

MINUTES OF MEETING
DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Dowden West Community Development District was held Thursday, July 18, 2019 at 9:00 a.m. in the offices of GMS-CF, LLC, 135 W. Central Boulevard, Suite 320, Orlando, Florida.

Present and constituting a quorum were:

Tom Franklin	Vice Chairman
Gregory Clark	Assistant Secretary
Chuck Bell	Assistant Secretary

Also present were:

George Flint	District Manger
Andrew d'Adesky	District Counsel
Bob Johnson	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Keith Trace and Steven Kalberer and Appointment of Individuals to Fill the Board Vacancies

Mr. Flint: Since the last meeting we received resignations from Keith Trace and Steve Kalberer and I ask for a motion to accept those resignations.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Mr. Trace's and Mr. Kalberer's resignations were accepted.
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Mr. Flint: Are there any nominations at this time to fill those vacancies?

Hearing none, we will put that on the next agenda.

- B. Administration of Oaths of Office to Newly Appointed Board Members**
- C. Consideration of Resolution 2019-06 Electing Officers**

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the April 18, 2019 Meeting

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the minutes of the April 18, 2019 meeting were approved, as presented.

FIFTH ORDER OF BUSINESS

Public Hearing

- A. Consideration of Resolution 2019-06 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations**

Mr. Flint: Next is the public hearing to consider adoption of the 2020 budget and imposition of special assessments to fund the budget.

We will open the public hearing and note there are no members of the public here to provide comment so we will bring it back for discussion.

Resolution 2019-06 adopts a budget that commences October 1, 2019. You previously approved a proposed budget and set today as the date, place and time of the public hearing. There were various noticing requirements that have been fulfilled including advertisements in the newspaper, placing it on the District’s website and transmitting it to the City of Orlando and Orange County. Attached to the resolution is the budget, it contemplates per unit assessments as indicated on page 2. These are consistent with other Districts in that area with similar infrastructure. The funding would be a combination of on-roll and off-roll; the platted lots would be assessed on-roll and there would be a direct assessment for the undeveloped. There is a developer contribution that would be funded through a developer funding agreement for the balances of the expenses.

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor Resolution 2019-06 was approved.

B. Consideration of Resolution 2019-07 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Flint: There are two exhibits to this resolution, one is the budget you just adopted and the other is the assessment roll that shows each parcel ID and the per unit amount.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2019-07 was approved.

Mr. Flint: We will close the public hearing.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2019-08 Authorizing the Chairman to Execute Documents Related to the Acceptance of Certain Improvements

Mr. d’Adesky: The agenda says Chairman, but I made it to authorize the Chair or Vice Chair to approve and execute any conveyance documents. There is some property that is going to be ready for conveyance pursuant to discussion with the developer fairly soon so we are giving the Chair or Vice Chair authority to execute all documents, affidavits, and any other necessary documentation to effectuate conveyances associated with property. It is not specific because we haven’t gotten the tract numbers yet, it is a grant of authority to do that. We can do it between meetings if you cancel meetings, we can go ahead and take care of those conveyances. That allows you to get your requisition as quickly as possible. Usually we won’t allow you to draw if we don’t have the property at least starting to come to us.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Resolution 2019-08 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. d’Adesky: I sent over a form issuance report to Bobby.

B. Engineer

Mr. Johnson: I sent over the Engineer’s Report for 2019. The site is currently still under construction and no items have been turned over to the CDD at this time.

Mr. Flint: How are you coming along on the requisition?

Mr. Johnson: As soon as we get all those official documents from the contractor, we will start processing the requisitions.

C. Manager

i. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package. No Board action was required.

ii. Ratification of Funding Requests #6 - #8

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor funding requests #6 – #8 were ratified.

iii. Presentation of Number of Registered Voters – 0

A copy of the letter from the Orange County Supervisor of Elections indicating there are zero registered voters residing within the District was included in the agenda package.

iv. Designation of November 5, 2019 as Landowners' Meeting Date

Mr. Flint: We need to designate the Landowner meeting date and it needs to be the first Tuesday in November. In the future it just needs to be sometime during the month of November. It is not a Board meeting just a representative of the Landowner needs to be there to cast votes to elect the seats that are up. There will be three seats up for election and that is one of the vacancies, Tom's and Greg's. The election is based on one vote per acre and we will provide a landowner proxy and ballot to the landowners in advance of the election and make sure everyone is prepared for that. The proxy is in the agenda so you have that, but we will send it to you again.

v. Approval of Fiscal Year 2020 Meeting Schedule

Mr. Flint: Each year you have to approve an annual meeting schedule. You have been meeting on the third Thursday of each month at 9:00 a.m. in this office. If you want to continue with that you can approve the notice in the agenda; if you want to change it you can do that as well. Even though you have them scheduled monthly if there is no business we can cancel.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the Fiscal Year 2020 meeting schedule reflecting meetings on the third Thursday of each month at 9:00 AM at the Offices of GMS-CF, LLC was approved.

EIGHTH ORDER OF BUSINESS Supervisor’s Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS Next Meeting Date

Mr. Flint: The next meeting is August 15, 2019. Since you approved the budget, about ten days before the next meeting we will evaluate whether there is any business you need to care of. In the meantime, think about potential nominations for the vacancies because you don’t want to run into an issue where you can’t produce a quorum.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the meeting adjourned at 9:15 a.m.



 Secretary/Assistant Secretary



 Chairman/Vice Chairman