

**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, **May 15, 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
Tom Franklin	Assistant Secretary
Stephanie Coffin	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
Rey 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 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 Members**

**C. Consideration of Resolution 2025-05 Electing Officers**

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

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 20, 2025 Meeting**

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the minutes of the February 20, 2025 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-06  
Approving the Proposed Fiscal Year 2026  
Budget and Setting a Public Hearing**

Mr. Showe: Resolution 2025-06 approves the proposed fiscal year 2026 budget and sets the public hearing for August 21, 2025 at 9:00 a.m., the proposed budget is attached to the resolution as Exhibit A. A copy of the proposed budget will be transmitted to Orange County and the City of Orlando, and it will also be posted on the District's website. The proposed budget considers the new areas coming online during the year, we have kept the assessments level and we will balance the budget with developer contributions. We will also enter into a deficit funding agreement in the event that expenses are higher than projected.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Resolution 2025-06 Approving the Proposed Fiscal Year 2026 Budget and Setting a Public Hearing was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-07  
Conveyance of Phase N-4 Tracts**

Ms. Trucco: Resolution 2025-07 approves the conveyance of the Phase N-4 tracts consisting of real property and improvements from Beachline South Residential LLC to the CDD and the conveyance documents are attached to the resolution and are in substantially final form.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2025-07 and conveyance documents were approved in substantially final form subject to staff signoff.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-08  
Conveyance of Phase N-5 Tracts**

Ms. Trucco: Resolution 2025-08 approves the conveyance of real property tracts and improvements from Beachline South Residential LLC to the CDD for Phase N-5 Tracts.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2025-08 and the conveyance documents were approved in substantially final form.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-09  
Conveyance of EW Road Phase 2A Tracts**

Ms. Trucco: Resolution 2025-09 conveying Tracts D, B, C, G, H, I, J, K, L, E and F of the East West Connector Road Segment 2 plat. We are removing Tract C, G, and L as those are being replatted in upcoming plats. The tracts being conveyed include future development tracts, stormwater tract and a wetland buffer tract.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2025-09 was approved in substantially final form subject to staff sign-off.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-10  
Conveyance of Phase N-5 Utilities**

Ms. Trucco: Resolution 2025-10 conveying improvements consisting of potable water, reclaimed water and sanitary sewer system located in Phase N-5 Plat.

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Resolution 2025-10 was approved subject to staff signoff.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-11  
Ratifying Conveyance of EW Road Phase 2B  
Utilities**

Ms. Trucco: Resolution 2025-11 is ratifying the conveyance of improvements from Beachline South Residential LLC to the CDD for the improvements that include potable water, reclaimed water and sanitary sewer system improvements in the East West Connector Road 2B.

On MOTION by Ms. Coffin seconded by Mr. Bell with all in favor Resolution 2025-11 was approved ratifying the conveyance of the East West Road Phase 2B utilities.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-12  
Designating an Assistant Treasurer of the  
District**

Mr. Showe: We have employees in the South Florida office who assist with the financials and this resolution will add Patti Powers as an assistant treasurer.

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Resolution 2025-12 was approved.

**TWELFH ORDER OF BUSINESS**

**Consideration of Pond Proposal from Aquatic  
Weed Management, Inc.**

Mr. Scheerer: We did a walk of Dowden Road Extension East with me, Kimley Horn, staff, and Yellowstone. There were some minor modifications needed for that turnover. Those things were met and the ponds associated with those areas are included in your agenda package so we can start the monthly treatment of the shoreline vegetation. Looking at the ponds throughout the course of the last couple months, they are in good shape. We have one on the east side of the Dowden Road Extension that is starting to get cattails and we want to get ahead of that. There is also one pond heading towards the East West extension that we are including as well, East West Phase 2 N4A pond. We want to get these officially on the maintenance program and included in the agenda is a proposal to perform those services based on the pond tracts included in the proposal from our current vendor. We contemplated this in the proposed budget.

On MOTION by Mr. Franklin seconded by Ms. Coffin with all in favor the Proposal from Aquatic Weed Management in the amount of \$1,175 was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Series 2024 Requisition #2**

On MOTION by Ms. Coffin seconded by Mr. Franklin with all in favor Requisition No. 2 from the 2024 Series Bond was approved.

**FOURTEENTH ORDER OF BUSINESS      Ratification of Auditing Service Agreement  
with DiBartolomeo McBee Hartley & Barnes  
for Fiscal Years 2024-2028**

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor  
the Engagement Letter with DiBartolomeo McBee Hartley &  
Barnes to perform the Fiscal Year 2024 audit was ratified.

**FIFTEENTH ORDER OF BUSINESS      Approval of Investment Fund**

Mr. Showe: The Board has already approved us using the State Board of Administration  
and we would like to use a money market account to help earn interest.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor  
staff was authorized to open a money market account.

**SIXTEENTH ORDER OF BUSINESS      Staff Reports**

**A.    Attorney**

There being no comments, the next item followed.

**B.    Engineer**

Mr. Malave: We did provide information on the cost of the transfers of infrastructure to the  
auditors.

**C.    Manager**

**i.    Approval of Check Register**

On MOTION by Ms. Coffin seconded by Mr. Franklin 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.   Presentation of Number of Registered Voters – 712**

A copy of the letter from the supervisor of elections indicating that there are 712 registered  
voters residing in the District was included in the agenda package.

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

There being no comments, the next item followed.

**EIGHTEENTH ORDER OF BUSINESS    Other Business**

Mr. Scheerer: I spoke to Chuck previously about the irrigation tie in that the school was supposed to complete for the median on Founders that runs north and south by the school as well as the area between the sidewalk and the curb in front of the school. That has still not been completed. There was a meter that was supposed to go in there. Right now the tie in they did have has been locked off by Orange County Utilities so there is no water going there and we need to work on getting that corrected. We are also going to look with our landscape provider to see if there is another area we can tie into the existing irrigation system opposed to the 2" connection that has been locked off by the county.

Mr. Bell: We have been working with Orange County Public Schools since August of last year and all the irrigation we are talking about and the new planting material was the obligation of Orange County Public Schools.

Mr. Scheerer: I have been driving the Dowden Road Extension on a weekly basis. Thank goodness for the rain and the quality of work that was done by the landscape architect and install contractor, they have done a great job, it is really responding well.

**NINETEENTH ORDER OF BUSINESS    Next Meeting Date**

Mr. Showe: The next meeting will be held June 19, 2025.

**TWENTIETH ORDER OF BUSINESS    Adjournment**

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the meeting adjourned at 9:20 a.m.
--

  
Secretary Assistant Secretary

  
Chairman/Vice Chairman