

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, August 15, 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:

Chuck Bell	Chairman
Tom Franklin	Vice Chairman
Gregory Clark	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

Organizational Matters

A. Appointment of Individuals to Fill the Board Vacancies

Mr. Flint: We have two positions vacant, one has a term expiring November 2019 and one has a term expiring November 2021. Are there any nominations at this time to fill those vacancies?

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Yanira Curbelo was appointed to fill the vacancy with a term expiring November 2021.

B. Administration of Oaths of Office to Newly Appointed Board Members

C. Consideration of Resolution 2019-09 Electing Officers

Mr. Flint: Right now Tom is Vice Chair, Greg is an Assistant Secretary and Chuck is an Assistant Secretary and you appointed a new Board member who doesn't have an office designation. We can handle each seat individually or a Board member can nominate a slate of officers.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Resolution 2019-09 was approved reflecting Chuck Bell Chairman, Tom Franklin Vice Chairman, Mr. Clark and Ms. Curbelo Assistant Secretaries and all the GMS officers will stay the same.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 18, 2019 Meeting

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor the minutes of the July 18, 2019 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Appointment of Audit Committee and Chairman

Mr. Flint: The Board needs to select an independent auditor and as part of that process the statute requires you to appoint an audit selection committee, their role is to approve the form of the bid and selection criteria and then review the responses and make a recommendation to the Board and the Board will make a decision on the auditor. We typically recommend the Board appoint themselves although you are not required to do that if you want to appoint a non-Board member you can do that as well and you also need to designate a chairman for the audit committee.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the Board members were appointed to serve as the audit committee and Mr. Bell to serve as Chairman.

Mr. Flint: Right after the Board meeting, we will hold an audit committee meeting.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Johnson: The site is still under construction we should be wrapping up the first phase shortly and submitting requisitions.

C. Manager

i. Approval of Check Register

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. Ratification of Funding Request No. 9

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor funding request no. 9 was ratified.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Other Business

Mr. Bell: Do we have an additional assessment area in 14 coming online?

Mr. Johnson Yes, I need to provide a boundary survey of that new area. This area is within the CDD, but I don't believe it is within the first assessment area.

Mr. Flint: The first thing we will need is an engineer's report.

Mr. d'Adesky: Generally what would be the timing for when you want funding on that?

Mr. Bell: Probably nine months from now.

Mr. Flint: I don't remember if we did a master engineer's report that covered the entire District.

Mr. Johnson: Yes, the overall District and we did the first assessment area.

Mr. Flint: It will be a second supplemental engineer's report with the second assessment area.

NINTH ORDER OF BUSINESS

Next Meeting Date

Mr. Flint: The next Board meeting date is September 19, 2019 at 9:00 a.m. in this location.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the meeting adjourned at 9:08 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman