

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 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:

Keith Trace	Chairman
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**

**Approval of the Minutes of the December 20, 2018 Meeting**

On MOTION by Mr. Trace seconded by Mr. Franklin with all in favor the minutes of the December 20, 2018 meeting were approved, as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Disclosure of Public Financing Report for Assessment Area One**

Mr. Flint: Chapter 190 requires the Board to take certain actions to disclose when the District has issued debt and the way we do that is through the disclosure of public financing report that gets recorded in the records of Orange County so that anytime anyone goes to purchase property within this assessment area this report would come up in the title search letting them know that they are considering purchasing property within the CDD and the CDD has issued debt, what the debt was issued for, how the CDD is governed, what the debt service assessment amounts are and who they can contact with any questions or questions on O&M assessments. All of this information is taken out of either the Engineer's report or assessment methodology and we ask the Board to approve the report and authorize us to record it in the County records.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the Disclosure of Public Financing Report for Assessment Area One was approved and staff was authorized to record the document with Orange County.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2019-04 Approving the Proposed Budget for Fiscal Year 2020 and Setting a Public Hearing**

Mr. Flint: Next is Resolution 2019-04 approving a proposed budget and setting the date, place and time for the public hearing for its final consideration. The Board is required to approve a proposed budget at least 60 days before the public hearing for its final adoption. We have to send this to the City of Orlando and Orange County; they have the ability to review and comment although we have never received comments from any local governmental entity on any CDD budget but that is part of the process. They don't have approval authority. Exhibit A is the proposed budget, which we emailed out to the Board, I have handed out hard copies this morning. This budget does not bind the Board you can make changes at the public hearing that we suggest you set for your July meeting. We expect some of these estimated maintenance costs are going to change going into the public hearing and the revenue to fund this would be a combination of O&M assessments and developer contributions through a developer funding agreement. The O&M assessments for purposes of the mailed notice range from a townhome at \$237 per unit, which is the net number to a 60-foot single-family at \$711. It would vary based on the same ERU factors you used for your debt service. The largest lot has to pay a higher amount.

Mr. Trace: With those figures and these unit counts what would the total budget be?

Mr. Flint: We need to incorporate what the estimated number of units are going to be and the difference between that and the total budget would go under a developer contribution line and that is how the budget would be balanced. Also the maintenance assessments would only be imposed on assessment area 1, the administrative assessments would be imposed on the entire District based on an acreage basis with the caveat that the portion of the property not owned by Beachline would be funded by Beachline through a developer funding agreement. That will all come together in the document for the public hearing but we just need the Board approval by concept so we make sure we do the mailed notice advising the landowners of the public hearing and what the proposed assessment amounts would be.

On MOTION by Mr. Trace seconded by Mr. Franklin with all in favor Resolution 2019-04 approving the proposed budget and setting the public hearing for July 18, 2019 at 9:00 a.m., in the offices of GMS-CF, LLC, 135 W. Central Boulevard, Suite 320, Orlando, Florida, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. d’Adesky: There are conveyances coming up through our normal conveyance process.

**B. Engineer**

Mr. Johnson: We will start doing the annual letter of the improvements, which have not been turned over at this time to the District.

Mr. Flint: You do have \$5.3 million in the capital project account to be requisitioned for improvements.

**C. Manager**

**i. Approval of Check Register**

Mr. Flint presented the check register from December 13, 2018 through April 11, 2019 in the amount of \$23,430.40.

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. No Board action was required.

**iii. Ratification of Funding Requests #2 - #5**

Mr. Flint: Funding requests #2 – #5 were provided to the developer under the developer funding agreement and I’m asking the Board to ratify those.

On MOTION by Mr. Trace seconded by Mr. Franklin with all in favor funding requests #2 – #5 were ratified.

**SEVENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Next Meeting Date**

On MOTION by Mr. Franklin seconded by Mr. Trace with all in favor the meeting adjourned at 9:10 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman