

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, February 17, 2022 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
Gregory Clark	Assistant Secretary
Connie Luong	Assistant Secretary

Also present were:

George Flint	District Manger
Kristen Trucco	District Counsel
Peter Armans <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager

**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. Administration of Oath of Office to Newly Elected Board Members**

Mr. Flint: I administered the Oath of Office to Mr. Bell and Mr. Clark prior to the meeting.

**B. Consideration of Resolution 2022-01 Canvassing and Certifying the Results of the Landowners' Election**

Mr. Flint: Resolution 2022-01 canvasses and certifies the results of the landowners' election and Mr. Bell and Mr. Clark both received 250 votes and will serve four-year terms and there was no one nominated for the third spot and that is currently vacant until the Board appoints someone to that position.

On MOTION by Mr. Bell, seconded by Mr. Clark, with all in favor, Resolution 2022-01 Canvassing a Certifying the Results of the Landowners' Election, was approved.

**C. Consideration of Resolution 2022-02 Electing Officers**

Mr. Flint: The statutes require that each time there is an election the Board consider officers and you have been provided Resolution 2022-02. Currently Mr. Bell is the Chairman, Mr. Franklin is Vice Chair, Mr. Clark and Ms. Luong are Assistant Secretaries, I am Secretary, Jill Burns is Treasurer and Katie Costa is Assistant Treasurer. We can take each office individually or if the Board wants to make a motion for a slate, we can handle it in one motion.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor Resolution 2022-02 Electing Officers with Mr. Bell as Chairman, Ms. Luong as Vice Chair, Mr. Franklin and Mr. Clark as Assistant Secretaries, Mr. Flint as Secretary, Jill Burns as Treasurer, and Katie Costa as Assistant Treasurer, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 21, 2021 Meeting and Acceptance of Minutes of the November 18, 2021 Landowners' Meeting**

On MOTION by Mr. Clark, seconded by Mr. Bell, with all in favor, the Minutes of the October 21, 2021 meeting were approved as presented and the Minutes of the November 18, 2021 landowners' meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Ratification of Series 2018 Requisitions #8 - #9**

Mr. Flint: Requisition #8 was for solar lighting for \$36,192 and requisition #9 was for \$300 to Dewberry Engineers, Inc. Those were submitted to the Trustee and paid and we are asking the Board to ratify those requisitions.

On MOTION by Mr. Bell, seconded by Mr. Clark, with all in favor, Series 2018 Requisitions #8 and #9, were ratified.

**SIXTH ORDER OF BUSINESS**

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

Mr. Flint: Next is an agreement with the Orange County Property Appraiser for the non-ad valorem assessment administration; this allows us to use the tax bills as the collection method for the debt and O&M assessments. The statutes require that we enter into an agreement, the fees and terms are dictated by the Statutes. It is the same form you have seen in the past.

On MOTION by Mr. Clark, seconded by Mr. Bell, with all in favor, the Non-ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Conveyance of Real Property and Improvements from Beachline South Residential, LLC to the District**

Ms. Trucco: This relates to the conveyance of property and improvements in four plats and the exact tracts are specified in the attachments to the resolution. These conveyances were contemplated by the original development plan, the District included the recorded plats and this resolution will approve the conveyance of those real property tracts and improvements from the developer to the District and delegate authority to the Chair and District staff to take any actions necessary to effectuate those conveyances. Attached to the resolution are the conveyance documents: a Special Warranty Deed, Bill of Sale, an agreement regarding taxes, an Owner’s Affidavit, a certificate of the District Engineer that the real property tracts and improvements have received all permits and government approvals necessary for the District to own and maintain those. We have ordered title and are waiting for the title work to come back to confirm there are no encumbrances on these real property tracts before we take them and the District Engineer is also reviewing.

On MOTION by Mr. Bell, seconded by Mr. Clark, with all in favor, Resolution 2022-03 approving the acceptance of real property and improvements from Beachline South Residential, LLC was approved subject to District staff sign-off.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

**i. Consideration of Work Authorization 2022-01**

On MOTION by Mr. Bell, seconded by Mr. Clark, with all in favor, work authorization 2022-01 with Dewberry Engineers, Inc. for general engineering services in an amount not to exceed \$12,000, was approved.

**ii. Consideration of Proposal for Preparation of Stormwater Management System Report**

Mr. Flint: There was a memo prepared previously by Counsel that described the requirements under the new legislation and it applies to all government entities including special Districts that operate stormwater systems and wastewater systems. We don't operate a wastewater system but on the stormwater system there is a report that has to be filed by June 30<sup>th</sup>. There is a scope required as well as schedules that have been provided by the state. We asked the District Engineer to prepare a proposal for preparation of that report and the fee they are proposing is in my experience compared to other districts reasonable and consistent or lower than many of the other proposals. Part of that is the fact that the District is fairly new and hopefully the information will be able to be pulled together fairly reasonably.

On MOTION by Mr. Clark, seconded by Mr. Bell, with all in favor, the Work Authorization 2022-02 from Dewberry in the amount of \$10,000 plus direct expenses, was approved.

**C. District Manager's Report**

**i. Approval of Check Register**

On MOTION by Mr. Bell, 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. Presentation of Arbitrage Rebate Calculation Report**

Mr. Flint: The arbitrage rebate calculation report for the series 2018 bonds is included in the agenda package and is required by the IRS that the District do this calculation and we contract with Amtec to do it and there is a negative \$451,000 rebatable arbitrage so that means there are no issues with arbitrage.

On MOTION by Mr. Bell, seconded by Mr. Clark, with all in favor, the arbitrage rebate calculation report was accepted.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Other Business**

Mr. Bell: The bollard lights were held up at the Port of Los Angeles for about six weeks and they landed in Central Florida earlier this week and I anticipate installation in the next week or two.

**ELEVENTH ORDER OF BUSINESS**


**Next Meeting Date**

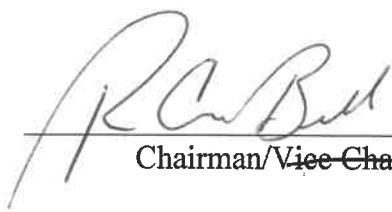
Mr. Flint: The next meeting is March 17, 2022 at 9:00 a.m. in this location.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Bell, seconded by Mr. Clark, with all in favor, the meeting adjourned at 9:17 a.m.

  
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Secretary/Assistant Secretary

  
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Chairman/~~Vice Chairman~~