

**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, **January 16, 2025** 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
Elizabeth Manchester	Vice Chair
Stephanie Coffin	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
Rey Malave	District Engineer <i>by telephone</i>
Chace Arrington	District Engineer <i>by telephone</i>
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order, called the roll and stated that they had administered the oath of office to Ms. Manchester prior to the meeting.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

- A. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners Election**

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Resolution 2025-01 Canvassing and Certifying the Results of the Landowners Election was approved.

**B. Acceptance of Resignation of Dane Hamilton in Seat #3**

On MOTION by Mr. Bell seconded by Ms. Manchester with all in favor Dane Hamilton's resignation from seat 3 was accepted.

**C. Appointment of Individuals to Fill Board Vacancies in Seats 2, 3, and 5**

Mr. Showe: Seats 2 and 5 are general election seats that no one qualified for so Ms. Coffin and Mr. Franklin are continuing in those seats until such time as a qualified elector is appointed. We accepted a resignation from seat 3 and that leaves a vacancy with a term ending 2026, that is a landowner seat. We will leave this on the agenda.

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

**E. Consideration of Resolution 2025-02 Electing Officers**

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Resolution 2025-02 was approved reflecting the following: Chuck Bell chairman, Elizabeth Manchester vice chair, George Flint secretary, Tom Franklin, Stephanie Coffin, and Jason Showe assistant secretaries, Jill Burns treasurer, Katie Costa and Darrin Mossing, Sr. assistant treasurer.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the August 15, 2024 Board of Supervisors Meeting and Acceptance of the November 21, 2024 Landowners' Meeting Minutes**

On MOTION by Mr. Bell seconded by Ms. Manchester with all in favor the minutes of the August 15, 2024 meeting were approved as presented and the November 21, 2024 landowners' meeting minutes were accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03  
Ratifying Utilities Conveyance of Phase 2A**

Ms. Trucco: Resolution 2025-03 ratifying utilities conveyance of Phase 2A from the developer to the CDD then from the CDD to Orange County. Attached to the resolution is the bill of sale that transfers the actual improvements that include potable water, reclaimed water and sanitary sewer system improvements in the East West Collector Road Phase 2A phase from Beachline South Residential LLC. The second bill of sale is from the CDD to Orange County. After that is the owner's affidavit and certificate of the district engineer.

On MOTION by Mr. Bell seconded by Ms. Manchester with all in favor Resolution 2025-03 Ratifying Utilities Conveyance of Phase 2A was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-04  
Ratifying Utilities Conveyance of Phase N4**

Ms. Trucco: Resolution 2025-04 is identical; it is just a different phase. This is Phase N4 and the same utilities, potable water, reclaimed, sanitary sewer system and the same chain of conveyances from Beachline South Residential LLC to the CDD and then CDD to Orange County.

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Resolution 2025-04 Ratifying Utilities Conveyance of Phase N4 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Mulch  
Installation from Yellowstone Landscape**

Mr. Scheerer: The City of Orlando and Orange County is now mandating that we have all proper MOT in place to mulch the right of ways on Dowden Road. The mulch has been completed and this is the cost for Yellowstone to hire somebody to actually do a proper MOT so they have all the warning signs, flag men, any additional trucks to warn people that there are vehicles are on the road. We will include these costs in the next budget for landscape services.

On MOTION by Mr. Bell seconded by Ms. Manchester with all in favor the Proposal from Yellowstone for the MOT associated with mulching the roadways in the amount of \$7,750 was approved.

**EIGHTH ORDER OF BUSIENSS**

**Consideration of Proposal for Midge Services from Clarke Environmental Mosquito Management**

Mr. Scheerer: It is all the same ponds and there is a map attached to the proposal that outlines all the ponds included in the proposal.

On MOTION by Mr. Bell seconded by Ms. Manchester with all in favor the proposal from Clarke Environmental Mosquito Management for midge services in the amount of \$29,135.50 was approved.

**NINTH ORDER OF BUSINESS**

**Appointment of Audit Committee and Chairman**

On MOTION by Mr. Bell seconded by Ms. Manchester with all in favor the board members were appointed to serve as the audit committee and Chuck Bell was appointed chair.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco: Jay is working with Mattamy's inhouse counsel to convey two other segments of Dowden Road.

**B. Engineer**

Mr. Malave: We are working on the same thing that Kristen indicated.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor the check register for remaining 2024 in the amount of \$126,002.42 and fiscal year 2025 invoices in the amount of \$263,433.25 and was approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**D. Field Manager**

Mr. Scheerer: There are no substantial field issues, everything looks good.

**ELEVENTH ORDER OF BUSINESS      Supervisor's Requests**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS      Other Business**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS      Next Meeting Date**

Mr. Showe: The next meeting is scheduled for February 20, 2025.

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman