

*Dowden West Community
Development District*

Agenda

September 21, 2017

AGENDA

Dowden West

Community Development District

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

September 14, 2017

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

Dear Board Members:

The Board of Supervisors of Dowden West Community Development District will meet **Thursday, September 21, 2017 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:

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the August 17, 2017 Meeting
4. Public Hearing
 - A. Consideration of Resolution 2017-24 Adopting the Fiscal Year 2018 Budget and Relating to the Annual Appropriations
5. Consideration of Fiscal Year 2018 Developer Funding Agreement
6. Consideration of Work Authorization 2017-1 from Dewberry
7. 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 Request #4
 - iv. Consideration of Funding Request #5
 - v. Approval of Fiscal Year 2018 Meeting Schedule
8. Supervisor's Requests
9. Other Business
10. Next Meeting Date
11. 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 approval of minutes from the August 17, 2017 meeting. The minutes are enclosed for your review.

The fourth order of business opens the public hearing. Section A is the consideration of Resolution 2017-24 adopting the Fiscal Year 2018 budget and relating to the annual appropriations. A copy of the Resolution and proposed budget are enclosed for your review.

The fifth order of business is the consideration of the Fiscal Year 2018 developer funding agreement. A copy of the agreement is enclosed for your review.

The sixth order of business is the consideration of the Work Authorization 2017-1 from Dewberry. A copy of the authorization is enclosed for your review.

Section C of the seventh order of business is the District Manager's Report. Section 1 includes the check register for approval and Section 2 includes the balance sheet and income statement for review. Section 3 is the ratification of funding request #4 and Section 4 is the consideration of funding request #5. Both funding requests with supporting invoices are enclosed for your review.

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
Rey Malave, Interim District Engineer
Brett Sealy, Underwriter
Mike Williams, Bond Counsel
Stacey Johnson, Trustee
Darrin Mossing, GMS

Enclosures

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 on Thursday, August 17, 2017 at 9:00 a.m. at the Offices of GMS-CF, LLC, 135 W. Central Blvd., Suite 320, Orlando, Florida.

Present and constituting a quorum were:

Andrew Abel	Chairman
Keith Trace	Vice Chairman
Gregory Clark	Assistant Secretary
Thomas Franklin	Assistant Secretary

Also present were:

Jason Showe	District Manager
Andrew d'Adesky	District Counsel
Darrin Mossing, Jr.	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order at 9:00 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the July 20, 2017 Board of Supervisors Meeting and Acceptance of the Minutes of the July 20, 2017 Landowners' Meeting

Mr. Showe: The minutes of the July 20, 2017 Board of Supervisors and landowners' meetings were provided in your agenda package. We can take any corrections or changes at this time.

On MOTION by Mr. Franklin, seconded by Mr. Abel, with all in favor the Minutes of the July 20, 2017 Board of Supervisors were approved and the Minutes of the July 20, 2017 Landowners' Meeting was accepted.

FOURTH ORDER OF BUSINESS

Public Hearings

On MOTION by Mr. Abel, seconded by Mr. Clark, with all in favor, the public hearings were opened.

A. Rules of Procedure

i. Consideration of Resolution 2017-22 Adopting the District's Rules of Procedure

Mr. Showe: This is a Resolution adopting the District's Rules of Procedure, which District Counsel will discuss.

Mr. d'Adesky: Most of these are belt and suspenders, but they are really important suspenders. Lately we have seen a good amount of bid protests in other Districts, from contractors that get frazzled when you get a larger bid. When you're in the neighborhood of \$200,000 to \$300,000, you start getting one or two contracts, and they will come in there and throw in a protest to see if you will settle with them. These are under the Statute and protect us by going through a formal procedure for these certain types of bids that require a bid protest structure. It also specifies the certain types of bids, for example, security services is one that doesn't. The Statutes don't permit it either, so we said that its very clear and they walked away without pushing it any further, which has been great. It also specifies other basic rules, like public records, how to continue meetings and what constitutes a quorum. Many of these things are also mentioned in the Statutes, but it's good to enumerate them in the rules, so it's very clear and straightforward. It also has some language regarding contracts, requiring them to follow all requirements of Florida Law, so as Florida Law changes, it's clear that we are expecting our contractor to follow those updates in the law. For example, I discovered an older contract in another District from the 1990s and it had no public records requirements. Those still are binding, because you adopted Rules of Procedure. We noticed this meeting. They are required to follow and update the law as it changes regarding public records. Once again, we've reviewed these rules. The good thing about working with GMS, is we are experienced working with them.

They use them in other Districts. We reviewed them in other Districts. Every time I go through them, they still look good and are still consistent with Florida Law.

Mr. Showe: We will open it up for any members of the public to provide any comments on the rules. Hearing none, we will return it back to the Board for consideration or any questions you have.

On MOTION by Mr. Abel, seconded by Mr. Clark, with all in favor Resolution 2017-22 Adopting the District's Rules of Procedure was adopted.

B. Uniform Method of Collection

i. Consideration of Resolution 2017-23 Expressing the District's Intent to Utilize the Uniform Method of Collection

Mr. Showe: This is Resolution 2017-23, expressing the District's intent to utilize the uniform method of collection. This is a standard Resolution that we have for all of our Districts that puts in place that, in the future, you will be using the standardized method for collecting assessments, which is typically on the Tax Roll or direct bill, whatever the Board determines at that point, as you go through your budget process. Do you have any additional comments on that, Andrew?

Mr. d'Adesky: It's very standard. Every single District is required to use it. We can either direct bill or end up putting it on the Tax Roll, through the Tax Collector, which will require a separate agreement to collect such fees.

Mr. Showe: We will open it up for any members of the public to provide any comments on the rules. Hearing none, we will return it back to the Board for consideration or any questions you have.

On MOTION by Mr. Abel, seconded by Mr. Franklin, with all in favor Resolution 2017-23 Expressing the District's Intent to Utilize the Uniform Method of Collection was adopted.

On MOTION by Mr. Trace, seconded by Mr. Franklin, with all in favor, the public hearings were closed.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Dewberry to Provide District Engineering Services

Mr. Showe: At the last meeting, you ranked Dewberry, the number one ranked firm and authorized the District to come back with a contract. That’s the contract you see here. I think its standard, and in line with the hourly rates they provided you as part of their bid.

Mr. d’Adesky: I agree. It’s the standard agreement that we have seen with Dewberry in other District’s.

Mr. Abel: Do you agree with all of the terms and conditions?

Mr. d’Adesky: Yes, the terms and conditions are fair and consistent with Florida Law.

On MOTION by Mr. Abel, seconded by Mr. Clark, with all in favor the Agreement with Dewberry to Provide District Engineering Services was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. d’Adesky: Jan had a meeting with the Developer and the Underwriter the other day, to discuss the timing of the bond issuance. We drafted an Acquisition Agreement, which will allow the acquisition of assets before the issuance of bonds, based on the timeline. Let’s say that certain improvements are completed and ready to go and ready to be transferred to the District, we don’t want to hold off on that because of the timing of our financing. Therefore, we prepared a draft agreement. We were considering bringing it in today, but we are actually going to wait until the next meeting so we can have House Counsel look at it to make sure that they are okay with it. This is our standard agreement that we use for all of our Districts. We would like to extend that professional courtesy. We will expect that at the next Board meeting. I don’t anticipate any conveyances in the next month, so it’s not an issue in terms of timing. That’s all I had to report.

B. Engineer

There not being any, the next item followed.

C. District Manager’s Report

i. Consideration of Funding Request #3

Mr. Flint: We have Funding Request #3, for the regular monthly fees.

On MOTION by Mr. Abel, seconded by Mr. Franklin, with all in favor Funding Request #3 was approved.

SEVENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Trace: Did we set future meetings?

EIGHTH ORDER OF BUSINESS

Other Business

There not being any, the next item followed.

NINTH ORDER OF BUSINESS

Next Meeting Date

Mr. Showe: The next meeting is scheduled for September 21, 2017.

Mr. d’Adesky: Tom sent us an Outlook invitation in the last couple of days. Can we receive those earlier? When Stacie sends out the email, can she send out a meeting request at the same time?

Mr. Showe: We will go ahead and have it sent out. Sometimes it’s tricky with different calendars. We will make a note of that. When we provide the meeting schedule for next year, the Board will approve a full schedule for the next year.

TENTH ORDER OF BUSINESS

Adjournment

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

Secretary / Assistant Secretary

Chairman / Vice Chairman

SECTION IV

RESOLUTION 2017-24

THE ANNUAL APPROPRIATION RESOLUTION OF THE DOWDEN WEST COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2017, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Dowden West Community Development District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget (the "Proposed Budget"), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the Board set September 21, 2017, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1, of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

Section 1. Budget

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the District Manager's Proposed Budget, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2017 and/or revised projections for Fiscal Year 2018.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District's Records Office and identified as "The Budget for Dowden West Community Development District for the Fiscal Year Ending September 30, 2018", as adopted by the Board of Supervisors on September 21, 2017.

Section 2. Appropriations

There is hereby appropriated out of the revenues of the Dowden West Community Development District, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, the sum of \$ _____ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND

\$ _____

Section 3. Supplemental Appropriations

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 21st day of September, 2017.

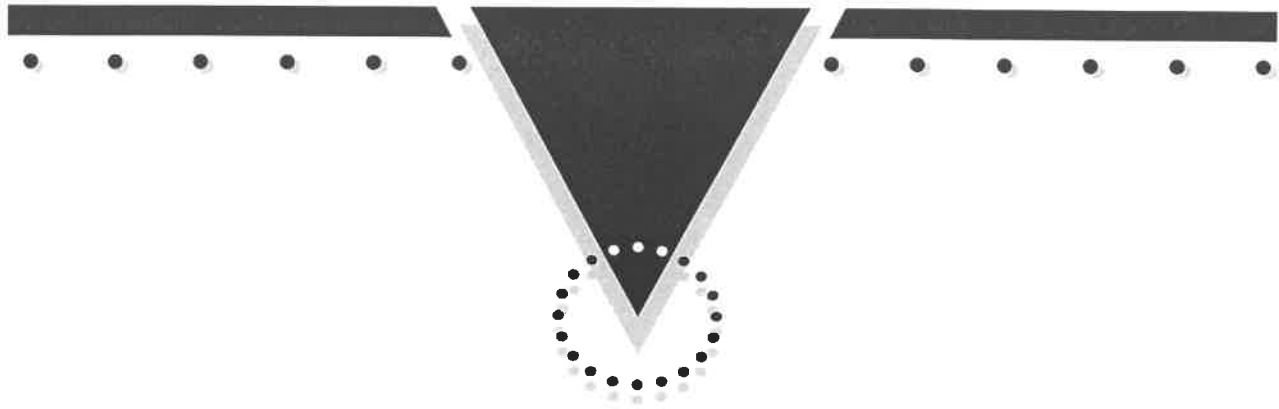
ATTEST:

**BOARD OF SUPERVISORS OF THE
DOWDEN WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____



**Dowden West
Community Development District**

**Proposed Budget
FY 2018**



Table of Contents

1 General Fund

2-3 General Fund Narrative

Dowden West
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2017 *	Proposed Budget FY2018
<u>Revenues</u>		
Developer Contributions	\$36,039	\$92,017
Total Revenues	\$36,039	\$92,017
<u>Expenditures</u>		
<i>Administrative</i>		
Supervisor Fees	\$800	\$4,800
FICA Expense	\$61	\$367
Engineering	\$4,000	\$12,000
Attorney	\$8,333	\$25,000
Management Fees	\$11,667	\$35,000
** Information Technology	\$1,500	\$600
Telephone	\$100	\$300
Postage	\$1,000	\$1,000
Insurance	\$1,722	\$5,150
Printing & Binding	\$1,000	\$1,000
Legal Advertising	\$5,000	\$5,000
Other Current Charges	\$472	\$1,000
Office Supplies	\$208	\$625
Dues, Licenses & Subscriptions	\$175	\$175
Total Expenditures	\$36,039	\$92,017
Excess Revenues/(Expenditures)	\$0	\$0

* FY17 Budget is prorated from June 2017 to September 2017
** FY17 Budget amount includes a one-time website creation fee.

Dowden West
Community Development District
GENERAL FUND BUDGET

REVENUES:

Developer Contributions

The District will enter in to a Funding Agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

Attorney

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Management Fees

The District will incur costs for Management, Accounting and Administrative services during the Fiscal Year.

Dowden West
Community Development District
GENERAL FUND BUDGET

Information Technology

Represents costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Telephone

Telephone and fax machine.

Postage

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability, public official's liability insurance and property insurance coverages.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

SECTION V

Dowden West Community Development District
Fiscal Year 2018 Funding Agreement

This Agreement is made and entered into this 21st day of September 2017, by and between:

Dowden West Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in the City of Orlando, Orange County, Florida (hereinafter "District"), and

Beachline South Residential, LLC a Florida limited liability company, the primary landowner and developer in the District (hereinafter "Developer").

Recitals

WHEREAS, the District was established by Ordinance No. 2017-20 of the City Commission in and for City of Orlando, Florida; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently owns real property within the District, which property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for the Fiscal Year 2018, which year commenced on October 1, 2017, and concludes on September 30, 2018; and

WHEREAS, the budget, which both parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit A**; and

WHEREAS, the District will need a funding mechanism to enable it to proceed with its operations and services during the Fiscal Year 2018 as described in **Exhibit A**; and

WHEREAS, the Developer desires to provide such funds as are necessary to allow the District to proceed with its operations for Fiscal Year 2018 as described in **Exhibit A**, and as may be amended from time to time by the District.

NOW, therefore, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Developer agrees to make available to the District the monies necessary for the operation of the District as called for in the budget attached hereto as **Exhibit A** (as finalized and amended from time to time), within thirty (30) days of written request by the District. The funds shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District.

2. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

3. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

4. This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld.

5. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance and specifically including the ability of the District to enforce any and all payment obligations under this Agreement through the imposition and enforcement of a contractual or other lien on property owned by the Developer.

6. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

7. This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

8. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

9. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

10. The Agreement shall take effect as of October 1, 2017.

In witness whereof, the parties execute this agreement the day and year first written above.

Attest:

**Dowden West Community
Development District**

Secretary

Chair, Board of Supervisors

Witnesses:

Beachline South Residential, LLC
a Florida limited liability company

By: **Land Innovations, LLC** a Florida
limited liability company

[Print Name]

By: **Primo Land, LLC** a Florida
limited liability company

[Print Name]

By: _____
Jay A. Thompson, its Manager

Exhibit A: Fiscal Year 2018 Budget

SECTION VI



Dewberry Engineers Inc. | 407.843.5120
800 N. Magnolia Ave, Suite 1000 | 407.649.8664 fax
Orlando, FL 32803 | www.dewberry.com

Sent Via Email: gflint@gmscfl.com

September 12, 2017

Dowden West Community Development District
Attention: George Flint, District Manager - GMS
135 West Central Boulevard
Suite 320
Orlando, Florida 32801

**Subject: Work Authorization Number 2017-1
Dowden West Community Development District
District Engineer Agreement
City of Orlando, Orange County, Florida**

Dear Chairman, Board of Supervisors:

Dewberry Engineers Inc. is pleased to submit this work authorization to provide general engineering services for the Dowden West Community Development District. We will provide these services pursuant to our current agreement ("Engineering Agreement") as follows:

I. Scope of Work

Dowden West Community Development District ("District") will engage the services of Dewberry Engineers Inc. (Engineer) as District Engineer to perform those services as necessary, pursuant to the Engineering Agreement, including attendance at Board of Supervisors meetings and preparation of reports or other activities as directed by the District's Board of Supervisors.

II. Fees

The District will compensate the Engineer pursuant to the hourly rate schedule contained in the Engineering Agreement in the amount of \$12,000. The District will reimburse the Engineer all direct costs, which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Engineering Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the District and the Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to Aimee Powell, Administrative Assistant in our Orlando office at 800 N. Magnolia Avenue, Suite 1000, Orlando, Florida 32803 (or via email at apowell@dewberry.com). Upon receipt, we will promptly schedule our services.

Mr. George Flint
Dowden West CDD
September 12, 2017

Thank you for considering Dewberry Engineers Inc. We look forward to helping you create a quality project.

Sincerely,



Reinardo Malavè, P.E.
Associate Vice President

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Dowden West Community Development District

Date: _____

SECTION VII

1

Dowden West Community Development District

Summary of Checks

August 1, 2017 to September 14, 2017

Bank	Date	Check No.'s	Amount
General Fund	8/22/17	1-2	\$ 3,796.95
	9/14/17	3	\$ 1,325.00
			\$ 5,121.95
Payroll	Thomas O Franklin	50001	\$ 554.10
			\$ 554.10
			\$ 5,676.05

CHECK DATE	VEND#	INVOICE DATE	INVOICE YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT
8/22/17	00003	8/02/17	P-2017-0	201708	310-51300-45000	INSURANCE-FY17	EGIS INSURANCE ADVISORS, LLC	*	1,480.00	1,480.00 000001
8/22/17	00004	6/25/17	00330580	201706	310-51300-48000	NOTICE OF MEETING		*	245.67	
		7/09/17	00332492	201707	310-51300-48000	NOTICE OF MEETING		*	1,322.52	
		7/31/17	00334326	201707	310-51300-31500	NOTICE OF RULE DEVELOPMEN		*	222.50	
		7/31/17	00334326	201707	310-51300-31500	NOTICE OF PUBLIC HEARING		*	526.26	
							ORLANDO SENTINEL			2,316.95 000002
9/14/17	00004	8/31/17	00336710	201708	310-51300-48000	NTC NON-AD VALOREM ASESSM		*	1,325.00	
							ORLANDO SENTINEL			1,325.00 000003

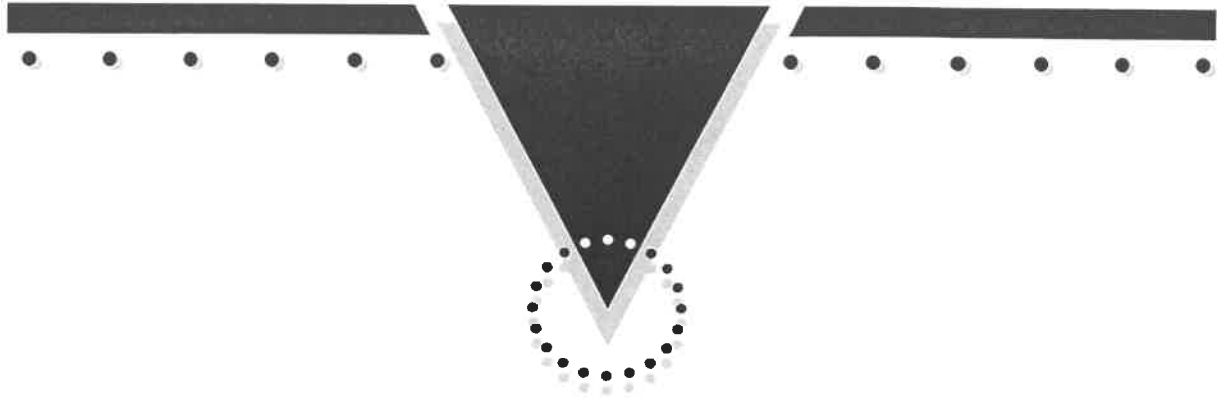
TOTAL FOR BANK A 5,121.95

TOTAL FOR REGISTER 5,121.95

DOWD DOWDEN WEST KCOSTA

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DOWDEN WEST
Community Development District

Unaudited Financial Reporting

August 31, 2017



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1	<hr/> Balance Sheet
2	<hr/> General Fund Income Statement
3	<hr/> Month to Month
4	<hr/> Developer Contribution Schedule

DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
August 31, 2017

	<u>General Fund</u>
<u>ASSETS:</u>	
CASH	\$7,279
DUE FROM DEVELOPER	\$14,184
TOTAL ASSETS	<u>\$21,463</u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$10,738
DEFERRED REVENUE	\$5,000
<u>FUND EQUITY:</u>	
FUND BALANCES:	
UNASSIGNED	\$5,724
TOTAL LIABILITIES & FUND EQUITY	<u>\$21,463</u>

DOWDEN WEST

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending August 31, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 08/31/17	ACTUAL THRU 08/31/17	VARIANCE
<u>REVENUES:</u>				
DEVELOPER CONTRIBUTIONS	\$36,039	\$27,029	\$20,906	(\$6,123)
TOTAL REVENUES	\$36,039	\$27,029	\$20,906	(\$6,123)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
SUPERVISOR FEES	\$800	\$600	\$600	\$0
FICA PAYABLE	\$61	\$46	\$46	\$0
ENGINEERING	\$4,000	\$3,000	\$0	\$3,000
ATTORNEY	\$8,333	\$6,250	\$2,906	\$3,344
MANAGEMENT FEES	\$11,667	\$8,750	\$7,389	\$1,361
INFORMATION TECHNOLOGY	\$1,500	\$1,125	\$0	\$1,125
TELEPHONE	\$100	\$75	\$6	\$69
POSTAGE	\$1,000	\$750	\$12	\$738
INSURANCE	\$1,722	\$1,722	\$1,480	\$242
PRINTING & BINDING	\$1,000	\$750	\$161	\$589
LEGAL ADVERTISING	\$5,000	\$3,750	\$2,581	\$1,169
OTHER CURRENT CHARGES	\$472	\$354	\$0	\$354
OFFICE SUPPLIES	\$208	\$156	\$1	\$155
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$175	\$0	\$175
TOTAL EXPENDITURES	\$36,039	\$27,503	\$15,181	\$12,322
EXCESS REVENUES (EXPENDITURES)	\$0		\$5,724	
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	\$0		\$5,724	

**DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	TOTAL
REVENUES:													
DEVELOPER CONTRIBUTIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,722	\$4,620	\$4,564	\$0	\$20,906
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,722	\$4,620	\$4,564	\$0	\$20,906
EXPENDITURES:													
ADMINISTRATIVE													
SUPERVISOR FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$600
FICA EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46	\$0	\$46
ENGINEERING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ATTORNEY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,158	\$748	\$0	\$0	\$2,906
MANAGEMENT FEES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,556	\$2,917	\$0	\$0	\$7,389
INFORMATION TECHNOLOGY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6	\$0	\$6
POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11	\$0	\$0	\$12
INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,480	\$0	\$1,480
PRINTING & BINDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$135	\$25	\$0	\$161
LEGAL ADVERTISING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$246	\$2,071	\$264	\$0	\$2,581
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	\$1	\$0	\$0	\$1
DUES, LICENSES & SUBSCRIPTIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,959	\$5,864	\$5,339	\$0	\$15,161
EXCESS REVENUES (EXPENDITURES)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,763	(\$1,264)	(\$775)	\$0	\$5,724

DOWDEN WEST
 COMMUNITY DEVELOPMENT DISTRICT
 DEVELOPER CONTRIBUTIONS/DUE FROM DEVELOPER

FUNDING REQUEST #	PREPARED DATE	PAYMENT RECEIVED DATE	CHECK AMOUNT	TOTAL FUNDING REQUEST	GENERAL FUND PORTION (FY17)	GENERAL FUND PORTION (FY18)	DUE FROM CAPITAL	OVER AND (SHORT) BALANCE DUE
1	6/15/17	7/20/17	\$ 11,722.00	\$ 11,722.00	\$ 11,722.00	\$ -	\$ -	\$ -
2	7/14/17		\$ -	\$ 4,619.79	\$ 4,619.79	\$ -	\$ -	\$ 4,619.79
3	8/17/17		\$ -	\$ 4,563.71	\$ 4,563.71	\$ -	\$ -	\$ 4,563.71
4	8/26/17		\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
DUE FROM DEVELOPER				\$ 25,905.50	\$ 20,905.50	\$ 5,000.00	\$ -	\$ 14,183.50

TOTAL DEVELOPER CONTRIBUTIONS FY17
\$ 20,905.50

**Dowden West
Community Development District**

**FY17 Funding Request #4
August 29, 2017**

Payee	General Fund FY2018
1 Egis Insurance Advisors, LLC Inv# 5953 - Fiscal Year 2018 Insurance Premium	\$ 5,000.00
<hr/>	
Total:	\$ 5,000.00

Please make check payable to:

Dowden West Community Development District
1412 South Narcoosse Road
St. Cloud, Florida 34771



INVOICE

Customer	Dowden West Community Development District	744
Date	08/25/2017	
Customer Service	Kristina Rudez	
Page	1 of 1	

Dowden West Community Development District
 c/o Governmental Management Services-CF, LLC
 135 W. Central Blvd, Suite 320
 Orlando, FL 32801

Payment Information	
Invoice Summary	5,000.00
Payment Amount	
Payment for:	Invoice#5953
100117313	

Thank You

Please detach and return with payment



Customer: Dowden West Community Development District

Invoice	Effective	Transaction	Description	Amount
5953	10/01/2017	Renew policy	Policy #100117313 10/01/2017-10/01/2018 Florida Insurance Alliance POL,EPLI,EBL,Herb & Pest - Renew policy Due Date: 9/24/2017	5,000.00
				Total
				5,000.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
 Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	(321)320-7665	Date
	cbtner@egisadvisors.com	08/25/2017

Dowden West
Community Development District

FY17 Funding Request #5
September 21, 2017

	Payee		General Fund
1	Supervisor Fees August 17, 2017 Tom Franklin	\$	215.30
			<hr/>
		Total:	\$ 215.30

Please make check payable to:

Dowden West Community Development District
1412 South Narcoossee Road
St. Cloud, Florida 34771

**NOTICE OF MEETING DATES
DOWDEN WEST
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the *Dowden West Community Development District* will hold their regularly scheduled public meetings for **Fiscal Year 2018** at **9:00 am at the Offices of GMS-CF, LLC, 135 W. Central Blvd., Suite 320, Orlando, FL 32801**, on the third Thursday of each month as follows:

October 19, 2017
November 16, 2017
December 21, 2017
January 18, 2018
February 15, 2018
March 15, 2018
April 19, 2018
May 17, 2018
June 21, 2018
July 19, 2018
August 16, 2018
September 20, 2018

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager at 135 W. Central Blvd., Suite 320, Orlando, FL 32801.

The meetings may be continued to a date, time, and place as evidenced by motion of the majority of Board Members participating at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodation to participate in these meetings is asked to advise the District Office at (407) 841-5524 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service (800) 955-8770, who can aid you in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the 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 S. Flint
Governmental Management Services - Central Florida, LLC
District Manager