

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, December 17, 2020 at 9:00 a.m. in the offices of GMS-CF, LLC, 219 E. Livingston Street, 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
Kristen Trucco	District Counsel
Robert 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 Individual to Fill the Board Vacancy with a Term Ending November 2021**
- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Consideration of Resolution 2021-02 Electing an Assistant Secretary**

This item was deferred.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the September 17, 2020 Meeting

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the minutes of the September 17, 2020 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Lighting Agreement with OUC for Portion of Village N-14

Mr. Flint: This is for the streetlight lease for that section of the development.

On MOTION by Mr. Clark seconded by Mr. Franklin with all in favor the lighting agreement with OUC for a portion of Village N-14 was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-01 Accepting the Conveyance of Improvements in Phase N-14

Mr. Flint: Next is a resolution accepting the conveyance of improvements in the Phase N-14 section of the development.

Ms. Trucco: This resolution is for the transfer of utilities in Phase N-14 from the developer to the district and from the district to Orange County. This is consistent with the original construction and all other phases of the community. To effectuate the transfer, we have two bills of sale, one from the developer to the district and one from district to Orange County, we also have an agreement regarding taxes, and owner’s affidavit certifying there are no encumbrances or outstanding taxes on the property that would prohibit the transfer. There is also the district engineer’s certificate certifying he has reviewed the conveyance and it is in accordance with all bond documents and that the utilities are up to code standard for the transfer to happen. They are still working on deciphering the exact utilities to be included and we are looking for a motion to approve the resolution subject the district engineer’s final signoff of the transfer.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor Resolution 2021-01 was approved subject to the engineer’s final signoff of the transfer.

SEVENTH ORDER OF BUSINESS

Consideration of Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser

Mr. Flint: Next is an agreement with the Orange County property appraiser regarding the inclusion of the district’s assessments on the tax bill. This agreement is required by statute and the fees that are charged in relation to this are set by law. We don’t have an ability to negotiate this. This one invoices a fee of \$1 per parcel and they can charge per parcel or a percentage up to 2%.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the non-ad valorem assessment administration agreement with the Orange County property appraiser was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Partial Release of Lien for Special Assessments and Delegation of Authority to Execute

Mr. Flint: Next is a partial release of lien for special assessments. This is on a utility easement for Orange County. Orange County is requiring this release; technically, it wouldn't be subject to assessments, but it doesn't hurt to have the release approved. I would ask that it be approved subject to the correction of the GMS entity listed in here.

On MOTION by Mr. Clark seconded by Mr. Franklin with all in favor the partial release of lien for special assessments and delegation of authority to execute by the Chairman was approved subject to the correction of the GMS entity listed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Johnson: N-14 and N-1BE are under construction and we will start working with staff on doing some conveyances.

C. Manager

i. Approval of Check Register

Mr. Flint presented the check register from October 1, 2020 through December 10, 2020 in the amount of \$185,951.60.

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.

TENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Bell: What is the status of the interlocal with the City on Dowden Road?

Ms. Trucco: They are still reviewing it and I will follow-up with them today.

Mr. Flint: We will also be carving out that section in Dowden Road that is now fronting Storey Park CDD, now that they have expanded their boundaries. The Storey Park CDD will be getting a proposal from their landscaping contractor and we will be contacting the Dowden West contractor to get a change order to pull that area out. They didn't budget for it, but they understand it is going to be their responsibility.

Mr. Bell: Will they be maintaining the pond to the east of that?

Mr. Flint: One of those ponds is actually on MPP's property and Storey Park won't be able to maintain that.

Mr. Bell: That has been conveyed to the city via plat.

Mr. Clark: It may have been dedicated but not conveyed.

Ms. Trucco: We always recommend that you need to effectuate it.

Mr. Flint: I can look at that with you. I know that Randal Park CDD farther west maintains a small stormwater pond that takes runoff from Dowden Road.

Mr. Clark: The developer's agreement requires those things to be deeded and I don't think they have been deeded.

Mr. Bell: I will follow-up.

ELEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Next Meeting Date

Mr. Flint: The next meeting date is January 21, 2021 and if we have business we will meet and if not I will reach out to the Chair and cancel if needed.

On MOTION by Mr. Franklin seconded by Mr. Clark with all in favor the meeting adjourned at 9:13 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman