

*Dowden West Community
Development District*

Agenda

February 18, 2021

AGENDA

Dowden West

Community Development District

219 E. Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

February 11, 2021

**Board of Supervisors
Dowden West Community
Development District**

Dear Board Members:

The Board of Supervisors of Dowden West Community Development District will meet **Thursday, February 18, 2021 at the Offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, FL 32801.** Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period
3. Organizational Matters
 - A. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending November 2021
 - B. Consideration of Resolution 2021-04 Electing Assistant Secretary
4. Approval of Minutes of December 17, 2020 Meeting
5. Consideration of Resolution 2021-02 Ratifying Enrollment in the E-Verify System and Memorandum of Understanding
6. Consideration of Resolution 2021-03 Accepting Conveyance of Real Property and Improvements Located in Phases N1-A and N-14 from Developer
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
8. Supervisor's Requests
9. Other Business
10. Next Meeting Date
11. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is Organizational Matters. Section A is the appointment of individual to fulfill the Board vacancy with a term ending November 2021. Section B is the consideration of Resolution 2021-04 electing an assistant secretary. A copy of the Resolution is enclosed for your review.

The fourth order of business is the approval of the minutes of the December 17, 2020. The minutes are enclosed for your review.

The fifth order of business is the consideration of Resolution 2021-02 ratifying the District's enrollment in the E-Verify system and the memorandum of understanding. A copy of the Resolution and District Counsel memo is enclosed for your review.

The sixth order of business is the consideration of Resolution 2021-03 accepting conveyance of real property and improvements located in Phases N1-A and N-14 from the developer. A copy of the Resolution and exhibits will be provided under separate cover.

Section C of the seventh order of business is the District Manager's Report. Sub-Section 1 includes the check register for approval and Sub-Section 2 includes balance sheet and income statement for review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. S. Flint', with a long horizontal stroke extending to the right.

George S. Flint
District Manager

CC: Jan Carpenter, District Counsel
Bobby Johnson, District Engineer
Darrin Mossing, GMS

Enclosures

SECTION III

SECTION B

RESOLUTION 2021-04

**A RESOLUTION OF THE DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT ELECTING
_____ AS ASSISTANT
SECRETARY OF THE BOARD OF SUPERVISORS**

WHEREAS, the Board of Supervisors of the Dowden West Community District desires to elect _____ as an Assistant Secretary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT:**

1. _____ is elected Assistant Secretary of the Board of Supervisors.

Adopted this 18th day of February, 2021.

Secretary/ Assistant Secretary

Chairman/Vice Chairman

MINUTES

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, December 17, 2020 at 9:00 a.m. in the offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum were:

Chuck Bell	Chairman
Tom Franklin	Vice Chairman
Gregory Clark	Assistant Secretary

Also present were:

George Flint	District Manger
Kristen Trucco	District Counsel
Robert 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. Appointment of Individual to Fill the Board Vacancy with a Term Ending November 2021**
- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Consideration of Resolution 2021-02 Electing an Assistant Secretary**

This item was deferred.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 17, 2020 Meeting

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the minutes of the September 17, 2020 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Lighting Agreement with OUC for Portion of Village N-14

Mr. Flint: This is for the streetlight lease for that section of the development.

On MOTION by Mr. Clark seconded by Mr. Franklin with all in favor the lighting agreement with OUC for a portion of Village N-14 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-01 Accepting the Conveyance of Improvements in Phase N-14

Mr. Flint: Next is a resolution accepting the conveyance of improvements in the Phase N-14 section of the development.

Ms. Trucco: This resolution is for the transfer of utilities in Phase N-14 from the developer to the district and from the district to Orange County. This is consistent with the original construction and all other phases of the community. To effectuate the transfer, we have two bills of sale, one from the developer to the district and one from district to Orange County, we also have an agreement regarding taxes, and owner's affidavit certifying there are no encumbrances or outstanding taxes on the property that would prohibit the transfer. There is also the district engineer's certificate certifying he has reviewed the conveyance and it is in accordance with all bond documents and that the utilities are up to code standard for the transfer to happen. They are still working on deciphering the exact utilities to be included and we are looking for a motion to approve the resolution subject the district engineer's final signoff of the transfer.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Resolution 2021-01 was approved subject to the engineer's final signoff of the transfer.

SEVENTH ORDER OF BUSINESS

Consideration of Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser

Mr. Flint: Next is an agreement with the Orange County property appraiser regarding the inclusion of the district's assessments on the tax bill. This agreement is required by statute and the fees that are charged in relation to this are set by law. We don't have an ability to negotiate this. This one invoices a fee of \$1 per parcel and they can charge per parcel or a percentage up to 2%.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the non-ad valorem assessment administration agreement with the Orange County property appraiser was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Partial Release of Lien for Special Assessments and Delegation of Authority to Execute

Mr. Flint: Next is a partial release of lien for special assessments. This is on a utility easement for Orange County. Orange County is requiring this release; technically, it wouldn't be subject to assessments, but it doesn't hurt to have the release approved. I would ask that it be approved subject to the correction of the GMS entity listed in here.

On MOTION by Mr. Clark seconded by Mr. Franklin with all in favor the partial release of lien for special assessments and delegation of authority to execute by the Chairman was approved subject to the correction of the GMS entity listed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Johnson: N-14 and N-1BE are under construction and we will start working with staff on doing some conveyances.

C. Manager

i. Approval of Check Register

Mr. Flint presented the check register from October 1, 2020 through December 10, 2020 in the amount of \$185,951.60.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Bell: What is the status of the interlocal with the City on Dowden Road?

Ms. Trucco: They are still reviewing it and I will follow-up with them today.

Mr. Flint: We will also be carving out that section in Dowden Road that is now fronting Storey Park CDD, now that they have expanded their boundaries. The Storey Park CDD will be getting a proposal from their landscaping contractor and we will be contacting the Dowden West contractor to get a change order to pull that area out. They didn't budget for it, but they understand it is going to be their responsibility.

Mr. Bell: Will they be maintaining the pond to the east of that?

Mr. Flint: One of those ponds is actually on MPP's property and Storey Park won't be able to maintain that.

Mr. Bell: That has been conveyed to the city via plat.

Mr. Clark: It may have been dedicated but not conveyed.

Ms. Trucco: We always recommend that you need to effectuate it.

Mr. Flint: I can look at that with you. I know that Randal Park CDD farther west maintains a small stormwater pond that takes runoff from Dowden Road.

Mr. Clark: The developer's agreement requires those things to be deeded and I don't think they have been deeded.

Mr. Bell: I will follow-up.

ELEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Next Meeting Date

Mr. Flint: The next meeting date is January 21, 2021 and if we have business we will meet and if not I will reach out to the Chair and cancel if needed.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the meeting adjourned at 9:13 a.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

RESOLUTION 2021-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOWDEN WEST COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE DISTRICT'S ENROLLMENT IN THE E-VERIFY SYSTEM; APPROVING AND RATIFYING EXECUTION OF THE MEMORANDUM OF UNDERSTANDING; RATIFYING PRIOR ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN AND DISTRICT STAFF RELATED TO ENROLLMENT AND COMPLIANCE WITH THE E-VERIFY SYSTEM; DELEGATING AUTHORITY TO THE CHAIRMAN, VICE CHAIRMAN AND DISTRICT MANAGER TO TAKE ALL ACTIONS NECESSARY OR PRUDENT TO MAINTAIN COMPLIANCE WITH THE E-VERIFY SYSTEM; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Dowden West Community Development District ("the District") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located wholly within the City of Orlando, Florida; and

WHEREAS, Section 448.095, *Florida Statutes* became effective on January 1, 2021 by the passage of the Florida Senate Bill 664. Section 448.095, *Florida Statutes* requires that beginning as of January 1, 2021, the District, its contractors and subcontractors are required to enroll with and use the E-Verify system to verify the work authorization status of all newly hired employees. As part of the enrollment process in the E-Verify system, the District is required to execute the E-Verify system's Memorandum of Understanding; and

WHEREAS, the District's Board of Supervisors desires to adopt this Resolution in order to approve and ratify the District's enrollment in the E-Verify system; to approve and ratify the executed E-Verify Memorandum of Understanding; to ratify prior actions of the Chairman, Vice Chairman and/or District Staff related to enrollment and compliance with the E-Verify system; and to delegate authority to the Chairman, Vice Chairman and District Manager to take any and all necessary actions to maintain compliance with the E-Verify system.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DOWDEN WEST COMMUNITY DEVELOPMENT DISTRICT:

1. Recitals. The recitals so stated are true and correct and by this reference are incorporated herein.

2. **Authority for this Resolution.** This Resolution is adopted pursuant to the provisions of Florida law, Chapter 190, *Florida Statutes*.

3. **Approval and Ratification of the District's Enrollment in the E-Verify System and Execution of the E-Verify System's Memorandum of Understanding.** The District finds it to be in its best interest to, and hereby does, approve and ratify the District's enrollment in the E-Verify system and the execution of the E-Verify system's Memorandum of Understanding.

4. **Ratification and Approval of Prior Actions.** All prior actions taken to date by the Chairman, Vice Chairman and/or District Staff in order to ensure the District's compliance with the E-Verify system are hereby approved, confirmed and ratified.

5. **Delegation of Authority to Chairman, Vice Chairman and District Manager to Take Actions Necessary to Maintain Compliance With the E-Verify System.** The Chairman, Vice Chairman and District Manager, are hereby delegated authority to execute any and all documents and take any and all actions necessary and/or prudent to ensure the District's continuing compliance with the E-Verify system.

6. **Severability.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

7. **Conflicts.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

8. **Effective Date.** This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this ____ day of January 2021.

ATTEST:

**DOWDEN WEST COMMUNITY
DEVELOPMENT DISTRICT**

By: _____

By: _____

Name: _____
Secretary/Asst. Secretary

Name: _____
Chairman/Vice-Chairman

LATHAM, LUNA, EDEN & BEAUDINE, LLP

MEMORANDUM

To: District Managers/Supervisors

From: Jan Albanese Carpenter, Esq. and Kristen E. Trucco, Esq.

Date: January 4, 2021

Subject: E-Verify Requirements Under Section 448.095, *Florida Statutes*

The Florida Legislature enacted Section 448.095, *Florida Statutes*, which went into effect as of January 1, 2021. This statute requires Community Development Districts to register with and use the U.S. Department of Homeland Security's "E-Verify system" in order to verify the work authorization status of all newly hired employees. The statute also requires that the District's contractors and subcontractors register with and use the "E-Verify system." The District, contractor and subcontractor are prohibited from entering into a contract unless each party to the contract registers with and uses the E-Verify system.

If a District's contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an Affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The contractor is required to keep a copy of the Affidavit for the duration of the agreement.

In addition, Section 448.095, *Florida Statutes* requires that the District, contractor or subcontractor must terminate a contract with a person or entity if the District, contractor or subcontractor has a good faith belief that such person or entity has violated Section 448.09(1), *Florida Statutes*:

"It shall be unlawful for any person knowingly to employ, hire, recruit, or refer, either for herself or himself or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States."

If the District has a good faith belief that a subcontractor knowingly violated Section 448.095(2)(c), *Florida Statutes*, but the contractor otherwise complied, the District shall promptly notify the contractor and order the contractor to immediately terminate the contract with the subcontractor.

If the District or any other public employer terminates an agreement with a contractor for knowingly violating Section 448.095(2)(c), *Florida Statutes*, the contractor may not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Moreover, a contractor is liable for any additional costs incurred by the District as a result of the termination of a contract due to the foregoing.

For each District, the District Manager shall immediately take the following steps:

1. Enroll your District in the "E-Verify system" at: <https://www.e-verify.gov/>. To enroll, the Chairperson or other authorized signer for the District must electronically sign the "E-Verify Memorandum of Understanding for Employers" ("MOU"). The District's Board of Supervisors shall ratify the execution of the MOU thereafter. The MOU details the responsibilities of the Social Security Administration, the U.S. Department of Homeland Security and the District.

As outlined in the attached “**E-Verify User Manual**,” under the E-Verify system, the District’s responsibilities include:

- Agreeing to follow the guidelines outlined in the MOU and the **E-Verify User Manual** (attached);
 - Notifying each job applicant of E-Verify participation by clearly displaying the “Notice of E-Verify Participation” and the “Right to Work” posters in English and Spanish (posters are available in the Employer Resources page at: <https://www.e-verify.gov/employers/employer-resources>);
 - Completing Form I-9 for each newly hired employee before creating a case in the E-Verify system;
 - Obtaining a Social Security number for each newly hired employee on Form I-9;
 - Ensuring that “Form I-9 List B” identity documents include a photograph;
 - **Creating a case for each newly hired employee no later than the third business day after he or she starts work for pay;**
 - Entering the employee’s email address in the E-Verify system if it was provided on Form I-9;
 - Providing each employee with notice of and opportunity to take action in the event of a “Tentative Nonconfirmation,” as described in the attached **E-Verify User Manual**; and
 - Ensuring that all personally identifiable information is safeguarded.
2. Of great importance, the District Manager must ensure that E-Verify system language requiring compliance is included in all contracts/agreements entered into by the District; We can assist you in drafting the appropriate language to alert contractors to these new requirements as contracts are bid or proposals requested, and then for the actual contracts when they are drafted..

To confirm compliance, the District may ask contractors to provide a Certificate from the E-Verify system or other proof of registration with the E-Verify system.

Thank you for your attention to this matter and please contact us with any questions.

SECTION VI

*This item will be provided under
separate cover*

SECTION VII

SECTION C

SECTION 1

**Dowden West
Community Development District**

Summary of Checks

December 11, 2020 to February 10, 2021

Bank	Date	Check No.'s	Amount	
General Fund	12/11/20	117-118	\$	8,807.76
	12/18/20	119	\$	163.00
	1/22/21	120-121	\$	4,480.30
	1/29/21	122-125	\$	3,118.50
			\$	16,569.56
			\$	16,569.56

CHECK DATE	VEND#	INVOICE DATE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK#	AMOUNT
12/11/20	00001	12/01/20	50		202012	310-51300-34000	MANAGEMENT FEE DEC/2020		*	2,916.67		
12/01/20		12/01/20	50		202012	310-51300-35100	INFORMATION TECH DEC/2020		*	50.00		
12/01/20		12/01/20	50		202012	310-51300-31300	DISSEMINATION DEC/2020		*	291.67		
12/01/20		12/01/20	50		202012	310-51300-51000	OFFICE SUPPLIES		*	.42		
12/01/20		12/01/20	50		202012	310-51300-42000	POSTAGE		*	15.00		
GOVERNMENTAL MANAGEMENT SERVICES-												
12/11/20	00014	11/01/20	ON	16478	202011	320-53800-46000	LANDSCAPE MAINT NOV/2020		*	2,767.00		3,273.76 000117
12/01/20		12/01/20	ON	17316	202012	320-53800-46000	LANDSCAPE MAINT DEC/2020		*	2,767.00		
YELLOWSTONE LANDSCAPE												
12/18/20	00011	12/09/20	1472		202012	310-51300-49100	NONAD VALOREM ASSES FY21		*	163.00		5,534.00 000118
ORANGE COUNTY PROPERTY APPRAISER												
1/22/21	00001	1/01/21	51		202101	310-51300-34000	MANAGEMENT FEES - JAN21		*	2,916.67		163.00 000119
1/01/21		1/01/21	51		202101	310-51300-35100	TECHNOLOGY FEES - JAN21		*	50.00		
1/01/21		1/01/21	51		202101	310-51300-31300	DISSEMINATION SVC - JAN21		*	291.67		
1/01/21		1/01/21	51		202101	310-51300-51000	OFFICE SUPPLIES		*	.21		
1/01/21		1/01/21	51		202101	310-51300-42000	POSTAGE		*	3.50		
1/01/21		1/01/21	51		202101	310-51300-42500	COPIES		*	20.25		
GOVERNMENTAL MANAGEMENT SERVICES-												
1/22/21	00002	12/14/20	95464		202011	310-51300-31500	GENERAL COUNSEL - NOV20		*	1,198.00		3,282.30 000120
LATHAM, LUNA, EDEN& BEAUDINE, LLP												
1/26/21	00015	1/26/21	01262021		202101	310-51300-11000	SUPERVISOR MTG - 12/17/20		*	184.70		1,198.00 000121
1/26/21		1/26/21	01262021		202101	310-51300-11000	SUPERVISOR MTG - 12/17/20		V	184.70-		.00 000122
THOMAS O FRANKLIN												
DOWD DOWDEN WEST MBYNINGTON												

CHECK DATE	VEND#	INVOICE DATE	INVOICE YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK#	AMOUNT
1/29/21	00006	1/11/21	1916382	202012	310-51300-31100	GENERAL ENGINEER - DEC20	DEWBERRY ENGINEERS, INC.	*	600.00		600.00
1/29/21	00002	1/21/21	95840	202012	310-51300-31500	GENERAL COUNSEL - DEC20	LATHAM, LUNA, EDEN& BEAUDINE, LLP	*	2,513.50		2,513.50
1/29/21	00015	1/29/21	01292021	202101	310-51300-49000	REIMBURSEMENT - BANK FEE	THOMAS O FRANKLIN	*	5.00		5.00

TOTAL FOR BANK A 16,569.56
 TOTAL FOR REGISTER 16,569.56

DOWD DOWDEN WEST MBYINGTON

SECTION 2

Dowden West
Community Development District

Unaudited Financial Reporting
December 31, 2020



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6-7	<hr/>	<u>Month to Month</u>
8	<hr/>	<u>Long Term Debt Summary</u>
9	<hr/>	<u>Series 2018 Construction Schedule</u>
10	<hr/>	<u>Assessment Receipt Schedule</u>

Dowden West
Community Development District
Combined Balance Sheet
December 31, 2020

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash	\$ 219,605	\$ -	\$ -	\$ 219,605
Series 2018				
Reserve	\$ -	\$ 209,945	\$ -	\$ 209,945
Revenue	\$ -	\$ 151,284	\$ -	\$ 151,284
Project Fund	\$ -	\$ -	\$ 704,181	\$ 704,181
Due From General Fund	\$ -	\$ 96,410	\$ -	\$ 96,410
Total Assets	\$ 219,605	\$ 457,639	\$ 704,181	\$ 1,381,426
Liabilities:				
Accounts Payable	\$ 4,312	\$ -	\$ -	\$ 4,312
Due To Debt Service	\$ 96,410	\$ -	\$ -	\$ 96,410
Due To Developer	\$ 10,125	\$ -	\$ -	\$ 10,125
Total Liabilities	\$ 110,846	\$ -	\$ -	\$ 110,846
Fund Balances:				
Unassigned	\$ 108,759	\$ -	\$ -	\$ 108,759
Assigned for Debt Service	\$ -	\$ 457,639	\$ -	\$ 457,639
Assigned for Capital Projects	\$ -	\$ -	\$ 704,181	\$ 704,181
Total Fund Balances	\$ 108,759	\$ 457,639	\$ 704,181	\$ 1,270,579
Total Liabilities & Fund Balance	\$ 219,605	\$ 457,639	\$ 704,181	\$ 1,381,426

Dowden West

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2020

	Adopted Budget	Prorated Budget Thru 12/31/20	Actual Thru 12/31/20	Variance
Revenues				
Assessments - Tax Roll	\$ 80,455	\$ 60,811	\$ 60,811	\$ -
Assessments - Direct	\$ 96,839	\$ 48,420	\$ 48,420	\$ -
Developer Contributions	\$ 89,968	\$ 22,492	\$ -	\$ (22,492)
Total Revenues	\$ 267,262	\$ 131,722	\$ 109,230	\$ (22,492)
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 4,800	\$ 1,200	\$ 200	\$ 1,000
FICA Expense	\$ 367	\$ 92	\$ 15	\$ 77
Engineering	\$ 12,000	\$ 3,000	\$ 1,390	\$ 1,610
Attorney	\$ 25,000	\$ 6,250	\$ 4,830	\$ 1,421
Arbitrage	\$ 450	\$ -	\$ -	\$ -
Dissemination Fees	\$ 3,500	\$ 875	\$ 875	\$ -
Annual Audit	\$ 3,375	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,500	\$ 1,167	\$ 1,010	\$ 157
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Management Fees	\$ 35,000	\$ 8,750	\$ 8,750	\$ (0)
Information Technology	\$ 600	\$ 150	\$ 150	\$ -
Telephone	\$ 300	\$ 75	\$ -	\$ 75
Postage	\$ 1,000	\$ 250	\$ 61	\$ 189
Printing & Binding	\$ 1,000	\$ 250	\$ 9	\$ 241
Office Supplies	\$ 625	\$ 156	\$ 1	\$ 155
Insurance	\$ 5,500	\$ 5,500	\$ 5,381	\$ 119
Legal Advertising	\$ 5,000	\$ 1,250	\$ -	\$ 1,250
Property Appraiser	\$ 250	\$ 250	\$ 163	\$ 87
Other Current Charges	\$ 1,000	\$ 250	\$ 391	\$ (141)
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative:	\$ 108,442	\$ 34,640	\$ 28,401	\$ 6,239

Dowden West
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending December 31, 2020

	Adopted Budget	Prorated Budget Thru 12/31/20	Actual Thru 12/31/20	Variance
Operations and Maintenance Expenses				
Contract Services				
Field Management	\$ 15,000	\$ 3,750	\$ -	\$ 3,750
Landscape Maintenance	\$ 34,560	\$ 8,640	\$ 8,301	\$ 339
Lake Maintenance	\$ 10,260	\$ 2,565	\$ -	\$ 2,565
Mitigation Monitoring	\$ 10,000	\$ 2,500	\$ -	\$ 2,500
Repairs & Maintenance				
General Repairs & Maintenance	\$ 2,000	\$ 500	\$ -	\$ 500
Operating Supplies	\$ 500	\$ 125	\$ -	\$ 125
Landscape Replacement	\$ 5,000	\$ 1,250	\$ -	\$ 1,250
Fountain Repairs & Maintenance	\$ 7,000	\$ 1,750	\$ -	\$ 1,750
Irrigation Repairs	\$ 3,000	\$ 750	\$ 277	\$ 473
Road & Sidewalk Maintenance	\$ 5,000	\$ 1,250	\$ -	\$ 1,250
Alleyway & Trail Maintenance	\$ 1,500	\$ 375	\$ -	\$ 375
Signage	\$ 3,500	\$ 875	\$ -	\$ 875
Utilities				
Electric	\$ 1,000	\$ 250	\$ -	\$ 250
Water & Sewer	\$ 14,000	\$ 3,500	\$ -	\$ 3,500
Streetlights	\$ 40,000	\$ 10,000	\$ 6,421	\$ 3,579
Other				
Contingency	\$ 5,000	\$ 1,250	\$ -	\$ 1,250
Property Insurance	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
Total Operations and Maintenance Expenses	\$ 158,820	\$ 40,830	\$ 14,999	\$ 25,831
Total Expenditures	\$ 267,262	\$ 75,470	\$ 43,399	\$ 32,070
Excess Revenues (Expenditures)	\$ -		\$ 65,831	
Fund Balance - Beginning	\$ -		\$ 42,928	
Fund Balance - Ending	\$ -		\$ 108,759	

Dowden West
Community Development District
Debt Service Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending December 31, 2020

	Adopted Budget	Prorated Budget Thru 12/31/20	Actual Thru 12/31/20	Variance
Revenues				
Assessments - Tax Roll	\$ 127,652	\$ 96,484	\$ 96,484	\$ -
Assessments - Direct	\$ 292,340	\$ 146,170	\$ 146,170	\$ -
Interest	\$ -	\$ -	\$ 5	\$ 5
Total Revenues	\$ 419,992	\$ 242,654	\$ 242,659	\$ 5
Expenditures:				
<i>General & Administrative:</i>				
Interest - 11/1	\$ 163,035	\$ 163,035	\$ 163,035	\$ -
Principal - 5/1	\$ 95,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 163,035	\$ -	\$ -	\$ -
Total Expenditures	\$ 421,070	\$ 163,035	\$ 163,035	\$ -
Excess Revenues (Expenditures)	\$ (1,078)		\$ 79,624	
Fund Balance - Beginning	\$ 168,152		\$ 378,015	
Fund Balance - Ending	\$ 167,074		\$ 457,639	

Dowden West
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending December 31, 2020

	Adopted Budget	Prorated Budget Thru 12/31/20	Actual Thru 12/31/20	Variance
Revenues				
Interest	\$ -	\$ -	\$ 9	\$ 9
Total Revenues	\$ -	\$ -	\$ 9	\$ 9
Expenditures:				
<i>General & Administrative:</i>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ -	\$ -	\$ 9	
Fund Balance - Beginning	\$ -		\$ 704,172	
Fund Balance - Ending	\$ -		\$ 704,181	

Dowden West
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	AUG	Sep	Post
Revenues													
Assessments - Tax Roll	\$ -	\$ 2,420	\$ 58,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,811
Assessments - Direct	\$ 48,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,420
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 48,420	\$ 2,420	\$ 58,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,230
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
FICA Expense	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15
Engineering	\$ 790	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,390
Attorney	\$ 1,118	\$ 1,198	\$ 2,514	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,830
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination Fees	\$ 292	\$ 292	\$ 292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ 1,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,010
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Management Fees	\$ 2,917	\$ 2,917	\$ 2,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,750
Information Technology	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 22	\$ 23	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61
Printing & Binding	\$ 8	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9
Office Supplies	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Insurance	\$ 5,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,381
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Appraiser	\$ -	\$ -	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163
Other Current Charges	\$ -	\$ 265	\$ 126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative	\$ 16,763	\$ 4,746	\$ 6,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,401

Dowden West
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
Operations and Maintenance Expenses													
Contract Services													
Field Management	\$ 2,767	\$ 2,767	\$ 2,767										\$ 8,301
Landscape Maintenance													
Lake Maintenance													
Mitigation Monitoring													
Repairs & Maintenance													
General Repairs & Maintenance													
Operating Supplies													
Landscape Replacement													
Fountain Repairs & Maintenance													
Irrigation Repairs	\$ 277												\$ 277
Road & Sidewalk Maintenance													
Alleyway & Trail Maintenance													
Signage													
Utilities													
Electric													
Water & Sewer													
Streetslights	\$ 3,187	\$ 3,234											\$ 6,421
Other													
Contingency													
Property Insurance													
Total Operations and Maintenance Expenses	\$ 6,330	\$ 6,001	\$ 2,767										\$ 14,999
Total Expenditures	\$ 22,993	\$ 10,747	\$ 9,659										\$ 43,399
Excess Revenues (Expenditures)	\$ 25,427	\$ (8,327)	\$ 48,732										\$ 65,831

Dowden West
Community Development District
Long Term Debt Report

SERIES 2018, SPECIAL ASSESSMENT REVENUE BONDS		
INTEREST RATES:	4.35%, 4.85%, 5.40%, 5.55%%	
MATURITY DATE:	5/1/2049	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$209,945	
RESERVE FUND BALANCE	\$209,945	
BONDS OUTSTANDING - 02/08/18		\$6,170,000
LESS: PRINCIPAL PAYMENT - 05/01/20		(\$90,000)
CURRENT BONDS OUTSTANDING		\$6,080,000

Dowden West

Community Development District

Special Assessment Revenue Bonds, Series 2018

Date	Requisition #	Contractor	Description	Requisition
Fiscal Year 2020				
10/23/19	1	Dowden West CDD	Reimbursement for Construction Related Expenses	\$1,207.00
10/23/19	2	Dewberry Engineers, Inc.	Invoices: 1660182 & 1720723 - Construction Engineering Services	\$1,005.00
11/25/19	3	Mattamy Orlando, LLC	Beachline South Residential, LLC - Reimbursement of Construction Costs	\$4,613,688.00
6/1/20	4	Dewberry Engineers, Inc.	Invoices: 1757509, 1776886, 1780422 & 1792065 - Construction Engineering Services	\$4,387.50
7/23/20	5	Dewberry Engineers, Inc.	Invoices: 1828788 & 1840854 - Construction Engineering Services	\$7,315.00
TOTAL				\$4,627,602.50

Fiscal Year 2020				
10/1/19		Interest		\$788.32
11/1/19		Interest		\$678.86
11/5/19		Transfer from Cost of Issuance		\$967.57
12/1/19		Interest		\$486.30
1/1/20		Interest		\$91.16
2/1/20		Interest		\$90.92
3/1/20		Interest		\$75.29
4/1/20		Interest		\$33.93
5/1/20		Interest		\$5.87
6/1/20		Interest		\$6.06
7/1/20		Interest		\$3.50
8/1/20		Interest		\$3.30
9/1/20		Interest		\$2.98
TOTAL				\$3,234.06

Project (Construction) Fund at 09/30/19	\$5,328,540.61
Interest Earned thru 9/30/20	\$3,234.06
Requisitions Paid thru 9/30/20	(\$4,627,602.50)
Remaining Project (Construction) Fund	\$704,172.17

Date	Requisition #	Contractor	Description	Requisition
Fiscal Year 2021				
TOTAL				\$0.00

Fiscal Year 2021				
10/1/20		Interest		\$2.89
11/1/20		Interest		\$2.98
12/1/20		interest		\$2.89
TOTAL				\$8.76

Project (Construction) Fund at 09/30/20	\$704,172.17
Interest Earned thru 12/31/20	\$8.76
Requisitions Paid thru 12/31/20	\$0.00
Remaining Project (Construction) Fund	\$704,180.93

Dowden West
Community Development District
Special Assessment Receipts
Fiscal Year 2021

Gross \$ 85,590.43 \$ 135,800.00 \$221,390.43
Net \$ 80,455.00 \$ 127,652.00 \$208,107.00

TOTAL ASSESSMENT LEVY - ON ROLL

DATE	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	SERIES 2018		TOTAL
							GENERAL FUND	DEBT SERVICE FUND 2018	
11/12/20	ACH	\$4,401.72	\$0.00	\$176.07	\$0.00	\$4,225.65	\$1,633.65	\$2,592.00	\$4,225.65
11/19/20	ACH	\$2,119.35	\$0.00	\$84.78	\$0.00	\$2,034.57	\$786.57	\$1,248.00	\$2,034.57
12/07/20	ACH	\$815.13	\$0.00	\$32.61	\$0.00	\$782.52	\$302.53	\$479.99	\$782.52
12/14/20	ACH	\$151,125.83	\$0.00	\$6,045.07	\$0.00	\$145,080.76	\$56,088.80	\$88,991.96	\$145,080.76
12/21/20	ACH	\$5,379.88	\$0.00	\$215.21	\$6.73	\$5,171.40	\$1,999.28	\$3,172.12	\$5,171.40
TOTAL		\$163,841.91	\$0.00	\$6,553.74	\$6.73	\$157,294.90	\$60,810.83	\$96,484.07	\$157,294.90

75%	Gross Percent Collected
\$57,548.52	Balance Remaining to Collect

DIRECT ASSESSMENTS:

DATE RECEIVED		DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	2020-02 GENERAL FUND	2020-01 DEBT SERVICE FUND 2018
10/20/20		11/1/20	22748	\$194,589.62	\$194,589.62	\$48,419.62	\$146,170.00
		2/1/21		\$97,294.81	\$97,294.81		
		5/1/21		\$97,294.81	\$97,294.81		
TOTAL				\$389,179.24	\$389,179.24	\$48,419.62	\$146,170.00