

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, May 21, 2020 at 9:00 a.m. via Zoom.

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
Bob Johnson	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

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

Mr. Flint: We are operating remotely through technology according to the Governor's executive order and we are authorized to do so. We did provide in the legal notice and on the District's website information that would allow the public to participate in the event they chose to, and it appears we have no members of the public on the Zoom call.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 19, 2020 Meeting

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the minutes of the March 19, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2020-05
Approving the Proposed Fiscal Year 2021
Budget and Setting a Public Hearing**

Mr. Flint: We need to change the public hearing date to your August 20th meeting; September 18th would be too late to certify the assessment roll on the platted lots to the County. Attached to the Resolution is a proposed budget, this is not binding on the Board it is a legal requirement that you approve a proposed budget by June 15th and set the public hearing at least 60 days from the date that the proposed budget is approved. We need to work on the operations and maintenance section of the budget. I was talking to the District Engineer and we are going to try to set up a call to discuss some of those issues. We don't believe it will necessarily impact the per unit assessment amount so as you add more units the per unit assessment amount should line up with the additional expenses that will be included in that. For purposes of today I think we are okay in approving the current assessment levels in this budget, understanding that we are going to have to work on this between now and the public hearing in August.

On MOTION by Mr. Clark seconded by Mr. Franklin with all in favor Resolution 2020-05 approving the Fiscal Year 2021 budget and setting the public hearing for August 20, 2020 was approved.

FIFTH ORDER OF BUSINESS Financing Matters

A. Consideration of Engineer's Report

Mr. Flint: There is an Engineer's Report and Assessment Methodology Report in your agenda. The purpose of this is that the Board had issued bonds for what we are calling Assessment Area 1 and that Assessment Area 1 included Phases 1, 2, and 3 of the project. The development of Phase 4 or what is called the N-14 Tract is progressing more quickly than originally anticipated when we issued bonds. We were contacted by Mattamy with a request that the N-14 Tract be added to Assessment Area 1 so the debt would be assigned to those lots before they closed with any end users.

The Supplemental Engineer's Report adds the 49 lots that are in what is called Village N-14 those are a mix of townhomes, 40s, 50s and 60s and it also adds the cost of those improvements, which I believe is about \$2.4 million to the capital improvement plan for Assessment Area 1.

Mr. Johnson: You covered a lot of it, there is one minor change to Phases 2 & 3. Since the original issuance of this report some of the lot mix was updated so I put in the new mix of 40s, 50s and 60s and townhomes in this report also.

Mr. Flint: The intent of the report is to true up the development plan and to add N-14 as well as add the estimated costs associated with N-14.

B. Consideration of Master Assessment Methodology Report

Mr. Flint: You also have an amended and restated master assessment methodology for Assessment Area 1 and this now includes Phase 4 and the tables that are attached to the narrative now include those additional 49 lots with Phase 4 and the \$2.4 million in capital costs. Then we go through the process of allocating the improvements and benefit to those additional lots. We also point out the fact that the debt will be assigned as the property is platted. At the end theoretically there will be 49 units of whatever mix is left over that will not be assigned debt because all the debt will be assigned before we get to the end and those units at the end that are not assigned debt will be included in the next bond issue. This resolves the issue of the timing of the development of the project and gives us the ability on the lots that basically drop off to be absorbed by the next bond issue.

C. Resolution 2020-06 Declaring Special Assessments

Mr. Flint: You have two resolutions, Resolution 2020-06, which declares special assessments. This is similar to what we had done when we issued the bonds except now we have this area, N-14 that was not included so N-14 was not noticed as part of the original levy of the assessments so this public hearing process will now place the lien on the N-14 section. We will fill in the blanks in the resolution based on the final Engineer's Report and Assessment Methodology that you just reviewed. That is the first step in the process and the engineer's report and assessment methodology are attached. First you have to declare special assessments and the next resolution would be to set the public hearing.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Resolution 2020-06 was approved.

D. Resolution 2020-07 Setting a Public Hearing for Special Assessments

Mr. Flint: Resolution 2020-07 sets the public hearing. There is a 30-day mailed notice required as part of the noticing process. How quickly do you think you are going to need to have this? Should we set a special meeting or do we think we can do it at the July meeting?

Mr. Bell: I think you can do it at the July meeting. That would be in concert with recordation of the plat for that area.

Mr. Flint: The July meeting is July 16, 2020 at 9:00 a.m. and we will fill in the blanks in the resolution.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Resolution 2020-07 setting the public hearing for July 16, 2020 at 9:00 a.m. was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Johnson: N-14 construction has commenced and the same with Phase 2 mass grading of N-1B has commenced at this time.

C. Manager

i. Approval of Check Register

Mr. Flint presented the check register from March 13, 2020 through May 12, 2020 in the amount of \$14,022.70.

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.

iii. Presentation of Number of Registered Voters – 8

Mr. Flint: We are required to announce the number of registered voters within the District as of April 15th each year. The records from the Orange County Supervisor of Elections indicate there are currently 8 registered voters within the District. Once the District has been in existence for 6 years and has 250 registered voters, that triggers a transition of the Board of Supervisors.

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

Mr. Flint: The next meeting date is June 18th and I will get with the Chair if we have any business and if not we know we can cancel that as we have done in the past. We know that in July we will have the assessment hearing and in August you will have your budget hearing.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor
the meeting adjourned at 9:14 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman