

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, October 19, 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
Jay Lazarovich	District Counsel
Peter Armans	District Engineer <i>by telephone</i>
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 no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 20, 2023 Meeting

Mr. Showe: You have the minutes of the July 20, 2023 meeting. Are there any comments, corrections, or changes? Hearing none, I will ask for a motion of approval.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the minutes of the July 20, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-01 Amending the Fiscal Year 2023 Budget

Mr. Showe: This amendment recognizes the developer contributions as revenue that were not in the budget and that balances our revenues and expenses.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Resolution 2024-01 Amending the Fiscal Year 2023 Budget, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Berger Toombs Elam Gaines & Frank to Provide Auditing services for Fiscal Year 2023

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the Engagement Letter with Berger Toombs to perform the Fiscal Year 2023 audit, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Drainage, Maintenance and Access Easement Agreement with The School Board of Orange County

Mr. Lazarovich: This is a drainage, maintenance and access easement for Tract C and D in the Meridian Parks High School plat. We were asked to prepare this for the School Board of Orange County so they can drain into the ponds and maintain it. We included our standard indemnification and insurance language; however, we do usually get pushback on indemnification. This is a draft and I will send it to the County today and if they have any comments, we can revise it.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the drainage, maintenance and access easement agreement with The School Board of Orange County was approved in substantially final form.

SEVENTH ORDER OF BUSINESS

Ratification of Service Agreement with OUC for Lighting Service at E-W Connector Road Phase 1

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor the service agreement with OUC for lighting service at E-W Connector Road Phase 1 was ratified.

EIGHTH ORDER OF BUSINESS

Discussion of Pending Conveyances

- A. Dowden West Road Segment4 – From Developer to CDD**
- B. Dowden West Road Segment 4 – From CDD to Orange County Utilities**
- C. Dowden West Road Segment 5 – From Developer to CDD**
- D. Dowden West Road Segment 5 – From CDD to Orange County Utilities**

Mr. Lazarovich: These are going to be in substantially final form, we are still waiting on confirmation on the legal from the surveyor. We just wanted to get this in front of the Board to get it substantially approved now and it will also be sent to Mattamy’s counsel for review. We have two bills of sale from Mattamy to the District and from the District to Orange County. There is also our standard agreement regarding taxes, owner’s affidavit, certificate of the District Engineer.

Mr. Bell: Just for clarity it is Beachline South Residential to the District.

Mr. Lazarovich: This is for Segment 4 and next will be for Segment 5.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Resolution 2024-02 approving the conveyance of utility improvements in Segment 4 was approved in substantially final form, was approved.

Mr. Lazarovich: Resolution 2024-03 is the same thing for Segment 5.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Resolution 2024-03 approving the conveyance of utility improvements in Segment 5 was approved in substantially final form, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being no comments, the next item followed.

B. Engineer

i. Presentation of Annual Report

Mr. Armans: This is just to go with the inspections that were completed previously. We provide this letter to go with any recording to the bonding companies.

Rey also wanted me to mention that he is waiting on confirmation from the inspector on the development side to verify any clearances on the utilities before he can sign the certification.

The last item Dewberry is working on is the easement language for some pipes going through the wetland that need an easement to be drafted. We are working on getting the descriptions and sketches.

C. Manager

i. Approval of Check Register

Mr. Showe presented the check register from July 8, 2023 through October 6, 2023 in the amount of \$113,680.02.

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. Ratification of Funding Request #1

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor Funding Request no. 1 was ratified.

TENTH ORDER OF BUSINESS

Supervisor’s Requests

Mr. Bell: I understand the alley near the railroad tracks some Podocarpus walked away. What is the plan to replace them?

Mr. Scheerer: We aren’t doing anything until all the construction is done. There were 170 plants stolen. I will get with Lathan on Friday and see if we can get a game plan for replacing them at some point.

Mr. Bell: We are in review for the portion of the north/south road, which links Dowden Road south to the east west road. We are under design for the next portion of that road as well and the master plan was recently approved for neighborhood 7 and all of neighborhood 13. We have a preapplication with the city for another master plan for neighborhood N3.

Mr. Scheerer: The sooner we can get the plats, master plans, whatever you have the sooner we can start working with the landscape provider and county staff to account for utility costs and streetlights.

ELEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

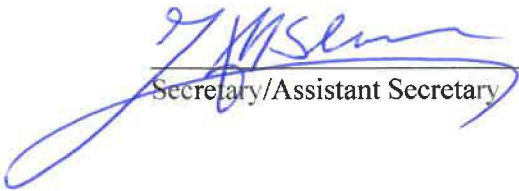
TWELFTH ORDER OF BUSINESS

Next Meeting Date

Mr. Showe: The next meeting date is November 16, 2023 and we plan to hold that if needed.

THIRTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor
the meeting adjourned at 9:14 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman