

**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, **August 15, 2024** 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
Tom Franklin	Assistant Secretary
Dane Hamilton	Assistant Secretary
Stephannie Coffin	Assistant Secretary

Also present were:

Jason Showe	District Manager
Jay Lazarovich	District Counsel
Rey Malave <i>by phone</i>	District Engineer
Grace Arrington <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order at 9:00 a.m. 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 May 16, 2024 Meeting

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the minutes of the May 16, 2024 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS **Organizational Matters**

A. Appointment of Individual to Seat 2 to Fill the Board Vacancy with a Term Ending November 2024

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Stephanie Coffin was appointed to fill the unexpired term of office of seat 2.

B. Administration of Oath of Office to Newly Appointed Board Member

Mr. Showe being a Notary public of the State of Florida administered the oath of office to Ms. Coffin and gave an overview of the Form 1, Form 1F, eligibility of compensation, memorandum of voting conflict, the sunshine amendment and code of ethics for public officials, public records and social media.

Mr. Lazarovich: Our office will follow-up with several documents for you to review.

C. Consideration of Resolution 2024-16 Electing an Assistant Secretary

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2024-16 electing Stephanie Coffin as an assistant secretary was approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2024-13
Approving Conveyance of Real Property**

Mr. Lazarovich: There is a request from the developer to accept a sliver parcel between two CDD tracts. It is very minor; we have been in touch with the engineer and there are no improvements on that tract. There will be a special warranty deed. It is along Dowden Road segment 3. We don't see an issue with this conveyance.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2024-13 Approving Conveyance of Real Property was approved.

SIXTH ORDER OF BUSINESS

Public Hearing

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the public hearing was opened.

A. Consideration of Resolution 2024-14 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations

Mr. Showe: There is no proposed increase in assessments. We spent some time with the developer early on to develop this budget as it relates to streetlighting, landscaping and pond maintenance for new areas coming online.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2024-14 Adopting the Fiscal Year 2025 Budget and Relating to the Annual Appropriations was approved.

B. Consideration of Resolution 2024-15 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Showe: The second part of the budget process is Resolution 2024-15, the resolution that levies those assessments on the individual property tax bills. Attached to the resolution will be the adopted budget and the assessment roll.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2024-15 Imposing Special Assessments and Certifying an Assessment Roll was approved.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the public hearing was closed.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-17
Declaring Vacancies in Certain Seats**

Mr. Showe: We prepared Resolution 2024-17 declaring vacancies in two seats. Two seats went to general election and no one qualified to run, seat 2 with Stephannie and seat 5 with Tom. This resolution declares those seats vacant two weeks after the election and those folks in the seats currently will continue to serve until a qualified elector is appointed by the board.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2024-17 Declaring Vacancies in Certain Seats was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Agreement with Yellowstone Landscape

Mr. Showe: We just received the landscape maintenance agreement that has a 3% increase and that has been included in the proposal and we are waiting on the backup that ties to that additional area being serviced. It is our recommendation to approve the agreement subject to inclusion of that attachment.

Mr. Scheerer: It is basically all the areas that were budgeted for during the RFP. The extension road on East West, a portion of Dowden Road Phase 2, 3 and the current areas that we bid. It has no impact on the future areas in 4 and 5, Dowden West Extension.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the landscape maintenance agreement with Yellowstone Landscape was approved subject to inclusion of the attachment.

NINTH ORDER OF BUSINESS

Consideration of Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser

Mr. Showe: This is the agreement with the Orange County Property Appraiser that needs to be approved annually.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the non-ad valorem assessment administration agreement with the Orange County Property Appraiser was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Memorandum Regarding Recently Enacted Legislation

Mr. Lazarovich: Included in the agenda is a short memo from our firm that details some changes in the law.

B. Engineer

There being no comments, the next item followed.

C. Manager

i. Adoption of District Goals and Objectives

Mr. Showe: In accordance with House Bill 7013 we prepared these goals and objectives that we are recommending for all our districts. Given that they were implemented in July and must be approved by October we created a slate of generic goals and objectives.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the goals and objectives were approved.

ii. Approval of Check Register

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the check register was approved.

iii. Balance Sheet and Income Statement

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

iv. Approval of Fiscal Year 2025 Meeting Schedule

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the fiscal year meeting schedule reflecting meetings on the third Thursday of the month was approved.

D. Field Manager's Report

Mr. Scheerer: I was onsite early this morning and noticed the traffic signal was out at Founders and Dowden and Orange County was there with law enforcement directing traffic about 6:30 a.m. for the kids going to school.

I think Mattamy is flying through this project, I drove to the end of the East West Extension this morning and things are looking good. I noticed the school planted St. Augustine grass where we had Bahia grass so we will keep an eye on that and some Medjool Palms were installed.

TENTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS Other Business

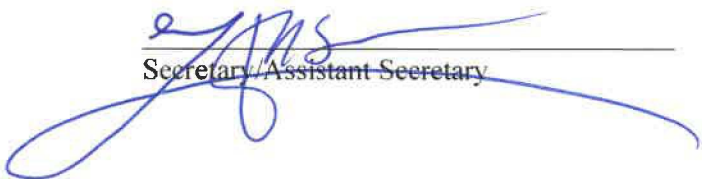
There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS Next Meeting Date

Mr. Showe: The next scheduled meeting is September 19th and depending on if we have pressing business or not, we will let you know about cancelation.

THIRTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the meeting adjourned at 9:22 a.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman