

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, May 15, 2018 at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach, FL 32034.

Present and constituting a quorum were:

Greg Matovina	Vice Chairman
Chris Hill	Supervisor
Gregg Kern	Supervisor
Rose Bock	Supervisor

Also present were:

Dave DeNagy	GMS
Daniel Laughlin	GMS
Jason Walters	District Counsel (by phone)
Dan McCranie	District Engineer
Jennifer Erickson	Evergreen Lifestyles Management

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 2:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the April 17,
2018 Meeting**

On MOTION by Ms. Bock seconded by Mr. Kern with all in favor the Minutes of the April 17, 2018 meeting were approved.

FOURTH ORDER OF BUSINESS

**Acceptance of the Minutes of the April 17,
2018 Audit Committee Meeting**

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the Minutes of the April 17, 2018 Audit Committee meeting were accepted.

FIFTH ORDER OF BUSINESS

Consideration of Requisitions

A. Ratification of Series 2018 A/B Bonds Requisition No. 1

On MOTION by Mr. Matovina seconded by Mr. Kern with all in favor to ratify the Series 2018 A/B Bonds Requisition #1 was approved.

B. Approval of Series 2018 A/B Bonds Requisition Nos. 2 – 5

Mr. Laughlin stated #2 is \$1,702 for Hopping Green & Sams, Requisition #3 is \$19,950 for McCranie & Associates, Requisition #4 is \$1,380 for Hopping Green & Sams, and Requisition #5 is \$451,972.51 for Earthworks.

On MOTION by Mr. Matovina seconded by Mr. Hill with all in favor Series 2018 A/B Bonds Requisitions #2 - 5 were approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2018-11, Approving the Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing Date for Adoption

Mr. deNagy stated asked the board members to refer to the budget handed out at the meeting and not the one in the agenda package. Some updates were made this morning, and I have another adjustment to tell you about. The other addition is related to landscape and fertilization maintenance. Your copy should have \$98,512. That number should be \$122,412. We have three landscape proposals that we will talk about later. The highest one is R&D Landscaping. Their bid was \$110,000 plus an estimated \$12,000 for mulch. We want to make sure we account for that in our approved budget. We can always reduce our budget. What we approve today we want to approve on the high end. We did this last. The other change I wanted to point that is on your copy but not in the agenda package has to do with reserves. We are adding in road maintenance reserves of \$100,000. That is one-fourth of the roughly

\$400,000 estimate for the Phase 1 road maintenance improvements that we are planning in the next four years from now. We have \$100,000 Capital Reserves, and that will be for the pool resurfacing project that we are going to have. Our expenditures this year are \$485,368. With those changes that I just noted plus a few others I will talk about in a minute, our total expenditures this year will be \$769,400. That causes assessments to increase annually \$471.11 per unit or \$39.26 per month. Other changes to the O&M budget are an increase in Engineering budget of \$15,000. We also have some landscape extras we are budgeting for at \$15,000. Our utility costs for water and wastewater, based on projections this year, are going up \$13,000. Trustee fees related to the new bonds are going up \$5,400. Street lighting costs, based on projections, are going up \$4,800. We are also proposing an increase in special events and decorations of \$3,500. Supervisor fees are going up \$3,000 for additional meetings we didn't have this year. Everything else is fairly minor. The debt assessment stays the same based on the bond rates. We will be talking about the landscape costs but may not be taking action on that today. At the next board meeting we can talk about landscaping and tweak that and bring it down, and the assessment level will come down before we adopt our budget. Right now we would like to add those items to be able to account for them. Mailed notice will go out if the budget is approved as noted. It would be a \$471 a year increase.

Mr. Kern asked Mr. McCranie about the \$20,000 for the FY19 budget.

Mr. McCranie responded maybe 6, 7, or 8 years ago it used to be the engineering budget, and then we brought it down because we were not under construction a lot. We didn't have many things going on, and I quit coming to these meetings. Because we have a lot of oversight on construction, I am anticipating more that won't get paid by the general fund. Those would be the projects. As we get deeper and deeper into the project where now we start having issues with Phase 1 and issues with Phase 2 now and have to resolve those with more people, it is just taking more of my time. I want you to have it budgeted. There is a potential of being able to bring it down to \$16,000 instead of \$20,000, but to date we have already spent \$5,000. I haven't billed for a whole bunch of stuff. That is our best guess of what you should estimate.

Mr. Kern asked about the road reserve. I guess that \$100,000 is a quarter, so it is a \$400,000 target number for year 4.

Mr. McCranie responded yes, as I recall, these were the numbers we came up with last year knowing that they are based upon average lifespan of roadway and based on DOT averages for milling and resurfacing. Sometimes the lifespan is a little shorter, and sometimes the DOT's pricing is a little higher than we can go on the private side, but they tend to average out pretty close to this is the number we are going to need.

Mr. deNagy stated keep in mind you are not including Phase 2. It is just Phase 1. Phase 2 is a 15-year amortization. If we do the Phase 1, we leave it as \$100,000 for the next four years, that becomes our Phase 1 repairs, then we can start Phase 2 with a 10-year amortization. It would be less than \$100,000, and it would still be in our budget.

Ms. Bock asked have we ever had a Capital Reserve study done?

Mr. deNagy responded we did. It has never been implemented here. It was done in 2014. It would be something I would recommend we do.

Mr. Hill stated so we are asking for \$471 increase per unit, 287 units, per year.

Ms. Bock asked when is that going out?

Mr. deNagy responded the letter goes out 20 days before the Public Hearing date.

Mr. Laughlin stated we have the option to do it August 21 at the latest, or we could do it at the July 19 meeting.

Mr. deNagy responded to a general inquiry about how these CDD fees compare to other CDDs. He stated the road maintenance is unique here because the county owns the road on a lot of other Districts. In Nassau County, every community has to do their own road maintenance.

Mr. deNagy stated I can see this budget holding for a few years, particularly if we leave that \$100,000 for the pool resurfacing. That will be a nice cushion going forward.

Mr. Kern asked Mr. McCranie does the 4-year lifespan on the Phase 1 road include the road repairs that we did last year.

Mr. McCranie responded I did not take any of that in account since that was just a patch area. If we come back and decide to mill and resurface, we are going to mill and resurface the whole thing.

Mr. Laughlin stated we need to pick a date for the public hearing. Should it be the August 21 meeting or July 19 meeting?

Mr. Matovina asked could we do both dates?

Mr. Walters stated I have never seen that done. If we are advertising for July, the question is are we adopting in July. I think it is clearer to just do one date.

Mr. Matovina stated I will make a motion for approval with an adoption date of August 21, 2018 at 2:00 p.m.

On MOTION by Mr. Matovina seconded by Mr. Hill with all in favor Resolution 2018-11 approving the proposed budget for FY19 and setting a Public Hearing for August 21, 2018 at 2:00 p.m. was approved.

SEVENTH ORDER OF BUSINESS

Other Business

Mr. Kern stated I got a follow-up from AV Homes on some of their items that were discussed last month. One was a resident that had a drainage issue. AV is handling that. The other item was the tracks that the CDD maintained, and he committed to look at the ones they disturbed and do replanting.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated I do not have any action items for the board today.

B. District Engineer

Mr. McCranie stated construction is on schedule. They have not requested any rain delay days as of today's date. I have not heard complaints.

C. District Manager – Report on the Number of Registered Voters (360) / Discussion of General Election

Mr. Laughlin stated we have 360 registered voters. Three seats are going to be up for election – Greg Matovina, Chris Hill, and Gregg Kern. Greg Matovina (Seat 1) and Chris Hill (Seat 4) will be filled at the General Election. Seat #2 will be filled by Landowners Election.

D. Community Manager - Report

Ms. Erickson stated as far as the construction, everybody is quite happy. I have only heard one person say anything negative. It was a muddy day. Everybody says they are doing really good work. There is a county commissioner's meeting at the end of this month for the Nassau County Sheriff, so they will start patrolling here in July. In the meantime, I did have

the Nassau County Sheriff actually doing rounds because of people who are mudding out here. We have had a lot of irrigation repairs. Pool leaks have been repaired. I am waiting for JEA for a water credit. We are set for mold remediation, and we are waiting to get bids in the next week or so. We have a Sangria social, a pool party, and paint night scheduled. In response to a question about a roof leak, Ms. Erickson stated it has been patched, and when the mold remediation is done, they will pull the flashing out and repair it.

NINTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

There were no supervisor requests.

Audience Comments

No audience members were present.

TENTH ORDER OF BUSINESS Financial Reports

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

Mr. Laughlin stated a copy of your financial statements is included in your agenda package as of April 30, 2018. The total of the check register is \$17,067.35

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the check register in the amount of \$17,067.35 was approved.

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting for June 19, 2018 at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach

Mr. Laughlin stated the next scheduled meeting is June 19, 2018 at 2:00 p.m. at this location.

TWELFTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Bock seconded by Mr. Kern with all in favor the Meeting was Adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman