

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 20, 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:

Chuck Bell	Chairman
Gabe Madlang	Vice Chairperson
Dane Hamilton	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	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. Appointment of Individual to Seat 2 with a Term Ending November 2023**
  - B. Administration of Oath of Office to Newly Appointed Board Member**
  - C. Consideration of Resolution 2023-06 Electing an Assistant Secretary**
- Items A through C were tabled to a future meeting.

**FOURTH ORDER OF BUSINESS**

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

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the minutes of the March 16, 2023 meeting were approved, as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Fiscal Year 2023 Deficit Funding Agreement**

Mr. Showe: This deficit funding agreement has been approved by Mattamy and the chair and we are looking for ratification.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the Fiscal Year 2023 Deficit Funding Agreement was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing**

Mr. Showe: Resolution 2023-05 is included in the agenda package, we tentatively set the budget hearing date for July 20<sup>th</sup>. The public hearing is set for this office but since we are looking at a hefty assessment increase and will have to send out mailed notice to all property owners, we will seek an alternate location for that meeting. We will also transmit this resolution and approved budget to the City of Orlando and Orange County at least 60 days prior to the public hearing. Alan has worked with the developer so that we have all the areas that will come to the District over the next 12 to 15 months are included in this proposed budget. We are going to add midge control into the proposed budget before it gets finalized. That cost is about \$28,000 per year.

Mr. Scheerer: We received a great email from Tanner that included streetlight estimates, upcoming north/south road phase 2, east/west collector road and the Dowden Road extension, some additional stormwater ponds. We also received a count for all the streetlights, east/west Phase 1 and Phase 2, Dowden Road segments 4 and 5, and five streetlights on the north/south road. Hopefully, those numbers will stay the same as to the monthly cost. We also received the same for any additional ponds in the north/south road Meridian Park and 4 and 5 in the east/west roads along with the landscaping. We worked with Yellowstone Landscaping and Mattamy. There were some questions that were answered during that process to make sure we were covering all those areas and I believe we have them all captured and they are using pricing from your current landscape contract. We are going to add the midge control monthly for the current six ponds.

Mr. Showe: We are looking at assessment increases from about \$870 to \$2,100 depending on the size of the home once we add the midge control. Pages 3 – 8 is the narrative and we have broken down the streetlights, lake maintenance and landscape maintenance by phase.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Resolution 2023-05 Approving the Proposed Fiscal Year 2024 Budget and Setting a Public Hearing was approved as amended with the midge control, new unit counts and finding an alternate location for the public hearing.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco: The N1B South and N1C conveyance documents are drafted and they are undergoing review by Mattamy and the engineer's certificate is under review by Peter. We will bring those to the Board for ratification once they are executed. Also the conveyance documents for the east/west connector utilities have been drafted and are with Mattamy's counsel for review currently. There was some discussion about transferring tract EW1, we are waiting for the recorded plat.

**B. Engineer**

Mr. Armans: We are working with Tanner on the repairs before we finalize certification. He has sent me a schedule that all the repairs are starting this week and should be completed within the next week or two. Once those are complete, we will do a quick drive by as needed and move forward with the certification.

**C. Manager**

**i. Approval of Check Register**

Mr. Showe presented the check register from March 4, 2023 through April 7, 2023 in the amount of \$50,112.31.

On MOTION by Mr. Bell seconded by Mr. Madlang 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. Designating November 16, 2023 as the Landowners' Meeting Date**

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor November 16, 2023 was designated as the Landowners' meeting date.

**iv. Field Report**

Mr. Scheerer: We finally got a company to come out and provide a price to repair the solar panel that was down on Dowden Road. We authorized and I spoke to Tanner about it briefly and they are getting that on the schedule. Also, there is a small depression in Longship Alley right before a box drain. I had All Terrain Tractor come out and look at it and their initial estimate was \$15,000 so I reached out to Doug Beasley and they gave me a price of \$1,300 to TV the line to see what is going on and if there is no damage to the pipe just a problem with the alleyway, they gave me a price to fix that. We are going to authorize TVing the line if the Board is okay with that so we can see what is going in. We continue to meet with Yellowstone, waiting as long as possible to relocate the trees on Founders because we want them as healthy as possible to relocate.

**EIGHTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Other Business**

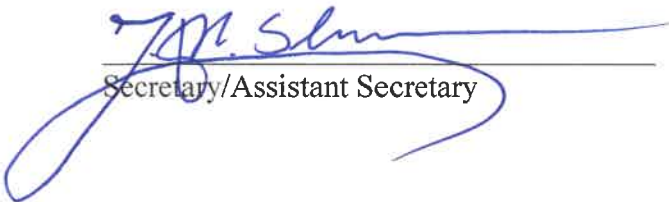
There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Meeting Date**

Mr. Showe: The next meeting date is May 18, 2023.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the meeting adjourned at 9:23 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman