

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 16, 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
Gabe Madlang	Vice Chairperson
Tom Franklin	Assistant Secretary
Dane Hamilton	Assistant Secretary

Also present were:

Jason Showe	District Manager
Jay Lazarovich	District Counsel
Rey Malave	District Engineer <i>by telephone</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

Approval of the Minutes of the April 18, 2024 Meeting

On MOTION by Mr. Bell seconded by Mr. Franklin with all in favor the minutes of the April 18, 2024 meeting were approved, as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2024-12
Approving the Proposed Fiscal Year 2025
Budget and Setting a Public Hearing**

Mr. Showe: Resolution 2024-12 approves the proposed Fiscal Year 2025 budget, sets the public hearing for August 15, 2024 and directs staff to post it on the District’s website and provide it to the city and county. There will be more development this coming fiscal year and the developer will enter into a developer contribution agreement, so we were able to keep the assessments level.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor Resolution 2024-12 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Acceptance of Fiscal Year
2023 Audit Report**

Mr. Showe: In the report to management, you will see that there were no prior year or current findings or recommendation and it is a clean audit.

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the Fiscal Year 2023 audit was accepted and staff was directed to transmit the final report to the State of Florida.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Lazarovich: We are working on finishing up some conveyances.

B. Engineer

Mr. Malave: We are working with Jay on some of the documents.

C. Manager

i. Approval of Check Register

On MOTION by Mr. Madlang seconded by Mr. Bell 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 – 516

A copy of the letter from the Supervisor of Elections indicating that there are 516 registered voters residing within the District was included in the agenda package.

iv. General Election Qualifying Period & Procedure – 2 Seats

Mr. Showe: You have two seats that are transitioning to the general election process. Seat 2 that is currently vacant and seat 5, which is held by Mr. Franklin will go to general election. Any resident who is interested will need to contact the supervisor of elections office. The qualifying period is from noon June 10 to noon June 14th.

v. Designation of November 21, 2024 as the Landowners’ Meeting Date – 1 Seat

Mr. Showe: We will have one landowner seat, seat 4, which is Mr. Madlang’s seat and we would like to designate November 21, 2024 as the landowner meeting and election. That will not be a Board meeting, we will just need a representative of the landowner as well as residents to be there.

On MOTION by Mr. Bell seconded by Mr. Madlang with all in favor November 21, 2024 was designated as the landowners meeting and election.

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Next Meeting Date – June 20, 2024

Mr. Showe: The next scheduled meeting will be held June 20, 2024.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Franklin seconded by Mr. Bell with all in favor the meeting adjourned at 9:14 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman