

**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, **November 20, 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
Neil Weiderhaft	Assistant Secretary
Amy Herkovitz	Assistant Secretary

Also present were:

Jason Showe	District Manager
Jay Lazarovich	District Counsel
Rey Malave	District Engineer <i>by phone</i>
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. Acceptance of Resignation of Elizabeth Mancheser in Seat #4**

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Elizabeth Mancheser's resignation was accepted.

**B. Review of Resume(s)/Letters of Interest to Fill the Board Vacancy**

This item was taken later in the meeting.

**C. Review Resume/Letters of Interest to Fill the Board Vacancy in seat 4**

Mr. Showe stated seat 4 is a landowner seat and we have a representative of the landowner to fill that seat.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Amy Herkovitz was appointed to fill the vacancy in seat 4 with a term ending in 2027.

**D. Appointment of Individual to Fill Board Vacancies in Seats #2, #4 and #5**

This item was taken later in the meeting.

**E. 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. Herkovitz.

Mr. Malave joined the meeting by telephone at this time.

Mr. Showe stated behind the oath of office is contact information that needs to be filled out. You are required to complete a form 1, we will get a Dowden West email address set up for you. We will send you a link to the form 1 website and you complete the financial disclosure within 30-days of today. You are eligible to receive up to \$200 compensation per meeting you can accept or waive that, you are now subject to government in the sunshine, which means you can't talk to other board members about things that might reasonably come before the board for a vote outside of a publicly advertised meeting and that applies to all forms of communication email, text, social media. You are not required to keep any records from these meetings, should you choose to keep them separate from your personal or business files and in the event there are any public records requests your personal files are not intermingled. If you have any questions, Jay and I are here to help. Jay's office will send out a new supervisor package.

**F. Consideration of Resolution 2026-01 Electing Officers**

This item was taken later in the meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the August 21, 2025 Board of Supervisors Meeting**

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the minutes of the August 21, 2025 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Series 2024 Requisition #3**

Mr. Showe: Requisition no. 3 is for legal expenses and will close out the construction fund.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Requisition no. 3 from the Series 2024 bonds was approved.

**SIXTH ORDER OF BUSINESS**

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

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 ratified.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Auditing Service Agreement with DiBartolomeo, McBee, Hartley & Barnes for Fiscal Yer 2025**

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the engagement letter with DiBartolomeo, McBee, Hartley & Barnes to perform the Fiscal Year 2025 audit was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Lazarovich: We did get the Orange County public schools easement agreement recorded after two years. Just a reminder on the ethics training, I sent an email out a week or two ago with the links to those training courses and it is required to be completed by December 31<sup>st</sup>.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Bell seconded by Mr. Weiderhaft 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: Included in the agenda is an addendum to the landscape agreement with Yellowstone. Recently we did a walk with Kasin to review the extension of the East West Road as well as the N4 and N5 improvements. There were punch list items listed in that and Kasin is working on setting up a final meeting. We will meet in the field one last time, not knowing if we were going to meet in December we wanted to get this before the board for any questions or concerns. This proposal went down a little based on ownership responsibilities and the map that was provided. The proposal from Yellowstone for the East West Phase 2 road at \$102,324, the N4 proposal at \$55,440 and the N5 proposal at \$37,560 annually. All these coincide with the budget that was adopted earlier in the year. We will bring back a proposal to the next meeting for the five ponds associated with these areas.

On MOTION by Mr. Bell seconded by Mr. Weiderhaft with all in favor the revised pricing for East West Phase 2, N4 and N5 was approved and counsel was authorized to prepare the addendum to the Yellowstone agreement.

**NINTH ORDER OF BUSINESS**

**Organizational Matters**

Mr. Showe stated seats 2 and 5 were qualified elector seats. Tom and Stephanie were filling those seats as holdovers until we got qualified electors and we have two qualified electors interested in filling those seats.

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor Aaron Simmons was appointed to fill the vacancy in Seat 2 and Nicole Boujaber-Diederichs was appointed to fill the vacancy in seat 5 with terms ending in 2028.

On MOTION by Mr. Bell seconded by Mr. Weiderhaft with all in favor Resolution 2026-01 was approved reflecting the following officers: Chuck Bell chairman, Neil Weiderhalf vice chairman, George Flint secretary, Amy Herkovitz, Nicole Boujabre-Diederichs, Aaron Simmons, Jason Showe assistant secretaries, Jill Burns treasurer, Katie Costa, Darrin Mossing, Sr. and Patti Powers assistant treasurers.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

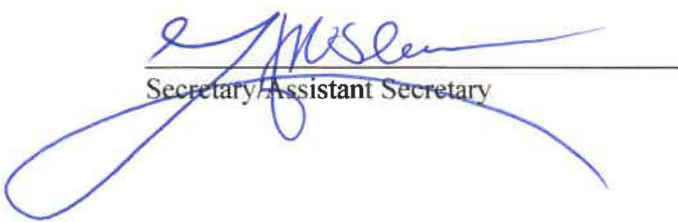
**Next Meeting Date – December 18, 2025**

Mr. Showe stated the next meeting is scheduled for December 18, 2025.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Bell seconded by Mr. Weiderhaft with all in favor the meeting adjourned at 9:17 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman