

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, April 21, 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
Connie Luong	Vice Chairperson
Tom Franklin	Assistant Secretary
Gregory Clark	Assistant Secretary

Also present were:

George Flint	District Manger
Kristen Trucco	District Counsel
Peter Armans	District Engineer by phone
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. Appointment of Individual to Fill the Board Vacancy with a Term Ending November 2023**
- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Consideration of Resolution 2022-05 Electing an Assistant Secretary**

This item tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the February 17, 2022 Meeting

Mr. Clark joined the meeting at this time.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the minutes of the February 17, 2022 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04
Approving the Proposed Fiscal Year 2023
Budget and Setting a Public Hearing**

Mr. Flint: Item five is Resolution 2022-04 approving a proposed budget and setting the date, place and time for the public hearing. The Board is required to approve a proposed budget by June 15th each year and set the date of the public hearing for its final consideration. Exhibit A to Resolution 2022-04 is the proposed budget and we are recommending the public hearing be set for July 21, 2022 at 9:00 a.m. in this location. I ask that the resolution be approved in substantial form because it may need to be modified because the proposed budget does include a recommended increase in the per unit assessment amount, which will require that we do a mailed notice in advance of the public hearing.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2022-04 was approved in substantial form.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Armans: I just got the letter from the landscape architect saying that the tracts to be conveyed are ready so we will be signing that certification soon.

The other thing is we are working on the 20-year needs analysis and part of that project is to forecast population in five-year increments so that is going to be highly dependent on the construction progress and conveyance to the CDD. How can we get an estimate in five-year increments of how much would be turned over to the CDD and potentially occupied homes?

Mr. Flint: I think on that requirement it says that if we are a subset of a city that we provide a GIS shapefile, we don't need to provide the projections. We don't coincide with the census track, and we can go back and look at that language but I think in the instructions it says to provide a shapefile. If we need to provide projections, we can work with you on that. I will forward you an email from the State Department of Natural Resources that provided some of these instructions.

C. Manager

i. Approval of Check Register

Mr. Flint presented the check register from February 1, 2022 through March 31, 2022 in the amount of \$174,744.89.

On MOTION by Mr. Franklin seconded by Mr. Bell 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. No Board action was required.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Next Meeting Date

Mr. Flint: The next meeting is May 19, 2022 in this location. We have the proposed budget on the July 21st meeting so we will review May 19th and June 16th and get with the Chair if there is no business, we can cancel those. We will have to submit the stormwater needs report by the end of June but I'm not sure it needs to be accepted by the Board before we transmit it.

On MOTION by Mr. Bell seconded by Mr. Clark with all in favor the meeting adjourned at 9:10 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman