

**MINUTES OF MEETING
NORTHWOOD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Northwood Community Development District was held Tuesday, November 13, 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
Thomas Herman	Supervisor
John Schajatovic	Supervisor

Also present were:

John Daugirda	Assistant Manager
Mark Straley (by phone)	District Counsel
Dayne Piercefield (by phone)	Engineer
David Rothwell	Resident
Several members of the public	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Daugirda called the meeting to order at 9:00 a.m. and stated all supervisors are present at roll call.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisor

Mr. Daugirda administered the oath of office to the newly elected supervisor, John Schajatovic.

B. Consideration of Resolution 2002-1 Canvassing and Certifying the Results of the Landowners Election

Mr. Daugirda stated under Section 1 of the resolution we will fill in John Schajatovic - 125 votes. Section 2 would also be John Schajatovic for a four-year term.

ON MOTION by Mr. Herman, seconded by Mr. Floyd, with all in favor, Resolution 2002-1 Canvassing and Certifying the Results of the Landowners Election was adopted.

C. Acceptance of Supervisor Brown's Resignation

Mr. Daugirda stated Mr. Brown had previously resigned in. We just wanted to accept his resignation on the record.

ON MOTION by Mr. Herman, seconded by Mr. Schajatovic, with all in favor, Supervisor Brown's resignation was accepted.

D. Consideration of Appointment of Supervisor to Fill the Unexpired Term of Office (11/2002)

Mr. Daugirda stated there is an unexpired term to be filled. Do you want to take any action or continue this item for deliberation?

Mr. Lawson stated we will continue that item.

E. Election of Officers

Mr. Daugirda stated you have the opportunity, after an election, to reconstitute the Board. Just for your reference to date the Board consists of the following: Mike Lawson as Chairman, Larry Floyd as Vice Chairman and all other Board member as Assistant Secretaries. Gary Moyer is Secretary. Rhonda Archer is Treasurer. Darrin Mossing and myself are Assistant Secretaries.

ON MOTION by Mr. Herman, seconded by Mr. Schajatovic, with all in favor, Board chose to continue the current structure of officers.

THIRD ORDER OF BUSINESS

Approval of Minutes of the September 11, 2001 Meeting

ON MOTION by Mr. Schajatovic, seconded by Mr. Herman, with all in favor, the minutes of the September 11, 2001 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2002-2 Amending the Debt Service Fund Budget for Fiscal Year ended September 30, 2001

Mr. Daugirda stated this is a housekeeping resolution. There were additional prepayments and carry forward surplus. In connection with that, we are looking for a motion to adopt this resolution.

ON MOTION by Mr. Herman, seconded by Mr. Schajatovic, with all in favor, Resolution 2002-2 Amending the Debt Service Fund Budget for Fiscal Year ended September 30, 2001 was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Engagement Letter with Grau & Company to Perform the Audit for Fiscal Year Ended September 30, 2001

Mr. Daugirda stated each year the auditor submits his standard engagement letter for the upcoming audit. The fee is \$8,000, which is consistent with prior years, and it is the amount budgeted.

ON MOTION by Mr. Lawson, seconded by Mr. Schajatovic, with all in favor, the engagement letter with Grau & Company to perform the audit for fiscal year ended September 30, 2001 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Renewal of Contract with Sunshine Pool Service

Mr. Daugirda stated in your packet there is a contract from Sunshine Pool Service. They have been doing the pool work out here. Each year they send a cost of living modification. In this case it is a three percent cost of living increase. They have been doing a good job, and we would recommend that you approve the contract as submitted.

Mr. Lawson asked what is this compared to last year's contract?

Mr. Daugirda responded it is a three percent increase over last year. The total charges are \$4,928. That is 1.03 times "X," so it would be roughly \$150 more.

Mr. Rothwell stated back in July, I remember specifically asking about any increase in the contract for pool cleaning services. At that time we were told that an increase was not expected. Now we have a three percent increase. What happened?

Mr. Daugirda responded it may have been an oversight. Again, he submitted this recently.

Mr. Lawson asked do we have a contingency in the budget for potential increases in contracts?

Mr. Daugirda responded yes, we do. There is a \$700 contingency.

ON MOTION by Mr. Lawson, seconded by Mr. Schajatovic, with all in favor, the renewal of the contract with Sunshine Pool Service was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next agenda item was addressed

B. Engineer - Approval of Requisitions

Mr. Piercefield stated I am requesting the Board's approval of Requisitions 176 through 178 for disbursement of District funds. They are for the costs of the 1997 Project, which would leave a balance in the construction account of \$105,218.

ON MOTION by Mr. Schajatovic, seconded by Mr. Lawson, with all in favor, Requisitions 176 through 178 were approved.

C. Manager

Mr. Daugirda stated under my instruction, District Counsel prepared a resolution for annual user fees for non-residents. It is pretty straight forward. We have a recreation center with a swimming pool and tennis courts, et cetera. This resolution states that if other individuals that are not residents and are not paying assessments want to use the facility we would charge them a fee. We have done a comparison and believe the appropriate number is \$450 a year. That is consistent with assessments and the facilities. It is a straight-forward resolution. I recommend the Board's approval.

ON MOTION by Mr. Herman, seconded by Mr. Schajatovic, with all in favor, the Board adopted Resolution 2002-3 providing an annual user fees for non-resident use of the recreational facilities within the District.

EIGHTH ORDER OF BUSINESS

Financial Statements and Approval of Funding Request Nos. 67 and 68

ON MOTION by Mr. Lawson, seconded by Mr. Schajatovic, with all in favor, the financial statements and funding request numbers 67 and 68 were approved as presented.

NINTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Lawson stated I have one request of Mr. Daugirda. You need to determine some methodology or mechanical means of how the annual user fee gets collected, how it gets administrated, and then how is it enforced. We certainly want to make everything available to the public, but if they are a non-resident, they should pay to use the facilities. There has to be some way of determining if someone is out there, if they are a resident or not a resident. I think, on the side, that should be worked out and you should make a recommendation to the Board how that should be done.

Mr. Daugirda responded I will take care of that.

Mr. Rothwell stated as far as the new user fees, I think residents are very much in agreement that this is a good idea. I will be glad to try to organize a committee of residents to help with enforcement and collection fees.

Mr. Daugirda stated we will send out a form, and either you or I can receive the funds. We will figure that out.

Mr. Rothwell asked are we going to send a notice out to each resident as to the effect of this change so each resident is formally notified in writing by mail? Are we going to post a sign? How are we going to inform people?

Mr. Daugirda responded we can do it by signage.

Mr. Rothwell stated signage can go on the fence or by the pool house. Something visible at the pool area and over near the courts area would be good. We still have concerns about general pool safety issues. There is no latch there for a safety feature for preventing children from getting in. I know we talked about it at one of the past meetings. That is still an open issue. Likewise, the latches on the other two gates are starting to fail. I still have an same issue about the safety equipment in general. The pool rings, the floatation ropes, those kind of things are not being kept in a good place. They are consistently being thrown around and not treated as safety equipment. I would like to request that we consider buying the enclosures for those devices so that they are not just something someone can grab off a hook and play with. I asked for that in the past and the Board turned us down. I would like to ask again and maybe get some comments about why the expenditure of a couple hundred bucks is not a good idea here.

Mr. Floyd asked how many enclosures do we need?

Mr. Herman responded there were two, if I recall. I think our concern was that we would go out and spend \$500 and still have equipment being used as toys. Obviously, the people that are doing the damage do not respect the facility as much.

Mr. Lawson asked do we think by spending this \$500 that it will stop some of this?

Mr. Rothwell responded we do not know until we try. Doing nothing is not solving the problem. We have to do something. If we do not do this, what is an alternative suggestion on how to solve the issue?

Mr. Lawson asked do we have funds of \$500 in the budget to spend on this?

Mr. Daugirda responded I think we can probably handle that, yes.

Mr. Lawson stated I do not have a problem with it if the other Board members feel the same way.

ON MOTION by Mr. Herman, seconded by Mr. Schajatovic, with all in favor, safety equipment boxes will be purchased and installed.
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Mr. Daugirda stated I will take care of getting them purchased by the District.

Mr. Lawson stated I do not know the age of the kids that are doing this. If we put an age restriction on the pool area stating that if a child is under 14 they have to be accompanied by a parent, would that help?

Mr. Herman stated we have not been able to agree on a specific age.

Mr. Lawson stated my recommendation is 14. That is generally the age we use at all our other clubhouses throughout this area. We do not have to make a decision today, but we would have to require signage and things be posted out there. That might help, because some of these children evidently are not being supervised by their parents.

Mr. Rothwell stated that is true. In the past we had discussed maybe 16, but I am of the opinion, the younger the better that we can control this. The age of 14 is okay with me, and I do not think we have any resident objections to 14.

ON MOTION by Mr. Herman, seconded by Mr. Schajatovic, with all in favor, the age restriction for the unsupervised use of the pool by children shall be 14 or older. The age of 13 or younger would have to have supervision.

Mr. Daugirda stated I can coordinate with Mr. Herman in terms of the annual membership fee. Mr. Rothwell, his wife and neighbors have been quite helpful in terms of tracking the park and things like that.

Mr. Lawson stated Mr. Rothwell, we are certainly thankful for your participation. That is what we would like to have more of because, eventually, this will be totally under the control of the residents.

Mr. Rothwell stated my next item is replacement landscaping. We have lost a lot of landscaping in the last couple of years due to drought and recent wind damage took a few trees out. What steps do you have in place to handle the replacement of lost landscaping? What kind of policy can we adopt to get the landscaping replaced on a regular basis? Also can we now do a review of all the lost landscaping and get that brought up to the original layout of the development when it was first put in?

Mr. Lawson responded that should be an on-going process. I believe the budget as adopted should have anticipated some replacements because of the drought conditions we were facing at the early part of 2001. The issue is the reclaimed water capacity from the County is just not sufficient to meet the needs of the community at all times when it is required. The landscape maintenance contractor hopefully has a review getting started on that. Mr. Daugirda needs to coordinate that. Also, what is the proper time of the year to do the replanting; is there stuff that can be done now, or do they need to wait until the spring? Because we are getting into basically winter now, and I think we need to have their recommendations as to when plantings should take place.

Mr. Daugirda stated we also have some contingency money in the landscaping.

Mr. Lawson stated maybe we should look at plants that are drought tolerant going forward. It is a situation that is more than likely going to get more difficult, versus getting better.

Mr. Rothwell asked the plan is to make an assessment of the missing items and come up with a plan of replacement?

Mr. Lawson responded I believe the landscape management company should make recommendations. I believe that we should get, wherever we can, a practical look at more drought tolerant type plantings, and get those kind of recommendations from the landscape management company before the Board. We can then certainly have resident input on that.

Mr. Rothwell stated the next item I have is just a simple one. The little white six-by-six posts that line the entrance on both sides of the entrance to Northwood are starting to rot away or being run over by trucks. The paint is peeling off of them. I would like to see about getting those refurbished, replaced, repainted, whatever it takes to make them look decent.

Mr. Lawson stated that should be taken care of.

Mr. Rothwell stated the next item is a lot of the signs were repainted - the black and white signs - but the one directly behind the guardhouse, which is the Northwood Community notice sign was not repainted.

Mr. Herman stated that is supposed to come down.

Mr. Rothwell asked where would we be able to post things for the community in the future? We had talked a while back about putting up a bulletin board by the pool.

Mr. Herman stated we talked about purchasing a temporary sign that could be placed there for putting notices up and taken down.

Mr. Rothwell stated that would be fine, too, as long as we have some mechanism to be able to display information when we need to.

Mr. Lawson stated we need to have some type of signage mechanism at the front entrance that has the ability of putting up public notices.

Mr. Rothwell asked who is going to monitor that? Who is going to put it up and take it down if homeowners that want to notice something?

Mr. Daugirda stated we can keep it in the closet near the pool.

Mr. Rothwell stated yes, we could store it at the pool area. The homeowners' association has a social committee that can handle contacting me when they need access to the sign. I can provide the sign from the storage. I am okay with that.

Mr. Rothwell stated there is a request about whether there were funds to purchase holiday decorations for the entrance area.

Mr. Herman stated it is something we should have budgeted for when we talked about our budgets a couple of months ago. We did not budget anything for it.

Mr. Rothwell stated there was new sod back laid by the pool area. I am concerned it is not getting irrigated.

Mr. Daugirda stated I will call the landscaping company right after the meeting and double check on that. They indicated there would be irrigation.

Mr. Rothwell stated we asked for and received a lot of flowers at the various entrances and things. However, they did not plant any at the two entrances to Barrington in the back. We would like to see if we could extend a few more flowers back there and cover the rest of the entrances to make it complete.

Mr. Daugirda asked are you talking about annuals?

Mr. Rothwell responded yes. The same ones that are at every other entrance, the little red flowers. Just something for a little color there.

Mr. Daugirda stated I will call and see what the situation is. Typically, the allotment for the annuals is not at the entrances, they cluster them on the boulevard.

Mr. Rothwell stated we are having issues with trespassing and unwanted fishermen at the ponds in the rear of the complex now. We used to have it just in the front. We put up signs and we have had to have the sheriff come out a couple of times and chase people away. Security is not adequately screening people coming in and these fishermen are getting through. We would like to get some more signs produced, the same signs as are up in the front. Then have them placed around the ponds in the rest of the complex. I believe we have three or four ponds that do not have signs.

Mr. Schajatovic stated I do not see a problem with posting signs at the lakes in the back. Are we sure they are coming in through the front? Is there any access from the back?

Mr. Rothwell responded no, there is no access from the back. I would like to see at least two signs per pond, just to have good coverage. I can do an inventory of the ponds and let you know, or you can look at the plat.

Mr. Daugirda stated first I can talk to security. After this meeting, we can go out and look at the ponds.

Mr. Herman stated I have a few things. Mr. Lawson, we budgeted to put some new furniture out in the recreation center and to redo the top on the pool deck. Can we get started with some of that stuff?

Mr. Lawson responded we were planning on January to start on it, only because of the funding. We are going to get funding of the tax receipts in mid to late-December. However, we could have everything coordinated to start.

Mr. Herman stated if I could have some dates so that I might be prepared for our meeting tomorrow night, that would be great. Then we could get the pool furniture selected.

Mr. Rothwell stated I have done some research on furniture. I definitely have some ideas and some recommendations of the type of furniture that would be suitable for our kind of conditions where we have suffered vandalism and things like that. I found some pretty good solutions for some of that stuff. When the time comes, I would like to be involved in that discussion.

Mr. Daugirda stated we can coordinate with vendors and get them ready to go.

Mr. Herman asked can you maybe bring some of that stuff to the meeting tomorrow night and discuss it with me afterwards?

Mr. Rothwell responded sure.

TENTH ORDER OF BUSINESS

Adjournment

ON MOTION by Mr. Herman, seconded by Mr. Schajatovic,
with all in favor, the meeting was adjourned at 9:45 a.m.

Darrin S. Mossing
Assistant Secretary

Michael Lawson
Chairman