

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, November 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
Gabe Madlang	Vice Chairperson
Tom Franklin	Assistant Secretary
Dane Hamilton	Assistant Secretary

Also present were:

Jason Showe	District Manager
Jay Lazarovich	District Counsel
Peter Armans <i>by telephone</i>	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe 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 Gregory Clark in Seat # 3

Mr. Showe stated we received Mr. Clark's resignation and included it as part of your agenda package.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Gregory Clark's resignation was accepted.

B. Appointment of Individual to Fill Seat #2 with a Term Ending November 2023

This item tabled.

C. Appointment of Individual to Seat #3 to fill the Board Vacancy with a term Ending November 2025

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Dane Hamilton was appointed to fill the vacancy in Seat 3 with a term ending November 2025.

D. Administration of Oath of Office to Newly Appointed Board Members

Mr. Showe being a Notary Public of the State of Florida administered the Oath of Office to Mr. Hamilton.

Mr. Showe gave an overview of the new supervisor information packet that included the Form 1: Statement of Financial Interests, Form 1F, Sunshine Law and public records law.

E. Consideration of Resolution 2023-01 Electing an Assistant Secretary

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Resolution 2023-01 designating Mr. Hamilton as an Assistant Secretary was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 21, 2022 Meeting

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the minutes of the July 21, 2022 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Ratification of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2022

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor execution of the engagement letter with Berger Toombs to perform the Fiscal Year 2022 audit was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-02 Approving the Conveyance of Real Property and Improvements

Mr. Lazarovich: Resolution 2023-02 approves the conveyance of tracts that were left in Starwood Phase N1B North and N1B South and N1C. The documents are the special warranty deed, bill of sale transferring real property and improvements and an agreement regarding taxes and owner’s affidavit, which is a contract between the owner and the District that there are no encumbrances or liens affecting the District’s ability to own the property, and a certificate of the

District Engineer. We are still working with the Engineer on these tracts, they are almost finalized so these documents are in substantially final form subject to District Counsel and District Engineer sign off.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2023-02 was approved in substantial form subject to District Counsel and District Engineer final signoff.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Lazarovich: For the last few months we have been working on finalizing the lift station conveyance. As of the 15th those documents were recorded so that conveyance is completely done now.

B. Engineer

Mr. Armans: Tract K is a big pond and has been approved by the water management district and can be conveyed to the CDD.

C. Manager

i. Approval of Check Register

Mr. Showe presented the check register from July 13, 2022 through November 4, 2022 in the amount of \$91,851.51.

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.

iii. Ratification of FY23 Funding Requests #1 - #3

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor FY23 funding requests #1 - #3 were ratified.

D. Field Manager

Mr. Scheerer: We fared pretty well with the hurricane, there were a few minor items that were repaired relatively quickly.

A resident at 11837 Sunsail near the new Phase 2 pond has contracted me about a midge issue. I informed her that it is a new pond under construction, they are still building around there and that we currently have no funding for midge control in any of the ponds within the District. I told her I would bring that to the Board's attention. They are probably going to be turning that pond over to the District soon and it will be mowed and maintained on a regular basis as well as the aquatics will be treated for invasive vegetation. We don't have midge protocols in place and no funding in the budget for that.

Mr. Franklin: Have you had that problem in other Districts?

Mr. Scheerer: There is a District in St. Cloud and we had one pond, newly constructed, surrounded by a wetland and a preserve and we had some problems with that.

Mr. Madlang: Could this be exasperated by the inordinate amount of rain we have had?

Mr. Scheer: Yes, we had two hurricanes that brought a lot of rain.

Mr. Bell: Monitor the situation and if it persists, we can get pricing.

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. Showe: Our next meeting is scheduled for December 15, 2022.

ELEVENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman