugirda called the meeting to order at 9:00 am. and stated all supervisors are present at roll call with the exception of Supervisors Floyd and Brown. Per the Board's request we would like to continue this meeting until later this morning.

On MOTION by Mr. Lawson seconded by Mr. Herman, with all in favor, the meeting was continued to 11:30 AM on July 10, 2001 to be held at the Model Center.

Mr. Daugirda called the continued meeting to order at 11:30 am. Supervisors Floyd, Herman and Schajatovic were present at roll call.

**SECOND ORDER OF BUSINESS**

**Approval of the Minutes of the May 8, 2001 Meeting**

Mr. Daugirda stated a copy of the minutes of the May 8, 2001 meeting are included in your packets. Are there any additions, corrections or deletions?

There not being any,

On MOTION by Mr. Herman seconded by Mr. Floyd, with all in favor, the minutes of the May 8, 2001 meeting were approved as presented.

**THIRD ORDER OF BUSINESS**

**Public Hearing on the Adoption of the Budget for Fiscal Year 2002 (Resolution 2001-3) and Levy of Non Ad Valorem Assessments (Resolution 2001-4)**

On MOTION by Mr. Floyd seconded by Mr. Schajatovic, with all in favor the board opened the public hearing.

Mr. Daugirda stated the expenditures have increased from \$244,152 to \$275,072.

Mr. Schajatovic asked can you explain the increase in the insurance?

Mr. Daugirda responded the Florida League of Cities has increased the general liability insurance on all governmental units.

Mr. Schajatovic asked are you experiencing this in other districts?

Mr. Daugirda responded yes. It is comparable in every other district we manage. We are trying to shop around to see if we can get a better deal with an alternative carrier. If so, we will bring it back and recommend a different insurance policy. Security has decreased from \$60,000 to \$49,000. Landscape maintenance has increased by 20% since we picked up some additional maintenance responsibilities during the year. We added the north and south retention pond on the east side of the property and a ten percent contingency because from time to time there will be special landscaping projects like a beautification project to put in some more annuals.

Mr. Floyd asked what does the general maintenance consist of?

Mr. Daugirda stated under general maintenance and repairs is the projected cost for a variety of projects. It includes acid washing and painting the cabana entrance walls and doors, and the monuments.

Mr. Herman stated that includes repairing all the tile. In addition to the normal housekeeping, we wanted to pressure clean the pool area twice a year which was not budgeted before. That will keep it newer longer if we do that regularly. Something I have been working on is having cameras at the pool deck and a TV monitor in the guardhouse. There would be two cameras, a phone line to the guardhouse and the guard would have a TV monitor. We might want to include a recorder in case the guard is not there. We could record and watch it at the same time and that way, if there is a crime, then we have actual videotape that could be used as evidence.

Mr. Floyd responded the idea has merit but I am not sure it is really necessary yet. A lot of the problems are due to the original design of the pool house. If we focus a little bit more of our efforts into a better design and things of that nature, they are just as good a deterrent rather than having surveillance. I am not necessarily closed to the idea, but I see it as a last resort.

Mr. Herman asked should we leave the money in there and call it pool security?

Mr. Floyd responded I would definitely suggest leaving it in the budget because we may decide that we need that. There was a suggestion from one resident to install dummy cameras and mount those on poles. The kids do not know the difference. Maybe we could have a better selection of furniture so it is not so easily damaged by the kids or redesign some of the layout in the cabana areas so it is not so easily damaged.

Mr. Herman stated I will be happy to meet with the residents and discuss those issues. When the time comes to start selecting the furniture resident input would be great. I will get the catalogues. The reserves are for the future replacement of the pump system for the pools or resurfacing the asphalt. The only thing we talked about that is not in here is the painting of the walls. A year from now they may need painting.

Mr. Daugirda stated if these numbers are acceptable the combined total for general maintenance and repairs will increase by \$25,745. I will split it out between general maintenance and repairs. The only other number we need to insert is \$150 fee for the property appraiser.

Mr. Schajatovic asked do we have detail for the \$10,000 reserve? Would pool furniture and tiling the walls come out of the reserve as opposed to general maintenance?

Mr. Herman stated it is not tiling the walls, it is repairing the tile.

Mr. Schajatovic asked the existing tile out front?

Mr. Herman responded yes, it is something that needs to be addressed.

Mr. Schajatovic stated that is something we only have to do maybe every couple of years and that should be something we go to the reserves for.

Mr. Herman responded you may want to take some of the increase in the budget and put it in the reserve and then take the pool furniture out of reserves.

Mr. Floyd stated I think we should have a detail of what our reserves are for.

Mr. Herman stated we are going to have to resurface the tennis court. We painted the walls as a reserve. Pressure cleaning them is maintenance. Painting them is a reserve item. We have to re-roof and re-screen the cabana, you are going to have to replace some of the bathroom partitions and things like that. Those have a life of about five years or so. Repainting that building is a reserve item.

Mr. Daugirda stated I would suggest is that we take this list and we do an analysis. We will estimate the life, and the replacement cost. So for today's purposes, are you suggesting that we delete anything from this or reclassify it? I realize that some things do fall under the capital outlay.

Mr. Floyd responded I would think that some of this could go back into the reserve. In pool maintenance you have \$12,745 and in the general you have \$13,000. Should we reduce both of those to \$10,000?

Mr. Herman responded yes. We have some money in this budget. We have some money in that budget. When we get it all together, we will probably have more than we need.

Mr. Daugirda stated there are some contingencies with each maintenance line item so there is a little bit of money there for general maintenance. So then the recommendation would be 10 for general maintenance and 10 for repairs. And the reserves at 10.

Mr. Floyd asked is the \$4,500 dissemination agreement a contractual number?

Mr. Daugirda responded yes.

Mr. Floyd asked how did they do this at \$3,500 before?

Mr. Daugirda responded \$3,500 for the first bond issue and then they add \$1,000 for each additional bond issue. There are two bond issues.

Mr. Schajatovic asked does the reduction in security include security at the rec center.

Mr. Herman responded no, that is not in here. That is why we are suggesting the camera. If we change security companies will not have to pay more?

Mr. Daugirda responded that is an interesting point.

Mr. Herman stated I am not happy with the guard. I would like the guards to greet everybody that comes and any visitor that comes to the community. During sales hours, I'd like to get them to follow a script to try and get them to do a better job. I do not know that the guards I have met are people who cannot be professional, I think we just need to school them on it. I was hoping to get a little handout to give to a visitor or a potential customer. Then, once a month, we would find out who had the most number of cards per hour they were here and give them a \$50 dinner or gift certificate.

Mr. Rothwell stated one thing I see as a big loophole in your plan is just getting the guard to approach the people when they come in, unless you put some sort of metering device that counts every car that goes through or you will never know all the cars they do not talk to.

Mr. Adler asked why not have a sign that says "residents" and "visitors" and not block that other side. When you pull up to it, it is my understanding that it is motion censored. That way they would not count residents coming in and out and visitors will not go on the residents side.

Mr. Herman stated those might be some good issues for me to meet with the community about. We can get everyone's input and decide on a course of action to suggest to the board that we want as residents.

Mr. Daugirda asked does anyone have any comments on the basic operations and maintenance budget?

There not being any,

Mr. Daugirda stated there are two debt service budgets. Those are similar from year to year. We have an amortization schedule which is set forth behind each budget and you take whatever our projected interest earnings are going to be and they carry forth surplus and then add assessments onto that. I recommend that if the Board is in agreement with the changes we talked about in the general fund and debt service funds, you approve these two resolutions. One approves the budget and the other directs that the assessments be transmitted to the tax collector. These are the same standard resolutions that we have from year to year.

On MOTION by Mr. Herman seconded by Mr. Floyd with all in favor the board approved Resolution 2001-3 Adopting the Budget for Fiscal Year 2002.
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Mr. Daugirda stated Resolution 2001-4 is called the levy resolution. It incorporates the budget that we have just talked about. Section 1, states that an assessment for maintenance and debt service is hereby levied pursuant to the budgets that we reviewed. Section 2 states that the collection will be through the

Pasco County Tax Collector for collection purposes. Section 3 is procedural in that the levy will be collected by the tax collector in the same manner as Pasco County taxes and the proceeds are transmitted to the Northwood Community Development District. Section 4 states that a copy of the resolution be transmitted to the proper public officials.

On MOTION by Mr. Herman seconded by Mr. Floyd with all in favor the board approved Resolution 2001-4 Levying Non Ad Valorem Assessments.

Mr. Daugirda stated that concludes the public hearing part of the regular board meeting.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There not being any, the next item followed.

**B. Engineer**

Mr. Daugirda stated the engineer is out-of-town and unavailable, but he did prepare a report for you. If you look at Section 4-B, there is a request for approval of Requisitions 160 through 171, the series 1997 construction project.

On MOTION by Mr. Floyd seconded by Mr. Herman with all in favor the Board approved Requisitions 160 through 171.

**C. Manager**

Mr. Daugirda stated every year we have to request from the supervisor of elections the number of registered voters in the District. As of June 1, 2001, there are 504 registered voters in the Northwood Community Development District. By statute, when the District reaches six years of age and has over 250 registered voters, at the next general election there will be an opportunity for two residents to apply for supervisor position. The residents vote for them at the polling place. As I understand it, the next general election will be November of 2002. We have the threshold number of voters. Just for information purposes, in June of 2002 or before that would be the time to contact the supervisor about the application process.

Mr. Herman stated general elections are different than municipal elections because you do not meet and have a vote to elect people.

Mr. Daugirda stated with the expansion of the project there were some additional maintenance areas that came on line including five ponds. What we need to do is ratify these contracts. The first is for Biological Research Associates. The initial cleanup of that was \$950 and their monthly maintenance is \$40 a month.

Mr. Floyd asked this is the contract that is included in our budget?

Mr. Daugirda responded that is right. Now it is within the budgeted numbers.

On MOTION by Mr. Floyd seconded by Mr. Herman with all in favor the board ratified the contract with Biological Research Associates.

On MOTION by Mr. Floyd seconded by Mr. Herman with all in favor the board ratified the contract with Central Florida Landscaping.

Mr. Daugirda stated we budgeted a certain number of annuals and historically we have supplemented that by another 250. It is time for a change out which will be in the range of \$200.

Mr. Floyd asked do we have funds in our existing budget that can cover that?

Mr. Daugirda responded yes.

Mr. Floyd asked when are we doing this? Every six months?

Mr. Daugirda responded yes. There were two other comments that I wanted to share with you. Periodically, I get emails and phone calls. On pool safety, someone indicated that some adults were sending their underage kids unattended down to the pool. Someone asked what our policy is. I am not quite sure how to respond. Another woman asked whether we could put a lock on the gate. It is a fairly low gate. It would be easy for a kid to just vault over it.

Mr. Herman stated if you put the lock on the gate and everyone has keys, if someone were to vault over then obviously they are not supposed to be there. Do we have an age limit for unattended children?

Mr. Daugirda stated we do, and I think it is posted I forget exactly what it says. I think it applies to children under 16.

Mr. Herman stated I do not recall seeing a specific sign.

Mr. Schajatovic stated if we do not have a sign posted, we need a sign posted that states something to that effect.

Mr. Daugirda stated I will check on that.

Mr. Adler stated putting up a sign covers part of it and might help soften the blow of liability when a kid gets hurt. But it does not do any good if you do not enforce it.

Mr. Floyd asked is there an age on the playground equipment in the park?

Mr. Daugirda responded there is no sign.

Mr. Rothwell stated we should have some kind of signage that we can point to. We also have a lot of problems with people who do not live here.

Mr. Daugirda stated that is a hybrid situation. There are some private parks that are HOA and CDD parks.

Mr. Rothwell asked can they enforce that?

Mr. Daugirda responded a non-resident can have the opportunity to buy an annual membership.

Mr. Herman stated we could have a membership card. And everybody that pays their monthly fees would be a member.

Mr. Adler stated I grew up in a community that had pool passes. You had to have your pool pass whether you were using the parks or the basketball court or whatever. Kids had to pass a safety water class then got a sticker on their pool pass that enabled them to be unsupervised. That was the solution.

Mr. Herman stated that is not a bad idea.

Mr. Adler stated there was a \$15.00 fee or something when you went to get your pool pass that covered the cost of the photo and laminating, etc. Twice a year they had open pass night.

Mr. Herman stated that is a great idea. From a legal point of view, though, we have to charge everybody the same amount whether they live outside the community or inside the community.

Mr. Rothwell asked is it a public park? Or is it owned by the CDD?

Mr. Daugirda responded it is a public park owned by the CDD, but we are a government and we built with bonds. So, we have to have reasonable accommodations. For non-residents, I would say \$300 to \$500 is probably consistent with what other districts are adopting.

Mr. Herman stated I think it is a wonderful idea that kids of a certain age that have the swimming training could get some special consideration. Could you look into the equipment that would be required for something like that?

Mr. Adler responded sure.

Mr. Herman stated we could have a sign out there that says "members only. ID required." They would be in two locations; right at the beginning of the parking lot and then again at the pool area.

Mr. Schajatovic asked who is taking IDs?

Mr. Adler stated if you are a homeowner and kids are goofing off or making mischief, they can be asked for their ID. If they do not have one and the sign is in plain view, the police can remove anybody from here that we want removed. If you do not have an ID we will have the police escort you out.

Mr. Daugirda stated if you think that will be implemented before the next board meeting in roughly two months, we need to have a resolution providing for non-residents the opportunity to purchase an annual membership. The YMCA is getting \$720 a year.

Mr. Floyd stated I have another district where I think we have done that. We have taken the Operations and Maintenance fee that every resident has paid and that is the fee that an outsider would pay to use the facilities.

Mr. Daugirda stated that is reasonable and comparable to this.

On MOTION by Mr. Herman seconded by Mr. Floyd with all in favor the Board authorized counsel to prepare a resolution allowing non-residents to use the recreation facilities upon advance payment of the then-owed assessment amount which will vary each year and the Chairman shall be authorized to execute the same.

Mr. Floyd asked this resolution would also allow us to go ahead and do the membership sign that you were talking about.

**FIFTH ORDER OF BUSINESS**

**Supervisor's Requests and Comments**

Mr. Rothwell stated I have been acting as spokesperson for the residents. This issue has already been addressed. This is the extent of how many pool chairs we have left now, which is a total of eleven.

Mr. Herman stated we are aware of it. But we have some additional chairs there as well in the electric room.

Mr. Rothwell stated there are about 15 of those and then there is another stack of them that have been put in that closet as well. The biggest complaint we are getting from people is the lack of places to sit short of sitting on concrete. Now that we have 350 to 400 houses in here, these do not go very far on Saturday.

Mr. Floyd stated but there are chairs in the closet.

Mr. Rothwell stated there are about 14 stackable plastic chairs, which we can take out. They have been reserved for special events and things like that. We could set them out, but I am not sure it is going to satisfy everyone.

Mr. Herman stated I was proposing that we budget for the next year \$4,500 it would give you a whole new pool deck with matching furniture with some umbrellas and some other stuff.

Mr. Rothwell stated the big concern is just the timing of it.

Mr. Herman stated it will be next year and the year starts in October.

Mr. Rothwell stated if you can get the chairs sooner than October, you will make a lot of friends. We briefly touched on getting a better enclosure for these types of devices. You can see how the one has been destroyed there. It is a common problem and it would be nice to get that done.

Mr. Floyd stated we will look into that.

Mr. Rothwell stated last year we were allowed to put a security light in the parking lot at the pool. The light is there, but the bulbs are burned out.

Mr. Floyd stated we will look into that also.

Mr. Rothwell stated if you buy a dozen bulbs, I will see to it that they get replaced when they go out.

Mr. Floyd asked why not put some in the closet?

Mr. Rothwell stated the next issue is the lighting for the courts. There is a switch box on the side of the pool area and I think that is nonfunctional now and the wires are out of it and there is no lock on it to protect kids from getting into it.

Mr. Floyd stated we will put that on our list to do as well.

Mr. Rothwell stated the next issue is Daverone/Northwood Palms. They did not bother to go back in and clean up the mess -- move the gravel, re-sod, and put the sidewalk where it is correct.

Mr. Floyd stated we have a wall that is going to be built right along there. All this can be cleaned up and dressed when that wall goes in.

Mr. Rothwell asked how soon is that wall going in?

Mr. Floyd responded we have to get a permit. It should not take too long.

Mr. Rothwell stated back in that very same vicinity we have got a lot of sod damage in one particular area. Most of it has been cleaned up. But right on that very corner by the pool, there is quite a bit of it that is just not going to come back. There are some areas where the sidewalk is deteriorating. It is a combination of water damage and being too low in a few spots. There are a couple of other places within the photograph that have damage from equipment being placed on them. Is that something that you do?

Mr. Herman responded if it is holding water, the sod has probably grown up. If that is the case, it would be a maintenance issue. We would have to look at it.

Mr. Rothwell stated we already talked about the broken tiles. There is a resident in Barrington who is not very happy about that right outside of his house.

Mr. Herman stated he asked for the plywood. I told him that you cannot use just any contractor to do this. You have to use a licensed underground contractor. They are hard to find. He asked for some temporary protection so we put that down.

Mr. Floyd stated we have gotten a proposal in?

Mr. Herman stated I signed that and sent it back. It will be done pretty soon.

Mr. Rothwell asked what is the status on the shade trees?

Mr. Herman stated there are three palm trees that are going to go in there.

Mr. Rothwell stated there are a few areas along the wall that look like this one. I only took a picture of one. You will find these at three different areas. At the far corner of Barrington where the construction trailer is, we recently had a problem where apparently somebody's truck went in gear and rolled right over the stop sign and right into the front yard over in the corner. It damaged the sign and crushed some kind of ceramic thing and it is embedded in the ground. It is now jagged and it is still a fixture. You cannot move it. They are asking that it be corrected. There have been several different places where the utility stubbing has been damaged and the caps are knocked off. A while back we asked for a stop sign at the exit of the recreation area parking lot so there would be a physical stop before entering into the circular drive. We have problems now with kids just whipping around that corner.

Mr. Daugirda responded we can do that. That is our lot. We will order it.

Mr. Rothwell stated there was a rash of locusts that came through back in the spring when it was really dry. They treated for them and they pretty much stopped them. But there is a fair amount of damage to the greenery. Who is responsible for replacing that?

Mr. Daugirda responded they actually came out and caught them by hand and killed them. They are not responsible for the condition of the greenery.

Mr. Adler asked is there a provision for the maintenance or the repainting of the wall? The wall is starting to get cracks.

Mr. Herman stated it is in next year's budget. I would like at some point to seal the pavers and some of the precast items on the entry so they do not turn black so fast. We are going to have some money for vandalism. We talked about having money for security, whether we do it with the cameras or not. We are going to paint all of the site walls and all the white walls and patch the tennis court

Mr. Adler asked did you have any success finding the rendering of that tot lot?

Mr. Daugirda responded no. Let me refer you to Mr. Floyd.

Mr. Floyd stated I think there were some sketches of just the actual play equipment, some benches, some trees, and landscaping.

Mr. Adler asked is there another home that is going to be built?

Mr. Floyd responded there are actually two lots there that are the park.

Mr. Adler stated if you go and look, there were three lots there. Two of them are the park. It looks like there is an empty lot between the last house built and where the park starts, there is what looks like it could be a whole lot to build a house on. But it is about twenty percent encroached by this berm which is going to create about 50 feet of street.

Mr. Floyd stated we need to take a look at that.

Mr. Herman stated yes. We will drive around and look at a couple of things.

Mr. Adler asked how many homes will there be and when is the turnover?

Mr. Daugirda responded there are 640 approximately. There are an additional 434 platted. Some of those may be platted but not have houses on them yet. You are almost two-thirds of the way there.

**SIXTH ORDER OF BUSINESS**

**Financial Statements and Approval of  
Funding Request No. 64**

On MOTION by Mr. Floyd seconded by Mr. Herman with all in favor the board approved Funding Request No. 64. As presented.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Herman seconded by Mr. Schajatovic with all in favor the July 10, 2001 meeting was adjourned.

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Darrin S. Mossing  
Assistant Secretary

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Michael Lawson  
Chairman