

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, February 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
Vicki Bratvold	Supervisor
Chris O'Bannon	Supervisor
Grady Miars	Supervisor (by phone)

Also present were:

Dave deNagy	District Manager
Jason Walters	District Counsel (by phone)
Wesley Hunt	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

There were no audience members present.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 20, 2015 Meeting

On MOTION by Mr. Kuhn seconded by Ms. Bratvold with all in favor the Minutes of the January 20, 2015 meeting were approved.

FOURTH ORDER OF BUSINESS

Discussion/Consideration of Amenity Policy Revisions

Mr. deNagy stated we went through most of these policies at the last meeting. The board asked that we bring this back to our meeting today so everyone would have a chance to review the changes. There are no fee changes, so it is just language. I will open it up for

discussion about the amenity policy revisions. If we are okay with the revisions, I would look for a motion and a second approving the policy revisions.

Mr. Kuhn stated I am okay with the changes, and I appreciate Wesley taking the time to go through these. I think the only thing about accepting these changes is that I think there are some things in here suggesting action. For instance, under swimming pools, it says something is posted, and he pointed out that it is not. I don't know whether we authorize the chair to work with you and Wesley on taking action to make the changes and also follow-up on any signing or other improvements in the community that need to happen. What do you and Jason think about that?

Mr. deNagy responded Jason, I don't see a problem with amending the motion to authorize the chairman to work with staff to make sure that the policies and what we have out at the pool compliment each other.

Mr. Walters responded I think that is fine.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the updated amenity policies were approved, and the Chairman was given authorization to coordinate with staff language and signage needed at amenity facilities and in the community.

FIFTH ORDER OF BUSINESS

Selection of Audit Committee

Mr. deNagy stated this is the last year with our audit firm, Grau and Associates. I would ask that the board serve as the Audit Committee. Prior to the next meeting, we will have an audit committee meeting and ask the committee to approve the evaluation criteria so we can send audit proposals out to get someone lined up for our FY15 audit. I would recommend that the board serve as the audit committee.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor for the Board to serve as the Audit Committee was approved.

SIXTH ORDER OF BUSINESS

Other Business

Ms. Bratvold stated Wesley, you may know about this, but people have been talking to me about, as you go on back right before the roundabout on the left hand side, they must have a culvert. One resident told me it is overgrown with vegetation, and lot of vegetation down in and around the culvert, which causes the water to back up on the road.

Mr. Kuhn stated this complaint came up last fall. We had some ongoing rain events, and the complaint was made to Cheryl. She and I went and looked at it, and it is wet on either side of the road. The reason it is wet on either side of the road, and the reason there is a culvert there is because of the wetland on either side of the road, so it is supposed to be wet when it rains. So when we looked at the culvert, there wasn't anything obstructing it. There wasn't any water backing up onto the road. At that time we determined there was nothing that needed to be done. If water is, in fact, backing up on the road, I think we need to look at that. This is something for the District Engineer. He needs to inspect the District's drainage structures, and if there is something there that is clogged up, then he needs to make a recommendation on what needs to be done. That can be done by our landscape contractor or a different contractor, if that makes sense. It would be my suggestion that Dan McCranie be tasked with looking at that area.

Mr. deNagy asked what is the specific address?

Ms. Bratvold responded I will show you on the map. It is right before Cherry Creek Drive.

Mr. deNagy stated I will get with Dan.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated I don't have any action items for the board today.

B. Engineer

There were no report.

C. Manager

Mr. deNagy stated I don't have anything to report at this time.

D. Community Manager

Mr. Wesley Hunt stated the first thing is the ADA lift cover and preventative maintenance. I found out the answer to this question before the meeting, which is we are not allowed to have a cover on the ADA lift even though SR Smith highly recommended in Florida humidity there should be a cover. I guess per District rules and laws, we are not allowed to have one. Next is the Door King's software update discussion, which is the packet in front of all of us. They came back this morning with a new proposal. There are six different proposals, and they all do separate things. It depends on how much you want to spend and how far we want to go. I would recommend we do the very first one on top of your list. What that does is it puts in overhead door motion sensors on all the doors that have locks on them. That is actually cheaper than what they had proposed to do with the emergency release handles. The overhead door sensors are actually cheaper and are a better option all around. They are aesthetically pleasing. That includes the overhead doors sensors, the little emergency releases that go behind the green buttons. Basically it is a time delay that goes behind the green buttons. It is your secondary mechanism in case those overhead were to fail. The total cost of that project was \$1,831.40. The next one is the exact same proposal except for, instead of the overhead, that was with the emergency release handles installed, and it is actually \$50 more expensive to do that. The one after that is labeled #2. It is the same proposal as #1, except for some of the mag locks on the doors out here are installed on the wrong side of the door. So if someone wanted to break in, they would just unscrew two screws and go in regardless. They need to be on the opposite side of the door. The one labeled #2 includes the amount to fix the mag locks. Number 3 includes numbers 1 and 2, and it also includes the bathroom door issues, however, I don't necessarily think that is a big issue right now, and I think we shouldn't need to worry about it. If we want to fix in the future, we could, but it is not something that is a problem now. There used to be a card reader on the door going from the gym to the bathrooms, and they took it off because it was a fire hazard, and people were getting locked in, and they put an Exit sign right above that door. The Exit sign should be above the bathroom doors because you have two exits going out of the bathroom, so if there is a fire in the gym, and you can't get out into the hallway, you would want to go out the bathroom doors. You wouldn't want to come back into the gym. So it doesn't make a lot of sense, but it is not an issue, we are not in violation or anything right there, and there is no lock on that door anymore,

so people can come and go as they please. If we want to fix it, we can. It is going to take a little more work. They have to move the lighted Exit signs. Number 4 pricing includes #1, #2, and #3 and also you have basically two boards that control the doors right now. You have the social room door, you have the front door, you have a door that leads in to the hallway, you have the gym door, and you have two bathroom doors. The social room door is on its own separate board. It is controlled by a separate circuit. The front door, the hallway, the gym door, the two bathroom doors are all on a separate board. When you scan your card on the front door, it unlocks every single door in the place except for the social room. What I would recommend, and considering that I work out of the social room, if a resident comes down here, and they have a card issue, they can't get in. They can't come in the front door. They can't come see me, and I can't see them from the social room, so they are stuck out there. Vickie has to come up and take them in here and scan the card. It is not an issue of Vickie, but if Vickie is not here, how do they get in to see me. My recommendation would be to separate the boards, which is what this fourth proposal does. Basically it would put the social room door on one circuit, it would put the front door on a separate circuit, and it would put the other four door on a 3rd circuit. Then what happens is on days that I am here, I can control the system. I can unlock the front door, and I can unlock the social room door. If someone is having a card issue problem, they can come in through the front door, they can see me, they can come in here. If anyone is going to the pool, I can see them, however, they still can't get into the exercise room. You put a hold on the front door and a hold on the social door, but that doesn't affect the third board. It is a click of a button to put a hold on the front door, so the computer is always open at my fingertips. When I am here in the office, I can unlock it and put a hold on that door, and it leaves it unlocked. As soon as I leave to go to lunch or walk the community, I click the button, and it locks that door. No one can come in unless they have a card. Even if it is unlocked and people come to the pool, I can see them, and part of my job is to verify that they are residents or guest of a resident. The only way they can come in is if I unlocked it while I was here, and that is why I think they should be on separate boards. Also, if a resident hosts an event and non-residents are in attendance, the door has to be opened for them every time someone came in or we had to prop it open. If I could just put a hold on that door during an event, people could come and go as they please.

Mr. O'Bannon stated so if their card was malfunctioning, they would still be able to get in because anytime you are here you would have it open?

Mr. Hunt responded yes, but they wouldn't be able to have access to the exercise room or the bathrooms or anything like that because it would be on a completely separate board. Also, I have vendors that come looking for me, and they don't have cards. So they can't come in, so they are standing out here and knocking on the door or trying to jump over the fence to come see me. As far as my office being in here, it is very inconvenient when people come to see me. Number 5 is a completely separate proposal, and it is strictly for the gates by the pool. So this would be the installation of the locks on the pool gate and the release buttons. Whatever you choose to do, if you choose to do the gates, which is #5, it will be plus whatever proposal you choose as far as pricing goes. Right now the gates are locked with a pool key, and I don't have the pool key. The pool company was supposed to try to get me one, and they haven't.

Ms. Bratvold stated so the gates don't work at all?

Mr. Hunt responded I cannot lock them. I have explained that to Crystal Clean, and they said I can go buy them from some company and things like that. I don't have a key. They have keys and can come in and out as they please. I almost think it is a lock that Crystal Clean uses on all their pool gates if they don't have access cards because they said it is a standard key that they have.

Mr. Kuhn stated they need to provide a key or we will change the locks on the gate. Get a key, and if not we will deal with that at the next meeting, but we are not going to not have keys to our gate. My suggestion is we deal with the motion sensor and emergency release on the doors, and we provide the third board and the separate access control for the front door. These other items are things that we want to tackle later. It is worth hanging on to the these proposals. Let's take care of things that are most urgent in terms of housekeeping and access to where we are operating efficiently.

Mr. deNagy stated that would be the unnumbered proposal?

Mr. Hunt responded yes, the unnumbered one and part of #4. If we decide to do that, I can reach back out to ESI, and I can get them to actually provide the proposal for just doing exactly that work only, and we can take a look at that.

Mr. deNagy stated that is the segregation of the three boards?

Mr. Hunt responded yes, the releases and the boards.

Mr. deNagy stated just for the board's reference, we had approved a motion at the last meeting up to an amount of \$11,562. Given the proposals we have in front of us, I think that falls within that. I would look for a motion to ratify that action.

Mr. Hunt stated I have one other thing you asked about, which was whether they would be willing to put in the contract that they would assume liability if something were up to fire code, and they stated that is standard for them.

Mr. deNagy stated to Mr. Walters we would have built in our contract where the contractor would be agreeing to meeting fire code or whatever as part of his installation, correct?

Mr. Walters responded that is correct, and it is pretty standard in terms laws and regulations, but it would make sense to spell it out a little more explicitly, and we will do that.

On MOTION by Mr. Kuhn seconded by Ms. Bratvold with all in favor the proposals for a motion sensor system and additional electronic boards to control multiple entryways were approved.

Mr. Hunt stated I know we talked about the Amenity Center rental application. It was for the new rental center application, which I feel is stronger and more clear, and we use it at Evergreen.

Mr. deNagy stated to Mr. Walters I think I sent you a copy of that. I will follow up with you on the application that Evergreen uses.

Mr. Hunt stated we are continuing to do landscaping. I have been on Valley Crest to get all the trees trimmed and the palms and the grasses cut back. We had an event two weeks ago, it was a meet and greet with myself. We had about 30 people, and I got a lot of great feedback and questions. We put those No Trespassing signs up, and a couple weeks ago we had the police out here frisking and searching and making them throw their catch back. The people who really pushed for the signs were very happy to see the police out there doing something about it.

EIGHTH ORDER OF BUSINESS **Supervisor's Requests and Audience Comments**

There were no supervisor requests.

There were no audience members present.

NINTH 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 January 31, 2015. The total of the check register is \$15,612.11.

On MOTION by Mr. Kuhn seconded by O'Bannon with all in favor the check register as of January 31, 2015, was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting for March 17, 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 March 17, 2015 at 2:30 p.m. at this location.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Bratvold seconded by Mr. Kuhn with all in favor the Meeting was Adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman