

*Dowden West Community  
Development District*

*Agenda*

*August 15, 2019*

# AGENDA

**BOARD OF SUPERVISORS  
MEETING**

# *Dowden West*

## *Community Development District*

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135 W. Central Blvd., Suite 320, Orlando, Florida 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

August 8, 2019

**Board of Supervisors  
Dowden West Community  
Development District**

Dear Board Members:

The Board of Supervisors of Dowden West Community Development District will meet **Thursday, August 15, 2019 at 9:00 AM at the Offices of GMS-CF, LLC, 135 W. Central Blvd., Suite 320, Orlando, FL.** Following is the advance agenda for the meeting:

### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period
3. Organizational Matters
  - A. Appointment of Individuals to Fulfill the Board Vacancies
  - B. Administration of Oaths of Office to Newly Appointed Board Members
  - C. Election of Officers
  - D. Consideration of Resolution 2019-09 Electing Officers
4. Approval of Minutes of July 18, 2019 Meeting
5. Appointment of Audit Committee and Chairman
6. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
    - i. Approval of Check Register
    - ii. Balance Sheet and Income Statement
    - iii. Ratification of Funding Requests #9
7. Supervisor's Requests
8. Other Business
9. Next Meeting Date
10. Adjournment

### **Audit Committee Meeting**

1. Roll Call
2. Public Comment Period
3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services
4. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is the Organizational Matters. Section A is the appointment of individuals to fulfill the Board vacancies. Section B is the administration of Oaths of Office to the newly appointed Board members and Section C is the election of officers. Section D is the consideration of Resolution 2019-09 electing officers. A copy of the Resolution is enclosed for your review.

The fourth order of business is the approval of the minutes of the July 18, 2019 meeting. The minutes are enclosed for your review.

The fifth order of business is the appointment of the Audit Committee and chairman. There is no back-up material.

Section C of the sixth order of business is the District Manager's Report. Section 1 includes the check register for approval and Section 3 includes balance sheet and income statement for review. Section 3 is the ratification of funding request #9. A copy of the funding request and supporting invoices is enclosed for your review.

Following the adjournment of the Board of Supervisor's meeting, there will be a meeting of the Audit Committee to approve the Request for Proposals, selection criteria and the notice of RFP for auditing services. Enclosed for your review are copies of the RFP, selection criteria, and RFP notice.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



George S. Flint  
District Manager

CC: Jan Carpenter, District Counsel  
Bobby Johnson, District Engineer  
Darrin Mossing, GMS

Enclosures

## SECTION III

# SECTION D

**RESOLUTION 2019-09**

**A RESOLUTION ELECTING OFFICERS OF THE  
DOWDEN WEST COMMUNITY DEVELOPMENT  
DISTRICT**

WHEREAS, the Board of Supervisors of the Dowden West Community Development District at a regular business meeting held on August 15, 2019 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE DOWDEN WEST  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
_____	Treasurer
_____	Assistant Treasurer
_____	Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

**PASSED AND ADOPTED THIS 15<sup>th</sup> DAY OF AUGUST, 2019.**

\_\_\_\_\_  
Chairman / Vice Chairman

\_\_\_\_\_  
Secretary / Assistant Secretary



# MINUTES

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 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:

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**

**Organizational Matters**

**A. Acceptance of Resignation of Keith Trace and Steven Kalberer and Appointment of Individuals to Fill the Board Vacancies**

Mr. Flint: Since the last meeting we received resignations from Keith Trace and Steve Kalberer and I ask for a motion to accept those resignations.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Mr. Trace's and Mr. Kalberer's resignations were accepted.
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Mr. Flint: Are there any nominations at this time to fill those vacancies?

Hearing none, we will put that on the next agenda.

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

**C. Consideration of Resolution 2019-06 Electing Officers**

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the April 18, 2019 Meeting**

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

**FIFTH ORDER OF BUSINESS**

**Public Hearing**

**A. Consideration of Resolution 2019-06 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations**

Mr. Flint: Next is the public hearing to consider adoption of the 2020 budget and imposition of special assessments to fund the budget.

We will open the public hearing and note there are no members of the public here to provide comment so we will bring it back for discussion.

Resolution 2019-06 adopts a budget that commences October 1, 2019. You previously approved a proposed budget and set today as the date, place and time of the public hearing. There were various noticing requirements that have been fulfilled including advertisements in the newspaper, placing it on the District’s website and transmitting it to the City of Orlando and Orange County. Attached to the resolution is the budget, it contemplates per unit assessments as indicated on page 2. These are consistent with other Districts in that area with similar infrastructure. The funding would be a combination of on-roll and off-roll; the platted lots would be assessed on-roll and there would be a direct assessment for the undeveloped. There is a developer contribution that would be funded through a developer funding agreement for the balances of the expenses.

On MOTION by Mr. Clark seconded by Mr. Bell with all in favor Resolution 2019-06 was approved.

**B. Consideration of Resolution 2019-07 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Flint: There are two exhibits to this resolution, one is the budget you just adopted and the other is the assessment roll that shows each parcel ID and the per unit amount.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2019-07 was approved.

Mr. Flint: We will close the public hearing.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-08 Authorizing the Chairman to Execute Documents Related to the Acceptance of Certain Improvements**

Mr. d’Adesky: The agenda says Chairman, but I made it to authorize the Chair or Vice Chair to approve and execute any conveyance documents. There is some property that is going to be ready for conveyance pursuant to discussion with the developer fairly soon so we are giving the Chair or Vice Chair authority to execute all documents, affidavits, and any other necessary documentation to effectuate conveyances associated with property. It is not specific because we haven’t gotten the tract numbers yet, it is a grant of authority to do that. We can do it between meetings if you cancel meetings, we can go ahead and take care of those conveyances. That allows you to get your requisition as quickly as possible. Usually we won’t allow you to draw if we don’t have the property at least starting to come to us.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Resolution 2019-08 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. d’Adesky: I sent over a form issuance report to Bobby.

**B. Engineer**

Mr. Johnson: I sent over the Engineer’s Report for 2019. The site is currently still under construction and no items have been turned over to the CDD at this time.

Mr. Flint: How are you coming along on the requisition?

Mr. Johnson: As soon as we get all those official documents from the contractor, we will start processing the requisitions.

**C. Manager**

**i. 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.

**ii. Ratification of Funding Requests #6 - #8**

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor funding requests #6 – #8 were ratified.

**iii. Presentation of Number of Registered Voters – 0**

A copy of the letter from the Orange County Supervisor of Elections indicating there are zero registered voters residing within the District was included in the agenda package.

**iv. Designation of November 5, 2019 as Landowners' Meeting Date**

Mr. Flint: We need to designate the Landowner meeting date and it needs to be the first Tuesday in November. In the future it just needs to be sometime during the month of November. It is not a Board meeting just a representative of the Landowner needs to be there to cast votes to elect the seats that are up. There will be three seats up for election and that is one of the vacancies, Tom's and Greg's. The election is based on one vote per acre and we will provide a landowner proxy and ballot to the landowners in advance of the election and make sure everyone is prepared for that. The proxy is in the agenda so you have that, but we will send it to you again.

**v. Approval of Fiscal Year 2020 Meeting Schedule**

Mr. Flint: Each year you have to approve an annual meeting schedule. You have been meeting on the third Thursday of each month at 9:00 a.m. in this office. If you want to continue with that you can approve the notice in the agenda; if you want to change it you can do that as well. Even though you have them scheduled monthly if there is no business we can cancel.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the Fiscal Year 2020 meeting schedule reflecting meetings on the third Thursday of each month at 9:00 AM at the Offices of GMS-CF, LLC was approved.

**EIGHTH ORDER OF BUSINESS**                      **Supervisor's Requests**

There being none, the next item followed.

**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 is August 15, 2019. Since you approved the budget, about ten days before the next meeting we will evaluate whether there is any business you need to care of. In the meantime, think about potential nominations for the vacancies because you don't want to run into an issue where you can't produce a quorum.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the meeting adjourned at 9:15 a.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# SECTION VI

# SECTION C



# SECTION 1

**Dowden West  
Community Development District**

Summary of Checks

April 12, 2018 to August 1, 2019

<b>Bank</b>	<b>Date</b>	<b>Check No.'s</b>	<b>Amount</b>
General Fund	7/11/19	35	\$ 6,816.01
	7/26/19	36	\$ 1,437.08
	7/31/19	37-39	\$ 5,901.05
			\$ 14,154.14
			<b>\$ 14,154.14</b>

CHECK DATE	VEND#	INVOICE DATE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
7/11/19	00001	3/01/19	24	201903	310-51300-34000	MANAGEMENT FEES-MAR19			*	2,916.67	
		3/01/19	24	201903	310-51300-35100	INFORMATION TECH-MAR19			*	50.00	
		3/01/19	24	201903	310-51300-31300	DISSEMINATION FEES-MAR19			*	291.67	
		4/01/19	25	201904	310-51300-34000	MANAGEMENT FEES APR19			*	2,916.67	
		4/01/19	25	201904	310-51300-35100	INFO TECH APR19			*	50.00	
		4/01/19	25	201904	310-51300-31300	DISSEMINATION APR19			*	291.67	
		4/01/19	25	201904	310-51300-51000	OFFICE SUPPLIES			*	.06	
		4/01/19	25	201904	310-51300-42000	POSTAGE			*	1.00	
		4/01/19	25	201904	310-51300-42500	COPIES			*	6.60	
		4/12/19	26	201901	310-51300-31300	DISSEMINATION JAN19			*	291.67	
7/26/19	00004	7/30/19	00747581	201906	310-51300-48000	GOVERNMENTAL MANAGEMENT SERVICES- NOTICE OF HRING 06/28/19			*	1,437.08	6,816.01 000035
7/31/19	00006	5/21/19	1683941	201904	310-51300-31100	ORLANDO SENTINEL MTG/AGENDA/MNT			*	2,150.00	1,437.08 000036
7/31/19	00001	5/01/19	27	201905	310-51300-34000	MANAGEMENT FEES MAY19			*	2,916.67	2,150.00 000037
		5/01/19	27	201905	310-51300-35100	INFO TECH MAY19			*	50.00	
		5/01/19	27	201905	310-51300-31300	DISSEMINATION MAY19			*	291.67	
		5/01/19	27	201905	310-51300-42000	POSTAGE			*	.06	
		5/01/19	27	201905	310-51300-42500	COPIES			*	17.55	
7/31/19	00002	5/14/19	85556	201904	310-51300-31500	GOVERNMENTAL MANAGEMENT SERVICES- REVIEW/PREP-MTG/CONVEY			*	475.10	3,275.95 000038
						LATHAM, SHUKER, EDN & BEAUDINE, LLP			*	475.10	475.10 000039

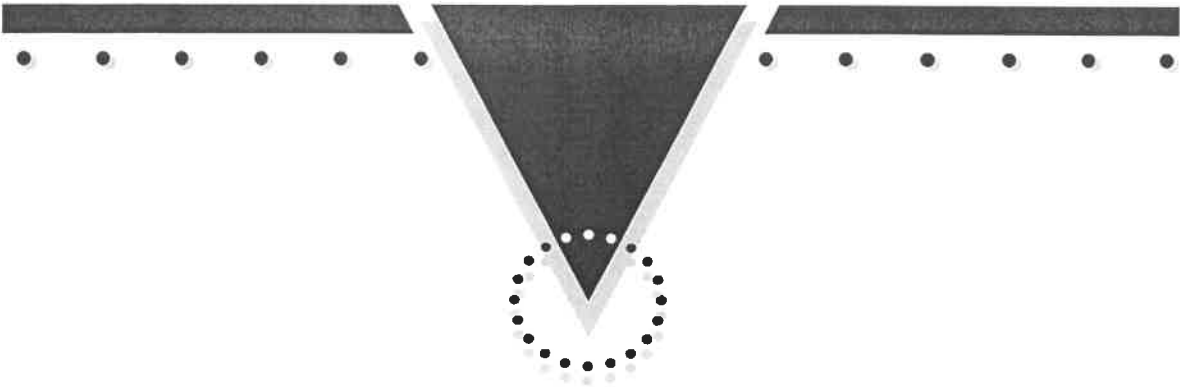
TOTAL FOR BANK A 14,154.14  
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CHECK VENDOR# .....INVOICE..... ..EXPENSED TO... ..CHECK.....  
 DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS VENDOR NAME STATUS AMOUNT AMOUNT #

TOTAL FOR REGISTER 14,154.14

DOWD DOWDEN WEST KCOSTA

## SECTION 2



**DOWDEN WEST**  
**Community Development District**

**Unaudited Financial Reporting**

**July 31, 2019**



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**DOWDEN WEST**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET**  
**July 31, 2019**

	General Fund	Debt Service Fund	Capital Projects Fund	Totals
<b><u>ASSETS:</u></b>				
CASH	\$2,989	---	---	\$2,989
DUE FROM DEVELOPER	\$7,964	---	---	\$7,964
DUE FROM CAPITAL PROJECTS SERIES 2018	\$1,207	---	---	\$1,207
RESERVE	---	\$209,945	---	\$209,945
CAPITALIZED INTEREST PROJECT FUND	---	\$165,713	---	\$165,713
	---	---	\$5,326,505	\$5,326,505
<b>TOTAL ASSETS</b>	<b>\$12,160</b>	<b>\$375,658</b>	<b>\$5,326,505</b>	<b>\$5,714,323</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$6,527	---	---	\$6,527
DUE TO GENERAL FUND	---	---	\$1,207	\$1,207
<b><u>FUND EQUITY:</u></b>				
<b>FUND BALANCES:</b>				
ASSIGNED FOR DEBT SERVICE	---	\$375,658	---	\$375,658
ASSIGNED FOR CAPITAL PROJECTS	---	---	\$5,325,298	\$5,325,298
UNASSIGNED	\$5,634	---	---	\$5,634
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$12,160</b>	<b>\$375,658</b>	<b>\$5,326,505</b>	<b>\$5,714,323</b>



# DOWDEN WEST

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

#### Statement of Revenues & Expenditures

For The Period Ending July 31, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 07/31/19	ACTUAL THRU 07/31/19	VARIANCE
<b><u>REVENUES:</u></b>				
DEVELOPER CONTRIBUTIONS	\$92,017	\$76,681	\$44,670	(\$32,010)
<b>TOTAL REVENUES</b>	<b>\$92,017</b>	<b>\$76,681</b>	<b>\$44,670</b>	<b>(\$32,010)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
SUPERVISOR FEES	\$4,800	\$4,000	\$800	\$3,200
FICA PAYABLE	\$367	\$306	\$61	\$245
ENGINEERING	\$12,000	\$10,000	\$2,980	\$7,020
ATTORNEY	\$25,000	\$20,833	\$3,118	\$17,715
DISSEMINATION FEES	\$0	\$0	\$2,042	(\$2,042)
MANAGEMENT FEES	\$35,000	\$29,167	\$29,167	(\$0)
INFORMATION TECHNOLOGY	\$600	\$500	\$500	\$0
TELEPHONE	\$300	\$250	\$21	\$229
POSTAGE	\$1,000	\$833	\$23	\$810
INSURANCE	\$5,150	\$5,150	\$5,000	\$150
PRINTING & BINDING	\$1,000	\$833	\$207	\$626
LEGAL ADVERTISING	\$5,000	\$4,167	\$1,437	\$2,730
OTHER CURRENT CHARGES	\$1,000	\$833	\$0	\$833
OFFICE SUPPLIES	\$625	\$521	\$1	\$520
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$92,017</b>	<b>\$77,568</b>	<b>\$45,532</b>	<b>\$32,037</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$861)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$6,495</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$5,634</b>	

# DOWDEN WEST

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

#### Statement of Revenues & Expenditures

For The Period Ending July 31, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 07/31/19	ACTUAL THRU 07/31/19	VARIANCE
<b><u>REVENUES:</u></b>				
BOND PROCEEDS	\$0	\$0	\$494,099	\$494,099
INTEREST	\$0	\$0	\$720	\$720
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$494,819</b>	<b>\$494,819</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
INTEREST EXPENSE - 05/01	\$0	\$0	\$119,161	(\$119,161)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$119,161</b>	<b>(\$119,161)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$375,658</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$375,658</b>	

## DOWDEN WEST

### COMMUNITY DEVELOPMENT DISTRICT

#### CAPITAL PROJECTS FUND

#### Statement of Revenues & Expenditures

For The Period Ending July 31, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 07/31/19	ACTUAL THRU 07/31/19	VARIANCE
<b><u>REVENUES:</u></b>				
BOND PROCEEDS	\$0	\$0	\$5,675,901	\$5,675,901
INTEREST	\$0	\$0	\$8,403	\$8,403
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,684,305</b>	<b>\$5,684,305</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>ADMINISTRATIVE:</u></b>				
CAPITAL OUTLAY - COSTS OF ISSUANCE	\$0	\$0	\$334,830	(\$334,830)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$334,830</b>	<b>(\$334,830)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$5,349,475</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>(\$24,177)</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$5,325,298</b>	

**DOWDEN WEST  
COMMUNITY DEVELOPMENT DISTRICT**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	TOTAL
<b>REVENUES:</b>													
DEVELOPER CONTRIBUTIONS	\$8,195	\$ 9581	\$ 0	\$ 8000	\$ 3314	\$ 3258	\$ 3558	\$ 591	\$ 3268	\$ 485	\$ 0	\$ 0	\$ 44,670
<b>TOTAL REVENUES</b>	<b>\$8,195</b>	<b>\$ 9581</b>	<b>\$ 0</b>	<b>\$ 8000</b>	<b>\$ 3314</b>	<b>\$ 3258</b>	<b>\$ 3558</b>	<b>\$ 591</b>	<b>\$ 3268</b>	<b>\$ 485</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 44,670</b>
<b>EXPENDITURES:</b>													
<b>ADMINISTRATIVE</b>													
SUPERVISOR FEES	\$ 0	\$ 0	\$ 200	\$ 0	\$ 0	\$ 0	\$ 400	\$ 0	\$ 0	\$ 200	\$ 0	\$ 0	\$ 800
FICA EXPENSE	\$ 0	\$ 0	\$ 15	\$ 0	\$ 0	\$ 0	\$ 31	\$ 0	\$ 0	\$ 15	\$ 0	\$ 0	\$ 61
ENGINEERING	\$ 0	\$ 0	\$ 830	\$ 0	\$ 0	\$ 0	\$ 2150	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	980 \$ 2,
ATTORNEY	\$ 543	\$ 343	\$ 1757	\$ 0	\$ 0	\$ 0	\$ 475	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,118
DISSEMINATION FEES	\$ 0	\$ 0	\$ 0	\$ 82	\$ 82	\$ 82	\$ 82	\$ 82	\$ 82	\$ 82	\$ 0	\$ 0	\$ 2,042
MANAGEMENT FEES	\$ 2917	\$ 2917	\$ 2917	\$ 2917	\$ 2917	\$ 2917	\$ 2917	\$ 2917	\$ 2917	\$ 2917	\$ 0	\$ 0	\$ 9367
INFORMATION TECHNOLOGY	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 0	\$ 0	\$ 500
TELEPHONE	\$ 0	\$ 6	\$ 8	\$ 0	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 21
POSTAGE	\$ 4	\$ 1	\$ 7	\$ 0	\$ 7	\$ 0	\$ 1	\$ 0	\$ 3	\$ 0	\$ 0	\$ 0	\$ 23
INSURANCE	\$ 5000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5000
PRINTING & BINDING	\$ 48	\$ 65	\$ 0	\$ 21	\$ 42	\$ 0	\$ 7	\$ 18	\$ 7	\$ 0	\$ 0	\$ 0	\$ 207
LEGAL ADVERTISING	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1437	\$ 0	\$ 0	\$ 0	\$ 1437
OTHER CURRENT CHARGES	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
OFFICE SUPPLIES	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
DUES, LICENSES & SUBSCRIPTIONS	\$ 375	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1
<b>TOTAL EXPENDITURES</b>	<b>\$ 8738</b>	<b>\$ 3381</b>	<b>\$ 5785</b>	<b>\$ 3397</b>	<b>\$ 3314</b>	<b>\$ 3258</b>	<b>\$ 6322</b>	<b>\$ 3276</b>	<b>\$ 4705</b>	<b>\$ 3474</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15532</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$ 543)</b>	<b>\$ 200</b>	<b>(\$ 5785)</b>	<b>\$ 5621</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>(\$ 2764)</b>	<b>\$ 2625</b>	<b>(\$ 1437)</b>	<b>\$ 1222</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>(\$ 861)</b>

**DOWDEN WEST  
COMMUNITY DEVELOPMENT DISTRICT  
DEVELOPER CONTRIBUTIONS/DUE FROM DEVELOPER**

FUNDING REQUEST #	PREPARED DATE	PAYMENT RECEIVED DATE	CHECK AMOUNT	TOTAL F UNDISBURSED REQUEST	GENERAL FUND PORTION (FY17)	GENERAL FUND PORTION (FY18)	GENERAL FUND PORTION (FY19)	DUE FROM CAPITAL	OVER AND (SHORT) BALANCE DUE	
FY17-1	6/15/17	7/20/17	\$ 11,722.00	\$ 11,722.00	\$ 11,722.00	\$ -	\$ -	\$ -	\$ -	
2	7/14/17	10/2/17	\$ 4,619.79	\$ 4,619.79	\$ 4,619.79	\$ -	\$ -	\$ -	\$ -	
3	8/17/17	10/2/17	\$ 4,563.71	\$ 4,563.71	\$ 4,563.71	\$ -	\$ -	\$ -	\$ -	
4	8/26/17	10/2/17	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	
B11	9/7/17	10/19/17	\$ 1,207.00	\$ 1,207.00	\$ -	\$ -	\$ 1,207.00	\$ -	\$ -	
5	9/21/17	10/19/17	\$ 215.30	\$ 215.30	\$ 215.30	\$ -	\$ -	\$ -	\$ -	
6	9/21/17	10/19/17	\$ 5,427.89	\$ 5,427.89	\$ 5,427.89	\$ -	\$ -	\$ -	\$ -	
FY18-1	10/25/17	11/20/17	\$ 4,344.01	\$ 4,344.01	\$ 1,135.50	\$ 3,208.51	\$ -	\$ -	\$ -	
2	11/22/17	12/15/17	\$ 3,150.17	\$ 3,150.17	\$ -	\$ 3,150.17	\$ -	\$ -	\$ -	
3	12/31/17	1/18/18	\$ 2,967.67	\$ 2,967.67	\$ -	\$ 2,967.67	\$ -	\$ -	\$ -	
4	1/31/18	2/22/18	\$ 2,967.17	\$ 2,967.17	\$ -	\$ 2,967.17	\$ -	\$ -	\$ -	
5	3/9/18	4/2/18	\$ 4,569.67	\$ 4,569.67	\$ -	\$ 4,569.67	\$ -	\$ -	\$ -	
6	4/12/18	6/4/18	\$ 2,966.67	\$ 2,966.67	\$ -	\$ 2,966.67	\$ -	\$ -	\$ -	
5 Revised	5/23/18	7/3/18	\$ 3,006.25	\$ 3,006.25	\$ -	\$ 3,006.25	\$ -	\$ -	\$ -	
7	5/23/18	7/3/18	\$ 3,721.64	\$ 3,721.64	\$ -	\$ 3,721.64	\$ -	\$ -	\$ -	
8	6/25/18	8/17/18	\$ 2,967.17	\$ 2,967.17	\$ -	\$ 2,967.17	\$ -	\$ -	\$ -	
9	7/12/18	9/6/18	\$ 2,975.37	\$ 2,975.37	\$ -	\$ 2,975.37	\$ -	\$ -	\$ -	
10	8/29/18	9/17/18	\$ 4,937.12	\$ 4,937.12	\$ -	\$ 4,937.12	\$ -	\$ -	\$ -	
11	9/21/18	10/22/18	\$ 8,194.33	\$ 8,194.33	\$ -	\$ 3,194.33	\$ 5,000.00	\$ -	\$ -	
FY19-1	10/11/18	11/21/18	\$ 8,306.49	\$ 8,306.49	\$ -	\$ 5,111.45	\$ 3,195.04	\$ -	\$ -	
2	11/30/18	3/18/19	\$ 4,120.14	\$ 4,120.14	\$ -	\$ 539.00	\$ 3,581.14	\$ -	\$ -	
3	1/31/19	3/18/19	\$ 8,899.92	\$ 8,899.92	\$ -	\$ -	\$ 8,899.92	\$ -	\$ -	
4	2/28/19	3/18/19	\$ 3,313.57	\$ 3,313.57	\$ -	\$ -	\$ 3,313.57	\$ -	\$ -	
5	3/31/19	6/18/19	\$ 3,258.34	\$ 3,258.34	\$ -	\$ -	\$ 3,258.34	\$ -	\$ -	
6	4/30/19	6/18/19	\$ 3,557.67	\$ 3,557.67	\$ -	\$ -	\$ 3,557.67	\$ -	\$ -	
7	5/31/19	7/26/19	\$ 5,901.05	\$ 5,901.05	\$ -	\$ -	\$ 5,901.05	\$ -	\$ -	
8	6/30/19		\$ -	\$ 3,268.29	\$ -	\$ -	\$ 3,268.29	\$ -	\$ 3,268.29	
9	7/31/19		\$ -	\$ 4,695.42	\$ -	\$ -	\$ 4,695.42	\$ -	\$ 4,695.42	
<b>DUE FROM DEVELOPER</b>				<b>\$ 116,880.11</b>	<b>\$ 124,843.82</b>	<b>\$ 27,684.19</b>	<b>\$ 51,282.19</b>	<b>\$ 44,670.44</b>	<b>\$ 1,207.00</b>	<b>\$ 7,963.71</b>

**TOTAL DEVELOPER CONTRIBUTIONS FY19**  
**\$ 44,670.44**

**DOWDEN WEST  
COMMUNITY DEVELOPMENT DISTRICT  
LONG TERM DEBT REPORT**

<b>SERIES 2018, SPECIAL ASSESSMENT REVENUE BONDS</b>		
INTEREST RATES:	4.35%, 4.85%, 5.40%, 5.55%	
MATURITY DATE:	5/1/2049	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$209,945	
RESERVE FUND BALANCE	\$209,945	
BONDS OUTSTANDING - 02/08/18		\$6,170,000
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$6,170,000</b>

**DOWDEN WEST**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Revenue Bonds, Series 2018**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2019</b>				
<b>TOTAL</b>				<b>\$ -</b>
<b>Fiscal Year 2019</b>				
1/1/19		Interest		\$ 479.68
2/1/19		Interest		\$ 1,351.93
3/1/19		Interest		\$ 1,221.38
3/15/19		Transfer from Cost of Issuance		\$ 12,614.24
4/1/19		Interest		\$ 1,354.32
5/1/19		Interest		\$ 1,312.39
6/1/19		Interest		\$ 1,356.47
7/1/19		Interest		\$ 1,313.03
<b>TOTAL</b>				<b>\$ 21,003.44</b>
Project (Construction) Fund at 12/21/18				\$ 5,305,501.25
Interest Earned thru 07/31/19				\$ 21,003.44
Requisitions Paid thru 07/31/19				\$ -
<b>Remaining Project (Construction) Fund</b>				<b>\$ 5,326,504.69</b>

# SECTION 3



**Dowden West**  
**Community Development District**

FY19 Funding Request #9  
July 31, 2019

<b>Payee</b>		<b>General Fund</b>
		<b>FY2019</b>
<b>1</b>	<b>Governmental Management Services - CF, LLC</b> Inv# 29 - Management Fees - July 2019	\$ 3,258.34
<b>2</b>	<b>Orlando Sentinel</b> Inv# 007475818000 - Legal Advertisement for Public Hearing	\$ 1,437.08
		\$ <b>4,695.42</b>
<b>Total:</b>		<b>\$ 4,695.42</b>

Please make check payable to:

**Dowden West Community Development District**  
9145 Narcoossee Road, Suite A206  
Orlando, FL 32827

GMS-Central Florida, LLC  
 1001 Bradford Way  
 Kingston, TN 37763

# Invoice

RECEIVED

Invoice #: 29  
 Invoice Date: 7/1/19  
 Due Date: 7/1/19  
 Case:  
 P.O. Number:

Bill To:  
 Dowden West CDD  
 135 West Central Blvd.  
 Suite 320  
 Orlando, FL 32801

JUL 08 2019

BY: \_\_\_\_\_

h

Description	Hours/Qty	Rate	Amount
Management Fees - July 2019		2,916.67	2,916.67
Information Technology - July 2019		50.00	50.00
Dissemination Agent Services - July 2019		291.67	291.67
1-310-51300 11 mgmt jul 19 - 11 34000 info tech jul 19 - 11 35100 Dissemination jul 19 - 11 31300			
<b>Total</b>			<b>\$3,258.34</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,258.34</b>



PO Box 100608  
 Atlanta, GA 30384-0608  
 adbilling@tribpub.com  
 844-348-2445

**Invoice & Summary**

Billed Account Name: Dowden West Community Development District  
 Billed Account Number: CU00603614  
 Invoice Number: 007475818000  
 Amount: \$1,437.08  
 Billing Period: 06/01/19 - 06/30/19  
 Due Date: 07/30/19



**INVOICE/SUMMARY**

Page 1 of 2

**Invoice & Summary Details**

Date	Invoice Reference #	Description	Ad Size/Units	Rate	Gross Amount	Total
<i>Current Activity</i>						
06/28/19	OSC7475818	Classified Listings, Online Public Hearing July 18 2019 6352817				1,437.08
<b>Total Current Advertising</b>						<b>1,437.08</b>

**RECEIVED**

JUL 15 2019

BY: \_\_\_\_\_

1.4  
 500 \$

**Total: \$1,437.08**

**Account Summary**

Current	1-30	31-60	61-90	91+	Unapplied Amount
1,437.08	0.00	0.00	0.00	0.00	0.00



Please detach and return this portion with your payment.

**Remittance Section**

Billed Period: 06/01/19 - 06/30/19  
 Billed Account Name: Dowden West Community Development District  
 Billed Account Number: CU00603614  
 Invoice Number: 007475818000



PO Box 100608  
 Atlanta, GA 30384-0608

Return Service Requested

For questions regarding this billing, or change of address notification, please contact Customer Care:

3508004135 PRESORT 4135 1 AB 0.409 P1C16 <8>  
  
 DOWDEN WEST COMMUNITY DEVELOPMENT DIST  
 STACIE VANDERBILT  
 135 W CENTRAL BLVD STE 320  
 ORLANDO FL 32801-2435

Orlando Sentinel  
 PO Box 100608  
 Atlanta, GA 30384-0608



00060361400060361403007475818 00143708 00143708 3

# Orlando Sentinel

MEDIA GROUP

Published Daily  
ORANGE County, Florida

State Of Florida  
County Of Orange

Before the undersigned authority personally appeared Marella Green, who on oath says that he or she is an Advertising Representative of the ORLANDO SENTINEL, a DAILY newspaper published at the ORLANDO SENTINEL in ORANGE County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter of 11220-2 Column Legals, Public Hearing July 18 2019 was published in said newspaper in the issues of Jun 28, 2019.

Affiant further says that the said ORLANDO SENTINEL is a newspaper Published in said ORANGE County, Florida, and that the said newspaper has heretofore been continuously published in said ORANGE County, Florida, each day and has been entered as periodicals matter at the post office in ORANGE County, Florida, in said ORANGE County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Marella Green

Marella Green

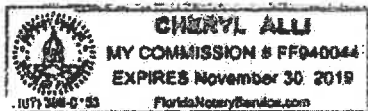
Signature of Affiant

Name of Affiant

Sworn to and subscribed before me on this 1 day of July, 2019,  
by above Affiant, who is personally known to me ( X ) or who has produced identification ( ).

Cheryl Alli

Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped

RECEIVED

JUL 0 8 2019

BY: \_\_\_\_\_

# Orlando Sentinel

MEDIA GROUP

**Sold To:**  
 Dowden West Community Development District - CU00603614  
 135 W Central Blvd, Ste 320  
 Orlando, FL, 32801-2435

**Bill To:**  
 Dowden West Community Development District - CU00603614  
 Attn: Stacie Vanderbilt  
 135 W Central Blvd, Ste 320  
 Orlando, FL, 32801-2435

## DOWDEN WEST COMMUNITY DEVELOPMENT DISTRICT

**NOTICE OF PUBLIC HEARINGS TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2019/2020 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPROVEMENT OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING.**

### Regular Public Hearings and Special Meeting

The Board of Supervisors ("Board") for the Dowden West Community Development District ("District") will hold the following two public hearings and a regular meeting: DATE: July 15, 2019

TIME: 9:00 A.M.

LOCATION: Office of GMB-CP, LLC

135 W. Central Blvd., Suite 320

Orlando, FL 32801

The first public hearing is being held pursuant to Chapter 193, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2019 and ending September 30, 2020 ("Fiscal Year 2019/2020"). The second public hearing is being held pursuant to Chapters 170, 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2019/2020, to consider the adoption of an assessment roll, and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

### Imposition of Assessments

The District imposes O&M Assessments on landfilled property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget and providing the funds necessary to pay debt service on outstanding bonds or reflected in the District's debt service budget. Pursuant to Section 170.07, Florida Statutes, a description of the services to be funded by the O&M Assessments, and the properties to be improved and benefited from the O&M Assessments, are set forth in the Proposed Budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing.

Land Use	Total # of Units / Acres	Proposed O&M Assessment (including collection costs / net by category discounts)
Townhouse	52	\$215.43
40' Lot	39	\$204.21
50' Lot	39	\$450.37
60' Lot	33	\$776.32

The proposed O&M Assessments are stated net of collection costs and early payment discounts, which Orange County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.363(4), Florida Statutes, the late amount shall serve as the "minimum rate" authorized by law for O&M Assessments, such that an assessment owner's, shall be held or notice provided in future years unless the assessment is proposed to be increased or another extension within Section 197.363(4), Florida Statutes, is not. Note that the O&M Assessments do not include any debt service obligations previously levied by the District and due to be collected for Fiscal Year 2019/2020.

For Fiscal Year 2019/2020, the District intends to have the County tax collector collect the assessments imposed on certain developed property, and will directly collect the assessments imposed on the remaining landfilled property by sending out a bill prior to, or during, November 2019. It is important to pay your assessment invoice below to pay well since a lien certificate is placed against the property which may result in loss of title, or the direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect these or other assessments in a different manner at a future time.

### Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the office of the District Manager, located at 135 W. Central Boulevard, Suite 320, Orlando, Florida, FL (407) 941-3226 ("District Manager's Office"), during normal business hours. The public hearings and meetings may be continued to a date, time, and place to be specified on the record at the hearings or meetings. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-455-8771 (TTY) / 1-800-455-8776 (Voice), and ask to connect to the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and

hearings, and may also file written objections with the District Manager's Office within twenty (20) days of publication of this notice. Each person who decides to appeal any decision made by the Board will appear to any matter considered at the public hearings or meetings in person. That person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

George B. Fries  
 Governmental Management Services - Central Florida, LLC  
 District Manager



Map created by  
 P&P-CP&P-1-2019-07-15

OSC 632817 06/28/2019

# AUDIT COMMITTEE MEETING

## SECTION III

# SECTION A



**DOWDEN WEST COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**Annual Audit Services for Fiscal Year 2019**  
Orange County, Florida

**INSTRUCTIONS TO PROPOSE**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Friday, September 6, 2019, at 2:00 P.M.**, at the offices of District Manager, located at 135 W. Central Drive, Suite 320, Orlando, FL 32801. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit seven (7) copies and one (1) electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services- Dowden West Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2019, 2020, 2021, 2022 and 2023. The District intends to enter into five (5) separate one-year agreements.
- E. Provide a proposed schedule for performance of audit.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

## AUDITOR SELECTION EVALUATION CRITERIA

**1. *Ability of Personnel.* (20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

**2. *Proposer's Experience.* (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

**3. *Understanding of Scope of Work.* (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.* (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

**5. *Price.* (20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

# SECTION B

**DOWDEN WEST  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Dowden West Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the Fiscal Year ending September 30, 2019, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Orange County and has a general administrative operating fund and a debt service fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide seven (7) copies and one (1) electronic copy of their proposal to GMS - CF, LLC, District Manager, 135 W. Central Blvd., Suite 320, Orlando, FL 32801, telephone (407) 841-5524, in an envelope marked on the outside "**Auditing Services - Dowden West Community Development District.**" Proposals must be received by **Friday, September 6, 2019, 2:00 P.M.**, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

George S. Flint  
Governmental Management Services - Central Florida, LLC  
District Manager