

MIINUTES 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, May 18, 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
Ray Malave <i>by phone</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 Fill Seat 2 with a Term Ending November 2023**
- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Consideration of Resolution 2023-08 Electing an Assistant Secretary**

Items A through C were tabled to a future meeting agenda.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the April 20, 2023 Meeting**

On MOTION by Mr. Madlang seconded by Mr. Bell with all in favor the minutes of the April 20, 2023 meeting were approved, as presented.
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**FIFTH ORDER OF BUSINESS**

**Ratification of Conveyance of Real Property and Infrastructure Improvements**

**A. Resolution 2023-06 – Utilities Conveyance from Developer to District and District to Orange County**

Ms. Trucco: Resolution 2023-06 ratifies the conveyance of certain utilities from Beachline South Residential, LLC to the District and then from the District to Orange County. Specifically, the systems we are transferring is the water, reclaimed and sanitary sewer systems. The improvements are specifically stated in the attachments to the conveyance documents. These utilities are located in the East West Connector Road plat. Following the resolution is the bill of sale from Beachline to the CDD and one from the CDD to Orange County, Owners Affidavit, Agreement Regarding Taxes and the Certificate of District Engineer.

On MOTION by Mr. Madlang seconded by Mr. Bell with all in favor Resolution 2023-06 Utilities Conveyance from Developer to District and District to Orange County was ratified.

**B. Resolution 2023-07 - East West Connector Road from Developer**

Ms. Trucco: Resolution 2023-07 is similar and is for the conveyance of a specific stormwater tract in that same plat, the East West Connector Road plat. It is tract EW1 and this is going to come from Beachline South to the CDD and the CDD is going to own and maintain that tract in perpetuity. Attached to the resolution is a special warranty deed because we are transferring a real property tract in addition to the infrastructure improvements located on that tract, followed by the bill of sale, owner’s affidavit, agreement regarding taxes and certificate of the District Engineer.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Resolution 2023-07 East West Connector Road from Developer was ratified.

**SIXTH ORDER OF BUSINESS**

**Discussion of Revised Proposed Fiscal Year 2024 Budget**

Mr. Showe: We presented the proposed budget at the last meeting, which you approved and we were able to add in the additional lots, which reduced the proposed increase as reflected on the assessment table. I wanted to see if there were any other comments before we coordinate the mailed notice process at this assessment level opposed to the higher one that was originally

proposed. It is a large increase and we will look to have the public hearing at a different location so that there is enough room if people want to attend.

*Mr. Malave joined the meeting by telephone at this time.*

**SEVENTH ORDER OF BUSINESS**

**Consideration of Addendum to Agreement with Yellowstone Landscape for Maintenance on Collector Road**

Mr. Scheerer: Included in the agenda packet is an addendum for the East West Collector Road Phase 1. We did a walk with Tanner and a couple folks from Yellowstone and me; there were some repairs that still needed to be made. My understanding is those repairs should be completed by Friday and a secondary walk will be performed to make sure the deficiencies we found during the initial walk through have been addressed. During the RFP process and the budgeting process we had asked all vendors to provide pricing for future areas and the East West Collector Road was one of those areas. In your agenda packet is a proposal from Yellowstone to be added to their landscape contract, which is currently in your budget for this year for the maintenance of the East West Collector Road. We are asking the Board to approve this so that once the final walk through has taken place we can have the addendum drafted for the East West Collector Road.

On MOTION by Mr. Madlang seconded by Mr. Bell with all in favor the addendum to the agreement with Yellowstone for landscape maintenance on the East West Collector Road Phase 1 was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being no comments, the next item followed.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager**

**i. Approval of Check Register**

Mr. Showe presented the check register from April 8, 2023 through May 5, 2023 in the amount of \$255,624.82.

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. No Board action was required.

**iii. Presentation of Number of Registered Voters – 375**

Mr. Showe stated a copy of the letter from the supervisor of elections indicating that there are 375 registered voters residing within the District was included in the agenda package. In order to transition to general election, the District has to be over 6 years old and at least 250 registered voters. District Counsel will bring back a resolution to extend your terms because this District was formed in an odd numbered year and general elections are conducted in even numbered years.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

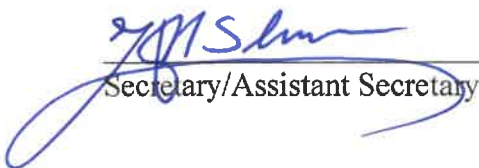
**Next Meeting Date**

Mr. Showe stated the next meeting date is scheduled for June 15, 2023.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the meeting adjourned at 9:16 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman