

**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, **February 20, 2025** at 9:03 a.m. in the offices of GMS-CF, LLC, 219 E. Livingston Street, Orlando, Florida.

Present and constituting a quorum were:

Chuck Bell
Elizabeth Manchester
Stephanie Coffin

Chairman
Vice Chairperson
Assistant Secretary

Also present were:

Jason Showe
Jay Lazarovich
Joe Duncan *by phone*
Alan Scheerer

District Manager
District Counsel
District Engineer
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

Organizational Matters

- A. Appointment of Individuals to Fill Board Vacancies in Seats 2, 3, and 5**
- B. Administration of Oath of Office to Newly Appointed Board Member**
- C. Consideration of Resolution 2025-05 Electing Officers**

This item was deferred to a future meeting agenda.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the January 16, 2025 Board Meeting and Acceptance of the January 16, 2025 Audit Committee Meeting

Mr. Showe: You have the minutes of the January 16, 2025 Board meeting and the January 16, 2025 Audit Committee meeting minutes. Area there any comments, corrections, or changes? Hearing no changes, we would ask for a motion to approve the Board minutes and accept the Audit Committee minutes.

On MOTION by Ms. Manchester seconded by Mr. Bell with all in favor the Minutes of the January 16, 2025 Board meeting were approved as presented and the January 16, 2025 Audit Committee meeting minutes were accepted.

FIFTH ORDER OF BUSINESS

Acceptance of the Rankings of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor the recommendation of the audit committee of DiBartolomeo being ranked no. 1 was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Lighting Service Agreement with OUC for Starwood Phase N-5

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor the Agreement with OUC for Starwood Phase N-5 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Landscape Management Service Pricing from Yellowstone Landscape for Road Segments 4 & 5 and Ditch Areas

Mr. Scheerer: On February 6, we had a landscape review go out between the district, Mattamy, and the landscape architect who reviewed the improvements installed on Phase 4 & 5 Dowden Road. There was a small punch list generated from that and they are in the process of correcting. We asked Yellowstone to provide us with an up-to-date agreement for the maintenance of segments 4 & 5. There was also a small swale on the north side of Dowden Road that runs parallel to the chain link fence for the Brightline property that we asked them to include as well.

The pricing in the proposal fits what was adopted in the budget for 2025. The swale was not contemplated at that time so there is a \$10,800 cost associated with maintaining the swale. We weren't sure during the walk whether that was something that you were looking for us to maintain. It made sense that we should and at some point, if it is not holding water maybe we can get up to the fence line and keep it clean all the way down on the Dowden Road segments 4 & 5.

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor the pricing from Yellowstone Landscape for road segments 4 & 5 and ditch areas was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Lazarovich: We wrapped up the east/west connector 2A and 4. We will transmit the bill of sale to OUC. We are still working with the developer on the Dowden Road 4 and 5 segments. We reviewed the plats for the east west connector road phase 2 and 4 and 5 and when the title comes in, we will work on conveyance documents for those.

B. Engineer

Mr. Duncan: We received some tract conveyances to review.

C. Manager

i. Approval of Check Register

On MOTION by Mr. Bell seconded by Ms. Coffin 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.

D. Field Manager

Mr. Scheerer: There are no field related issues right now. We will have on the next agenda a quote to maintain the ponds in segments 4 and 5, which are in the budget for this year. We just wanted to see site conditions. We are also going to start the budget for upcoming items and get a

date when we think those improvements are going to be coming online so we can allocate it properly in the budget.

NINTH ORDER OF BUSINESS

Supervisor's Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Meeting Date – March 20, 2025

Mr. Showe: Our next meeting is scheduled for March 20, 2025.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor the meeting adjourned at 9:13 a.m.
--



Secretary/Assistant Secretary



Chairman/Vice Chairman