

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, March 16, 2023 at 9:00 a.m. in the offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum were:

|               |                     |
|---------------|---------------------|
| 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 phone</i> | District Engineer |

**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. 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 2023-04 Electing an Assistant Secretary**
- This item tabled.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 16, 2023 Meeting**

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| On MOTION by Mr. Franklin seconded by Mr. Madlang with all in favor the minutes of the February 16, 2023 meeting were approved as presented. |
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**FIFTH ORDER OF BUSINESS**

**Ratification of Acknowledgement and Consent Regarding the Stormwater Management System**

Mr. Lazarovich: The city reached out to us regarding an encroachment for N-1C and after discussion with our engineer, we were able to enter into this agreement saying that once all the stormwater management system is complete it will be transferred to the CDD.

On MOTION by Mr. Madlang seconded by Mr. Franklin with all in favor execution of the acknowledgement and consent regarding the stormwater management system for N-1C was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04 Approving the Conveyance of Real Property and improvements**

Mr. Lazarovich: We had nine tracts between N-1B south and N-1C that we were waiting to have repaired or constructed fully and we were notified that everything is now complete and this is conveyance of those last few tracts subject to District sign-off. We are waiting on notice of termination of Tract O and once we have that, we can record the deed.

On MOTION by Mr. Franklin seconded by Mr. Madlang with all in favor Resolution 2023-04 Approving the Conveyance of Real Property and improvements was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Armans: We are working with the water management district to get a letter saying that in the future we anticipate taking on more stormwater that is going to be CDD for future phases.

We did a drive through of the tracts that are slated for conveyance and we have some minor items that we want addressed before we sign the certificate. We will be working with the attorney and developer on that.

**C. Manager**

**i. Approval of Check Register**

Mr. Showe presented the check register from February 4, 2023 through March 3, 2023 in the amount of \$31,598.98.

On MOTION by Mr. Madlang seconded by Mr. Franklin 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.

**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 stated the next scheduled meeting will be held April 20, 2023.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Franklin seconded by Mr. Madlang with all in favor the meeting adjourned at 9:05 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman