

**NORTHWOOD  
COMMUNITY DEVELOPMENT DISTRICT  
AUDIT COMMITTEE & BOARD OF  
SUPERVISORS MEETING  
OCTOBER 9, 2017**

**NORTHWOOD  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
OCTOBER 9, 2017 at 6:30 p.m.**

Northwood Clubhouse located at 27248 Big Sur Drive  
Wesley Chapel, Florida 33544

<b>District Board of Supervisors</b>	Vice Chair Supervisor Supervisor Supervisor Supervisor	Karen Uhlig Mimieaux Kilpatrick Brian Quigley Barbara Cruz Vacant
<b>District Manager</b>	Meritus	Debby Hukill
<b>Property Manager</b>	Northwood On-Site Manager	Josue Marquez
<b>District Attorney</b>	Straley & Robin, P.A.	Vivek Babbar
<b>District Engineer</b>	Stantec, Inc.	Tonja Stewart

*All cellular phones and pagers must be turned off while in the meeting room*

The meeting will begin at **6:30 p.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the third section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. Following public comment, the meeting will proceed with the fourth section called **Vendor and Staff Reports**. This section will allow Vendors and District Engineer and Attorney to update Board on work and to present proposals. The fifth section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. The sixth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The seventh section will be **Management Reports**. This section allows the District Manager and Staff to update the Board of Supervisors on any pending issues that are being researched for Board action. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. In the event of a Public Hearing, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion, and vote.

The eighth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

Dear Board Members:

The Audit Committee & Regular Meeting of the Board of Supervisors of the Northwood Community Development District will be held on **Monday, October 9, 2017 at 6:30 p.m.** at the Northwood Clubhouse, located at 27248 Big Sur Drive, Wesley Chapel, Florida, 33544. The agenda is included below.

**PLEDGE OF ALLEGIANCE**

**1. CALL TO ORDER**

**2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

**3. VENDOR AND STAFF REPORTS**

- A. LMP – Scott Carlson & Sam Tillis
- B. District Counsel
- C. District Engineer

**4. BUSINESS ITEMS**

- A. Discussion on Open Board Seat & Resumes from Candidates..... Tab 01 Page 06
- B. Discussion on Pool Vendor Proposal..... Tab 02 Page 15
- C. Discussion on Community Enhancements
  - 1. Discussion on Fence Quotes for Different Areas within Community..... Tab 03 Page 22
- D. Acceptance of Financial Audit Year Ended September 30, 2016..... Tab 04
- E. Consideration of Resolution 2018-01 – Sidewalk Maintenance Policy ..... Tab 05 Page 25
- F. General Matters of the District

**5. CONSENT AGENDA**

- A. Consideration of Minutes of the Board of Supervisors Meeting August 14, 2017..... Tab 06 Page 27
- B. Consideration of Operations and Maintenance Expenditures August 2017..... Tab 07 Page 35
- C. Consideration of Operations and Maintenance Expenditures September 2017 ..... Tab 08
- D. Review of Financial Statements Month Ending August 31, 2017..... Tab 09 Page 113

**6. MANAGEMENT REPORTS**

- A. District Manager Report ..... Tab 10 Page 124
- B. Staff Action Item List..... Tab 11 Page 125
- C. Field Manager’s Reports ..... Tab 12 Page 126
  - 1. Community Inspection Reports
    - i. Asset Inspection
    - ii. LMP Service Communication Reports
  - 2. Sheriff Report
  - 3. Aquatic Systems
    - i. Lake Assessment

**7. SUPERVISOR REQUESTS**

**8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

**9. ADJOURNMENT**

**AUDIT COMMITTEE MEETING**

**1. CALL TO ORDER/ROLL CALL**

**2. APPOINT CHAIRMAN**

**3. SELECTION OF CRITERIA FOR EVALUATION OF PROPOSALS**

**4. DETERMINE DATE, TIME AND LOCATION RFP REQUIRED**

- A. Consider Notice of Request for Proposals for Annual Audit Services

**5. CONSIDER SENDING RFP TO INTERESTED FIRMS**

**6. DETERMINE DATE OF NEXT COMMITTEE MEETING**

*(Guidelines are included behind this agenda)*

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,  
Debby Hukill, District Manager