

MINUTES OF MEETING
AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Amelia Walk Community Development District was held Tuesday, November 17, 2015 at 2:30 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach, FL 32034.

Present and constituting a quorum were:

Chris Kuhn	Chairperson
Chris O'Bannon	Vice Chairman
Greg Matovina	Assistant Secretary
Rose Bock	Assistant Secretary
Chris Hill	Assistant Secretary

Also present were:

Dave deNagy	District Manager
Jason Walters	District Counsel (by phone)
Dan McCranie	District Engineer (by phone)
Wesley Hunt	Evergreen Lifestyles Management
Jennifer Erickson	Evergreen Lifestyles Management

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 2:30 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

Leon Whitco, 85069 Poplar Court, spoke about the streetlights that are on during the daytime.

Mr. Kuhn stated Amelia Walk is part of the MSBU. We get assessed for the MSBU, and presumably some of that goes to pay for operation of the streetlights.

Mr. deNagy stated the MSBU is handled by Nassau County, not the Amelia Walk CDD, so the county handles everything along the Amelia Concourse Parkway.

Mr. Kuhn stated you need to contact the power company, and I think we have already done that on your behalf. Jennifer has already contacted them on behalf of the residents here, but you may want to follow-up personally.

Mr. Whitco spoke about the handicap pool lift and having a sign stating or stencil marking what it is, and that it is for handicap use.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the October 28, 2015 Meeting

Mr. Matovina stated on Page 6, there is a statement attributed to Mr. Kuhn in the 3rd question, and I think that was Mr. Hunt who asked that question.

Mr. deNagy responded we will make that change on page 6.

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor the Minutes of the October 28, 2015 meeting were approved as revised.

FOURTH ORDER OF BUSINESS

Consideration of Responses to RFQ for Architectural Services

Mr. deNagy stated you should have received packages from four firms. They are Marquis Halback, Prosser Hallock, Castle Bay, Fisher Koppenhafer. Mr. Chairman, I know you have had an opportunity to take a look at these.

Mr. Kuhn responded I did, I have scored these, and like we have done in the past, I am happy to share my scoring for consideration.

The other board members gave their agreement.

Mr. Kuhn stated on the first three questions, the applicable federal, state and local licenses; current and active Corporation or authorized to do business; and furnishing a resume on the Standard Form 330, I found all groups submitted that. I had a yes for all four firms for all three questions. Into the scoring criteria itself, Marquis Halback in terms of ability and adequacy of professional personnel, I gave a 5; I gave Prosser a 5; Castle Bay 4; Fisher Koppenhafer 5. That had a lot to do with years of experience they provided in their resumes. Certified minority business status, none of them have that status although all of them seem willing to engage minority business owners to the extent it makes sense. I didn't score that. I left it blank. Past performance if applicable, I really was looking to apply some familiarity with CDDs and the workload they have with other community development districts and how

the District board operates. Marquis Halback was given a 3, Prosser a 5, Castle Bay a 3, and Fisher a 4. Willingness to meet time and budget requirements, all of them seem willing to meet the demands of the District. Some have a greater workload ongoing right now than others. To that end I gave Marquis a 4, Prosser a 5, Castle Bay a 4, and Fisher a 5. Location, all of them are close enough to serve the District. A couple of groups are down in St. Augustine, others are in Jacksonville. I gave Marquis a 3 (St. Augustine), Prosser a 5 (Jacksonville), Castle Bay a 3 (St. Augustine), Fisher is a 4 (Both locations). Recent, current, and projected workloads, I was looking at the work they have on hand. I gave Marquis a 3, Prosser a 5, Castle Bay a 4, and Fisher a 4. As to the volume and equitable distribution, none of these firms have we given any work to previously or engaged, so I gave them all a 5. If my scoring is right, I have Marquis Halback with a total of 23, Prosser Hallock a total of 30, Castle Bay a total of 23, and Fisher Koppenhafer at 27. So my ranking would be Prosser #1 at 30 points, Fisher #2 with 27 points, Castle Bay and Marquis tied at 23 points.

On MOTION by Ms. Bock seconded by Mr. O'Bannon with all in favor the ranking of the firms for architectural services with Prosser Hallock being #1, Fisher Koppenhafer #2, and tie for #3 and #4 with Castle Bay and Marquis Halback was approved.

FIFTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated I don't have additional items for the board. We will work with staff to finalize the agreement for architectural services.

B. Engineer

Mr. McCranie stated I am meeting with AJ Johns who is the selected contractor for Phase 2 improvement to physically go out and look at Spruce Run Drive to get them to give me a price. That is going to be a change order, and as long as it is reasonable, I will bring it back to the board next meeting to add to their contract. There is some asphalt failure, and I think it

is going to be less expensive to have them do it while they are doing the Phase 2 improvements. I am having them give me a bid for that back.

Mr. Kuhn stated please let me know the outcome of that meeting.

C. Manager

Mr. deNagy stated I don't have anything unless there are questions.

D. Community Manager - Report

Mr. Hunt stated with the Nassau County Sheriff's office, we are renewing them another month. We did have one legal issue with them, and that was just that we had some people use the facility late at night at some point. The Nassau County Sheriff's officer did not catch them evidently, and they did make a mess out here. I have brought it to their attention.

Mr. Kuhn stated I think there were several things from the HOA meeting that were CDD related that you are following up on. For the benefit of the board, there was some signage that has either been damaged or needs to be replaced to refreshed. There were some dead trees that need to be removed that were in common areas that were proximate to where people live and sidewalks. Other than that, there are generally some housekeeping things that were directed to this District meeting that we following up on. When we need to get some authorizations, we will come back to the board.

SEVENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

There were no supervisor requests.

Mr. Whitco stated I am a little confused on the CDD meeting. There are some things you can't talk about, which seems to be HOA responsibility, but then there are some things that are not HOA. Early in the meeting I mentioned about the handicap pool lift. Is that CDD or HOA.

Mr. Kuhn responded that is a CDD matter. In this community, the recreational buildings are CDD. The roads are CDD. The enforcement of parking, the enforcement of cleanliness of homes, and those kind of things are part of your homeowner restrictions.

Mr. Whitco stated but as far as the developer's contractors, they block the lane, and they have the doors open, and they do make traffic.

Mr. Kuhn stated that is an HOA matter. On behalf of the HOA developer, I will follow up on that.

Mr. Whitco stated I wanted to inquire about the video cameras, is that CDD or HOA?

Mr. Kuhn responded security systems and anything to do with these grounds would be CDD related. There are no plans to install cameras at this facility.

Mr. Whitco stated vandalism has happened.

Mr. Kuhn stated the board will take that under advisement. There is an expense to it, and right now that expense is being deficit funded. If the homeowners want to get together and pass that expense on to the homeowner, that is a different story. There is a cost associated with that, and just because there is a monitoring system doesn't mean it stops. We understand the issue and will continue to consider the security.

EIGHTH ORDER OF BUSINESS Financial Reports

- A. Balance Sheet & Income Statement**
- B. Approval of Check Register**
- C. Special Assessment Receipts Schedule**

Mr. deNagy stated a copy of your financial statements is included in your agenda package as of October 31, 2015. The total of the check register is \$210,636.61.

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the check register as of October 31, 2015 in the amount of \$210,636.61 was approved.

NINTH ORDER OF BUSINESS Next Scheduled Meeting for December 15, 2015, at 2:30 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach

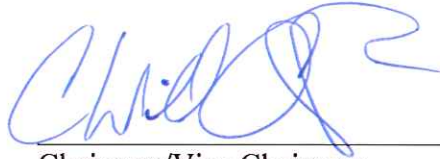
Mr. deNagy stated the next scheduled meeting is December 15, 2015 at 2:30 p.m. at this location.

TENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Meeting was Adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman