

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, April 15, 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
Connie Luong	Assistant Secretary

Also present were:

George Flint	District Manger
Kristen Trucco	District Counsel
Robert Johnson	District Engineer
William Viasalyers	Field Manager

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 2021-06 Electing an Assistant Secretary**
- This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the February 18, 2021 Meeting

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the minutes of the February 18, 2021 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Ratification of E-Verify Memorandum of Understanding

Mr. Flint: Next is the memorandum of understanding with the Department of Homeland Security related to E-Verify. This is ratifying our actions in executing this agreement.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the E-Verify memorandum of understanding was ratified.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-05
Approving the Proposed Fiscal Year 2022
Budget and Setting a Public Hearing**

Mr. Flint: Next is Resolution 2021-05, which approves a proposed budget and sets the date, place and time for the public hearing for its final adoption. The CDD is required to approve what is called a proposed budget by June 15th of each year and set a public hearing at least 60 days from the date that the proposed budget is approved. There are advertising and other requirements that we follow. We are recommending your July 15, 2021 meeting at 9:00 a.m. in this location for the public hearing. Exhibit A to the resolution is a proposed budget. It is preliminary and not binding on the Board, it is the starting point of the budget process and can be changed between now and at the public hearing. On the revenue side we have lumped everything together in one category called assessments/developer contributions since we don't receive the preliminary assessment roll until June 1st. The assessment roll will break those out and you will have the detail at the public hearing. The primary increase on the administrative side, which may or may not be applicable is we accounted for a second bond issue. Do you believe there will be one in the next fiscal year?

Mr. Bell: There is a high probability.

Mr. Flint: This can be changed in July, but we have adjusted the dissemination agent fee, arbitrage and the trustee's fees to account for another bond issue. That is most of the change and some of the other items have adjusted slightly.

Under field management we are estimating maintenance costs for Phase 1 & 4 are going to come on first then Phase 2 and we have asked Yellowstone to provide proposals on the landscape maintenance side. We have gotten two quotes from pond vendors for the lake maintenance, we believe based on the one quote that we can accommodate all the ponds in Phases 1, 2 and 4 with that amount. We have adjusted the streetlights for the additional streetlights that we believe are going to be coming on that are not currently under lease. The property insurance we will have to refine also, primarily fences and things like that, that the CDD will own.

Mr. Bell: Is there anything from the insurance standpoint of another increase like there was this past year?

Mr. Flint: On the liability side we have a \$550 increase. We get an estimate from Florida Insurance Alliance on what they believe the increase is going to be and that is taken into account on the liability side. On the property insurance side we are not quite sure, because we don't have anything right now we don't have anything insured because it hasn't been turned over yet. We will get an inventory together and get a better number on that.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2021-05 approving the proposed Fiscal Year 2022 budget and setting a public hearing for July 15, 2021 at 9:00 AM at this location was approved.

SEVENTH 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. Flint presented the check register from February 11, 2021 through April 9, 2021 in the amount of \$223,792.03.

On MOTION by Mr. Franklin seconded by Mr. Bell 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.

iii. Presentation of Arbitrage Rebate Calculation Report

Mr. Flint: Included in the agenda package was the arbitrage rebate calculation report for the Series 2018 Bonds. This is required by the IRS and we hired AMTEC to do the calculation and you can see on page 4 there is a negative \$407,000 net rebatable arbitrage, which is good.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the arbitrage rebate calculation report was accepted.

Mr. Flint: We have transferred the section of Dowden Road that was previously being paid by Dowden West in the first section to Storey Park as well as the streetlights for that section. Those are now being paid by the Storey Park CDD, the section of Dowden that fronts their Parcel K before you get to Meridian.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Bell: I have a question on conveyances. A couple months ago we approved some.

Ms. Trucco: I was going to get with Bobby after this meeting. Do you know if any of the other tracts are complete ready for conveyance?

Mr. Bell: The other tracts are not yet complete.

Mr. Johnson: The updated document that you got with the tracts that have been completed there is one update, one of the tract descriptions is about a 5-foot sliver that the developer dedicated to Orange County Utilities out of that Tract. I'm having our surveyor write a description for that so that it will be conveyed correctly to the District.

Mr. Trucco: Is that Tract M?

Mr. Bell: Yes, it is Tract M less a small portion.

Mr. Johnson: I should have that description by the end of this week. I will update that one document and send it back over to you.

Ms. Trucco: Great, then I will be sending you the recorded deed for that first set that was approved by the Board. I don't believe that Tract M was a part of that, but if so we will need to take remedial steps that the legal description was incorrect.

Mr. Flint: We have \$704,000 remaining in the construction fund if there are any other expenses.

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 date is May 20, 2021 at 9:00 a.m.

ELEVENTH ORDER OF BUSINESS

Adjournment

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



Secretary/~~Assistant Secretary~~



Chairman/~~Vice Chairman~~