

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, July 16, 2020 at 9:00 a.m. via Zoom.

Present and constituting a quorum were:

Chuck Bell	Chairman
Tom Franklin	Vice Chairman
Connie Luong	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Jan Carpenter	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

Organizational Matters

- A. Acceptance of Resignation of Yanira Curbelo and Appointment of Individual to fill the Board Vacancy with a Terms Ending November 2021**

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Ms. Curbelo's resignation was accepted.

- B. Administration of Oath of Office to Newly Appointed Board Member**

- C. Consideration of Resolution 2020-11 Electing an Assistant Secretary**

Items B and C were tabled to the next meeting.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 21, 2020 Meeting

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the minutes of the May 21, 2020 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2019 Audit Report

Mr. Flint: The Fiscal Year 2019 audit was provided under separate cover and it has been provided to the State of Florida as required by statute by June 30th. It is a clean audit with no prior or present year findings and no recommendations, and they found that we have complied with the things required to review by the auditor general.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the Fiscal Year 2019 audit was accepted and transmittal of the final report to the State of Florida was ratified.

SIXTH ORDER OF BUSINESS

Financing Matters

Mr. Flint: This is a public hearing on the special assessments on the N-14 section of the development to add it into Assessment Area 1 and for the record we will open the public hearing and note that there is no public here to provide testimony.

A. Consideration of Supplemental Engineer’s Report

Mr. Flint: We have a Supplemental Engineer’s Report that was included in your agenda package. I don’t believe there has been any changes in the report since you saw it previously when you set the public hearing.

Mr. Johnson: There have been no changes to the report since I submitted it to the District.

B. Consideration of Amended and Restated Master Assessment Methodology Report

Mr. Flint: The next item is the Amended and Restated Master Assessment Methodology and this report has not changed since you have seen it. It incorporates the N-14 section into Assessment Area 1, spreads it across the units that were previously in Assessment Area 1 in addition to the units being incorporated.

C. Public Comment and Testimony

There being none, the next item followed.

D. Resolution 2020-08 Setting a Public Hearing for Special Assessments

Ms. Trucco: Resolution 2020-08 authorizes the levy of assessments within Phase 4 lands that are in Assessment Area 1 in accordance with the amended engineer’s report and the amended assessment methodology report.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2020-08 was approved.

Mr. Flint: We will close the public hearing. We have another resolution related to this matter and we can take it up at this point.

**The next item was taken out of order.*

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-10 Authorizing the Addition of Phase 4 Lands into the Series 2018 Assessment Area 1

Ms. Carpenter: This resolution is a supplement to the bond delegation resolution to coordinate the tying in of the new phase into the assessment area. It accepts the consent of the bondholders, we heard verbally that they have signed, we don’t have the signed consent yet but it accepts that consent of the bondholders to this addition of the area into the assessment area and it authorizes the execution by the chairman of the various documents. We have to add our completion and acquisition and true up agreements and put a lien on that property to make sure that those parcels are all covered by the bond assessments, just like the rest of the Phase 1 assessment areas covered. Bond Counsel has looked at it and he thought it was a good idea also and we sent it to him. We look for adoption of that resolution and that should tie up the addition of this assessment area into the last bonds.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2020-10 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Agreement with Yellowstone Landscape to Provide Landscape Maintenance Services

Mr. Flint: This is an agreement with Yellowstone Landscape to provide landscape maintenance services for the District. The agreement has been drafted by District Counsel, it is intended to be retroactive to the beginning of the Fiscal Year, October 1st, and it is for landscape

maintenance of the section of Dowden Road that West CDD is responsible for maintaining. The developer had been paying those expenses although those expenses are the obligation of the CDD. This agreement and the attached proposal and map are presented for your consideration. It does have the typical 30-day termination provision without cause in the event we want to switch contractors, modify the scope and bid out the services.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the agreement with Yellowstone Landscape to provide landscape maintenance services was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Modification to Lighting Contract Design with OUC

Mr. Flint: Next is ratification of modification to the lighting agreement with OUC, the chair has executed this agreement and we are asking the Board to ratify that action.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor execution of the modification to the lighting contract design with OUC was ratified.

NINTH ORDER OF BUSINESS

Ratification of Series 2018 Requisition #4

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor requisition #4 was ratified.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2020-09 Approving Interlocal Agreement with City of Orlando for ROW Maintenance

Mr. Flint: Resolution 2020-09 approves an interlocal agreement with the City of Orlando for right of way maintenance. The agreement attached to the resolution is still a working document at this point. I think we are waiting for feedback from the developer and Chairman on the form of the agreement but basically this agreement is between the CDD and the City of Orlando and gives the CDD the right to maintain city right of way such as Dowden Road. The form of agreement is similar to what has been used by the Randal Park CDD and Storey Park CDD.

Ms. Carpenter: It is the same form that Randal Park and Storey Park have and we shouldn't have issues with it. The City has a lot of new attorneys dealing with CDDs and we wanted to have the resolution adopted as early as possible so when we submit it to them we will have authorization

documents so they will review it. As soon as we hear back on the developer's side that they are okay we will submit it to the city and have the final agreement ratified.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2020-09 was approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Johnson: Phase N-14 is under construction and Phase N-1B is under construction. As those progress we will coordinate with the District.

C. Manager

i. Approval of Check Register

Mr. Flint presented the check register from May 13, 2020 through July 7, 2020 in the amount of \$84,567.96.

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

THIRTEENTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Other Business

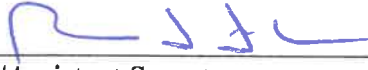
There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS

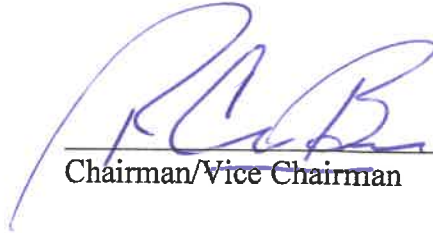
Next Meeting Date

Mr. Flint: The next meeting date is August 20, 2020 and you do have the budget adoption hearing for your August meeting.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the meeting adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman