

**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 21, 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:

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| Chuck Bell | Chairman |
| Elizabeth Manchester | Vice Chairperson |
| Stephanie Coffin | Assistant Secretary |
| Neil Weiderhaft | Assistant Secretary |

Also present were:

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| Jason Showe | District Manager |
| Jay Lazarovich | District Counsel |
| Chace Arrington | District Engineer |
| Rey Malave | 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 the Board Vacancy in Seats 2, 3, and 5

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| On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Neil Weiderhaft was appointed to fill the vacancy in seat 3. |
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B. Administration of Oath of Office to Newly Appointed Board Members

Mr. Showe being a notary public of the State of Florida administered the oath of office to Mr. Weiderhaft.

**Mr. Malave joined the meeting at this time.*

Mr. Lazarovich: I will get with you later today and give you the entire welcome packet.

Mr. Showe gave an overview of the compensation, form 1, ethics training, and conflict of interest.

C. Consideration of Resolution 2025-05 Electing Officers

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Resolution 2025-05 was approved retaining the same slate of officers and adding Mr. Weiderhaft as an assistant secretary.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 15, 2025 Meeting

On MOTION by Ms. Manchester seconded by Mr. Bell with all in favor the minutes of the May 15, 2025 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Public Hearing

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

A. Consideration of Resolution 2025-13 Adopting the Fiscal Year 2026 Budget and Relating to the Annual Appropriations

Mr. Showe: Resolution 2025-13 adopts the Fiscal Year 2026 budget and imposes the special assessments. There is no increase in assessments. There is a developer contribution to balance the budget.

There were no members of the public present to provide comments.

On MOTION by Ms. Manchester seconded by Mr. Bell with all in favor Resolution 2025-13 Adopting the Fiscal Year 2026 Budget and Relating to the Annual Appropriations was approved.

B. Consideration of Resolution 2025-14 Imposing Special Assessments and Certifying an Assessment Roll

Mr. Showe: Attached to Resolution 2025-14 will be the adopted budget and the assessment roll, which will be transmitted to the tax collector.

There were no members of the public present.

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor Resolution 2015-14 Imposing Special Assessments and Certifying an Assessment Roll was approved.

On MOTION by Mr. Bell seconded Ms. Manchester with all in favor the public hearing as closed.

SIXTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2024 Audit Report

Mr. Showe: In the report to management there were no prior year findings, no current year findings, it is a clean audit.

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor the fiscal year 2024 audit report was accepted.

SEVENTH ORDER OF BUSINESS

District Goals and Objectives

A. Adoption of Fiscal Year 2026 Goals and Objectives

B. Presentation of Fiscal Year 2025 Goals and Objectives and Authorizing Chair to Execute

Mr. Showe: We presented the Fiscal Year 2026 goals and objectives, which mirror the fiscal year 2025 goals.

On MOTION by Ms. Manchester seconded by Mr. Bell with all in favor the Fiscal Year 2026 goals and objectives were approved and the Chairman was authorized to execute the 2025 goals and objectives.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Lazarovich: I was provided with a drainage easement agreement late last night that the board previously approved on October 19, 2023. It has been a lot of work to get to this point. There were a lot of comments and changes and this is subject to their board approval, however their staff has signed off on it. This is regarding two wetland tracts with a school in between so there is a drainage pipe connecting those. We worked a lot with the engineer on this issue too.

On MOTION by Ms. Manchester seconded by Mr. Bell with all in favor the drainage easement agreement with OCPS was approved.

Mr. Lazarovich: I believe we wrapped up all the conveyances and I believe we received all the recorded deeds.

B. Engineer

Mr. Malave: I wanted to note that based on the goals for this year we are doing the final engineering annual report. We have done most of the site work and we should have a letter to the district in the next few weeks.

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.

iii. Approval of Fiscal Year 2026 Meeting Schedule

On MOTION by Mr. Bell seconded by Ms. Coffin with all in favor the Fiscal Year 2026 Meeting Schedule was approved.

D. Field Manger

Mr. Scheerer: In July we had some bad storms come through. We did extremely well on the extension on Dowden Road East. We only had a handful of trees that blew over and we had the landscaper re-stake those trees. Whoever did the install did a great job.

Pond maintenance is going well; the midge control program is doing well. I have not had any calls concerning complaints with respect to that.

We still have landscape damage from when they did the work for the school that is yet to be corrected by the contractor, but I met with Yellowstone and before school started, they came in and cleaned it all up for the parents and students. I drove it again this week and it looks really good. We do have some plants that need to be replaced, a couple medjool palms that need to be addressed by the contactor.

We also discovered during our drive through yesterday heading east on Dowden before you get to the stoplight at Founders there was a main line break in the median so we shut the water down immediately and crews should be onsite today or tomorrow to see what is going on.

The improvements are good by N-4 and N-5, the entry walls, hardscape and stuff. Once that is done as we prepare to do our landscape inspection and turnover process, we are going to need the SOBs for that. I created an insurance document and we will photo document everything and assign dollar amounts to it. This way once everything is done and accepted all those assets are covered.

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 – September 18, 2025

Mr. Showe: The next meeting is scheduled for September 18, 2025 and we will coordinate if there is a need for thar.

August 21, 2025

Dowden West CDD

TWELFTH ORDER OF BUSINESS

Adjournment

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


Secretary Assistant Secretary


Chairman/Vice Chairman