

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, February 18, 2021 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 by phone
Gregory Clark	Assistant Secretary
Connie Luong	Assistant Secretary

Also present were:

Jason Showe	District Manger
Kristen Trucco	District Counsel
Robert Johnson	District Engineer
William Viasalyers	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe 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 2021-04 Electing an Assistant Secretary

This item was continued.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the December 17, 2020 Meeting

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

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-02 Ratifying Enrollment in the E-Verify System and Memorandum of Understanding

Ms. Trucco: The Florida Legislature recently adopted a new law that requires all public employers to enroll in the E-Verify System and in order to do that they have to execute a memorandum of understanding. This E-Verify System requires public employers to enroll in order to verify the work authorization of all its new employees. We are a public employer and required to enroll and this is an issue that GMS is taking care of for the District. The other issue is any contracts that we enter into with a contractor or subcontractor after January 1st we have to confirm that they have also enrolled in the E-Verify System. We also need the Board’s authorization to move forward with enrolling in this E-Verify System. Resolution 2021-02 approves and ratifies any actions that the District has taken to date to comply with this new law and also delegates authority to the Chair and Vice Chair to take any action in the future to ensure compliance with this new law.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Resolution 2021-02 Ratifying the Enrollment in the E-Verify System and Memorandum of Understanding was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-03 Accepting the Conveyance of Real Property Located in Phases N1A and N14

Ms. Trucco: This next resolution is for the conveyance of real property tracts and improvements from the developer to the District. These conveyances were contemplated in the original development plans for the District, including the recorded plats. You will see real property tracts and you will also see improvements that were done on those respective tracts. In order to effectuate the conveyances, we have prepared a deed, which is going to transfer the real property from the developer to the District, a bill of sale to transfer the improvements from the developer to the District, an agreement regarding taxes, that there are no taxes on the real property tracts or improvements that would hinder the District’s ability to own and maintain those real property tracts and improvements. There is an owner’s affidavit, which is a promise from the developer to the district that there are no encumbrances on the real property tracts or improvements. There is a

certificate of the District Engineer, which is required under the bond formation document for this District including acquisition agreement and it is basically the District Engineer certifying that the real property tracts and improvements are up to the District’s standards in order to approve a conveyance.

The District Engineer had sent some comments on particular tracts that are not yet complete that are included in these documents. I will read through those tracts for the record so that you know this conveyance today will not include these tracts. Once the construction and related improvements are complete, they will come before the board likely at the following board meeting. Those tracts that will be removed from these documents are: Tract C, Tract H, Tract P, Tract S1, Tract S2, Tract T, Tract ZZ, Tract C, Tract D and Tract E. Today we are looking for a motion to approve Resolution 2021-03 subject to District Counsel and District Engineer finalization of the conveyance documents and a signoff of same and delegation of authority to the Chair that once the District Engineer and District Counsel has signed off on these conveyances that the Chair can review and execute the conveyance documents.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Resolution 2021-03 was approved subject to finalization of the conveyance documents by District Counsel and District Engineer and the Chairman was authorized to execute the final documents.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-04 Providing for Removal and Appointment of Treasurer and Appointment of Assistant Treasurer – ADDED

Mr. Showe: We have had some internal changes in our organization and Ariel Lovera in our office is no longer going to be involved in the day to day operations and we prepared this resolution which will take him off as treasurer and add Jill Burns of our office as Treasurer and Katie Costa as Assistant Treasurer.

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor Resolution 2021-04 Removing Ariel Lovera as Treasurer and Appointing Jill Burns as Treasurer and Katie Costa as Assistant Treasurer was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

i. Approval of Check Register

Mr. Showe presented the check register from December 11, 2020 through February 10, 2021 in the amount of \$16,569.56.

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.

NINTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Meeting Date

Mr. Showe: The next meeting date is March 18, 2021.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the meeting adjourned at 8:10 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman