

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 17, 2016 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
Chris Hill	Assistant Secretary
Rose Bock	Assistant Secretary
Greg Matovina	Assistant Secretary

Also present were:

Dave deNagy	District Manager
Jason Walters	District Counsel (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 2:35 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the April 19, 2016 Meeting**

On MOTION by Mr. Kuhn, seconded by Ms. Bock with all in favor the Minutes of the April 19, 2016 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of AJ Johns Change Order No. 1**

Mr. Kuhn stated this is a revision to their schedule. There was some early confusion about when their notice to proceed was given relative to when they could actually get onto the

project area. The schedule they had in their contract wasn't valid based on when they hit the ground. This schedule represents their current contract schedule with a substantial completion date of September 21. It is just memorializing this revised schedule into their contract.

Mr. Walters stated this is essentially to reset the schedule. We wanted to do it formally. They had discussion with them, they sent over the schedule you see attached to the change order. We just wanted to make sure we all came to a final consensus and locked it into the contracts.

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor the AJ Johns Change Order No. 1 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-04,  
Election of Officers**

Mr. deNagy stated this is the addition of Patti and Rich Hans in our office. In south Florida a lot of the accounting work and so forth is done there. We are asking for approval of adding these two as Assistant Secretary for the purpose of signing District documents.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2016-04 adding Rich Hans and Patti Powers as Assistant Secretary was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-05,  
Authorizing the Chairman to Approve  
Change Orders and Requisitions**

Mr. deNagy stated this was a topic at the last meeting and would authorize the Chairman to sign change orders and requisitions in between meetings with proper approvals.

On MOTION by Mr. Matovina seconded by Mr. O'Bannon with all in favor Resolution 2016-05 authorizing Chair to approve change orders and requisitions between meetings was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2016-06,  
Approving the Proposed Budget for Fiscal  
Year 2017 and Setting a Public Hearing  
Date for Adoption**

Mr. deNagy stated the Public Hearing date would be July 19. A copy of the budget is included in the agenda package. A revised proposed budget was emailed to you. It had changes to the adopted FY16 budget that were incorrect in the agenda package. What you are looking at is an overall increase of \$59,635. That is made up of an increase in Evergreen Management fees of just under \$22,000; increases in our Capital Reserve of about \$48,000; and then reductions in our electric and water/wastewater utilities of about \$12,000. Those changes comprise almost \$58,000 of the \$59,000 change. We had talked about our Capital Reserves. On Page 3 of the budget handed out is our cash flow projections for FY17. We have a carry forward surplus from FY15 of \$110,000. We are projecting excess revenues this year of \$13,000. We need first quarter operating expenses of \$77,000 of that money. If we take that away, we are left with an excess that is available for Capital Reserves of \$40,147 and capital projects for renew and replacement of \$6,220. In our budget we have a Capital Reserve increase of \$48,000. My recommendation would be to use \$40,000 of that carryover and lower our approved budget by \$40,000, bringing that increase from \$59,000 down to \$19,000. So instead of a 14% increase or an \$85 annual increase, that would reduce the annual increase to a little over \$28 a year or 5% if we utilize that \$40,000 in Capital Reserves that we are projecting.

Mr. Kuhn stated we recognize that we believe this to be the highest budget number that we would approve for FY17. I think we still need to have some conversation with Evergreen about their schedule of services and whether the community merits an increase in service. I am hopeful that with some more work with staff we can continue to reduce the budget, but we think this will be the maximum budget we approve for FY17 for the community.

Mr. deNagy stated with our budgets, we want to approve on the high end. There are noticing requirements. We don't want it to be too low where we would want an increase sometime between now and adoption, so the recommendation would be to approve it at the high end. When we come in for the public hearing for adoption, we can always lower it. With the increase, there will be a mailed notice required to all residents.

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor Resolution 2016-06 approving the proposed budget and reducing capital reserves by \$40,000 for FY17 and setting a Public Hearing date of July 19, 2016 for adoption was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-07,  
Authorizing a State Board of  
Administration Investment Account**

Mr. deNagy stated this could be used for funding the money we have in the new bonds and can also provide us the ability to provide for the reserve fund.

On MOTION by Ms. Bock seconded by Mr. Kuhn with all in favor Resolution 2016-07 authorizing a SBA Investment Account was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

Mr. Matovina initiated discussion regarding processing the plats and all the problems involved with the process. Mr. Kuhn stated District Engineer, Dan McCranie, is working to actively to replace the surveyor and get the plat teed up. The plats are hyper-urgent, and I would rather bond something for six months or twelve months and get it approved than to be waiting around with finished lots we can't sell because the plats are not even on the agenda yet. Mr. McCranie stated we are going to be pushing it to be prepared early so that we will be on time.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

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

**B. Engineer**

Mr. McCranie stated there was a concern that with the drawing down of ponds at the next-door subdivision that the flow was coming through this subdivision and could potentially cause flooding. I went out there, and the pumping had stopped. You could see where the

wetland had raked up a little bit, but everything is flowing like it is supposed to. There is no concern of flooding from one subdivision causing too much water to come through the other. There were no issues found with that. Construction looks to be on schedule.

**C. Manager**

Mr. deNagy stated the number of registered voters as of April 15, according to Vicki Cannon at the Supervisor of Elections, is 169.

**D. Community Manager - Report**

Mr. Hunt thanked Mr. McCranie for coming out and satisfying the request for the residents regarding the lake pumping. We are moving along on maintenance items and working hard trying to get the sod under control.

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

There were no supervisor requests.  
There were no audience members present.

**TWELFTH 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 April 30, 2016. The total of the check register is \$291,794.83.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor the check register as of April 30, 2016 in the amount of \$291,794.83 was approved.

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting for June 21, 2016, 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 June 21, 2016 at 2:30 p.m. at this location. We will add on the agenda maybe changing the meeting to 2:00 p.m.

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

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

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman