

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, June 23, 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
Greg Matovina	Vice Chairman
Chris O'Bannon	Supervisor
Grady Miars	Supervisor (by phone)

Also present were:

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

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 comments.

THIRD ORDER OF BUSINESS

Organizational Matters

- A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/20/18)
- B. Oath of Office of Newly Appointed Supervisor
- C. Election of Officers Resolution, 2015-04

Mr. deNagy asked has there been consideration for another board member yet? If not, we can table this.

Mr. Kuhn responded there has not, and I would like to continue that item to the next meeting.

Mr. deNagy stated this item will be tabled until the next meeting.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 19, 2015 Meeting

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor the Minutes of the May 19, 2015 meeting were approved.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the May 19, 2015 Audit Committee Meeting

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor the Minutes of the May 19, 2015 Audit Committee meeting were approved.

SIXTH ORDER OF BUSINESS

Acceptance of the Draft Fiscal Year 2014 Audit Report

Mr. deNagy stated a copy of the report is in your agenda package. I would like to read a couple of things into the record. Turning to page 2, at the top, the Opinion states that "The financial statement referred to above present fairly in all material respects the respective financial position of the governmental activities, and each major fund of the Amelia Walk Community Development District, as of September 30, 2014, and the respective changes in the financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America." If you turn to Page 26, this is the report on internal controls. I would like to read one sentence in the last paragraph on Page 26 at the bottom. It states "during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses." Finally, please refer to pages 28-31, these are the management comments. We had some prior audit findings. This is just related to failure to make the bond debt service payment in 2014. I believe everything has been caught up at this juncture, but for 2014, their recommendation is to get those delinquent assessments current. That is a comment in the management report that is required. If there are no question, I would look for a motion to accept in substantial form the draft of the FY14 audit report.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor to accept the FY14 audit report in substantial form was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter with McDirmit Davis & Company, LLC for Fiscal Year 2015

Mr. deNagy stated refer to Page 3 to note that they expect to begin the audit in November or December this year and then issue their report no later than May 2016, which is in compliance with Florida statutes. On Page 4 is an outline of their fees. Their fees for their services for FY15 will not exceed \$3,700 as noted at the top of that page. If there are no questions, I would look for a motion to accept the audit engagement letter.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor to accept McDirmit Davis FY15 audit engagement letter was approved.

EIGHTH ORDER OF BUSINESS

Consideration of the Fiscal Year 2015 Engineer's Report

Mr. deNagy stated this was prepared by McCranie and Associates. Mr. deNagy asked Mr. McCranie if he would like to speak about the report.

Mr. McCranie responded he will do that under his Engineer's report.

NINTH ORDER OF BUSINESS

Consideration of Developer Funding Agreement

Mr. deNagy stated there is a copy in your agenda package and asked Mr. Walter to speak about the agreement.

Mr. Walters stated this flows in nice with the next agenda item, so we will talk about both of them together and then look for action items. The next two items deal with a funding agreement between the District and the landowner to start a discussion for looking to start the Phase 2 construction. Essentially the District is divided into several phases of construction.

We have completed the first phase. Phase 2 will include additional roadway, water, sewer, stormwater similar to Phase 1. The District and the landowner are looking at starting to solicit proposals and so forth for that construction. Obviously we have not issued additional bonds at this point, but we are currently evaluating the options for that. In order to get the process started is to have the District solicit proposals. The funding agreement provides that the landowner will fund all of that operation including the initial construction cost, then the District obtains additional financing and those funds would be reimbursed, the initial cost of all of the soft costs of putting it out on the street and the construction cost that is incurred. The remaining bond funds would be used for construction. The two things we are looking at today is to authorize staff to prepare that RFP and get the process started to solicit proposals for construction and then to approve a funding agreement.

Mr. Kuhn stated if there aren't any questions, I am ready to move on those in reverse order. Jason, I know you have been working with the landowners' counsel on the funding agreement, and I am not sure this is the most recent draft that I have seen, but I would suggest that we move to approve this in its substantial form while you finalize the agreement with Donna Feldman.

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor to accept the Phase 2 Developer Funding Agreement in substantial form was approved.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor to authorize staff to move forward to develop the Phase 2 Infrastructure RFP was approved.

TENTH ORDER OF BUSINESS

Discussion of RFP for Phase 2 Development Infrastructure and Utilities

This item was discussed under 9th Order of Business, Consideration of Developer Funding Agreement.

ELEVENTH ORDER OF BUSINESS**Discussion of Landscape Maintenance RFP**

Mr. deNagy stated the next two items are discussion to bring everybody up to date. We will start with the Landscape Maintenance RFP and then talk about the tree trimming issues. I do appreciate Wes' hard work for the landscape issues. There were several vendors who expressed an interest in bidding on the project. We got the RFP out, and I think it is due back by July 8th.

Mr. Hunt stated we have 10 vendors who are bidding on it. Questions related to the Scope of Work. The scope of work that was presented to Valley Crest I think had changed a little bit because of the construction that is going to occur here including areas such as the pond when you first enter the residential aspect to the left. There was decision made and that pond went natural around the edges for the most part. AB Homes plans to build model homes right there, and they want us to present a clean pond to them. I reached to them as asked if they would be interested in cost sharing with the District. They responded they will not be involved in any cost sharing. They said that is our responsibility, and we must maintain it. Part of that is the RFP that went out, we are going to have to maintain that at least until AB Homes comes in. They may be interested in maintaining it once it is under control and once they have built their homes there, but as of now they want it clean and presentable. When the landscaping companies come out, it is going to increase the scope of work. That is one thing that came up. Another thing is I really tried to work to narrow the scope. I presented them with maps that are colored-coded, showing the outlining and the actual areas of the CDD property based on what the engineer gave us so everyone is on the same page. I have also asked them to present a proposal to us to do landscape maintenance once landscaping is – let's say they came in here and the place was pretty much perfect – that is what the bid is going to be. Then, they will add additional line items that will be extras. They will say "we see you have problem areas here," whether that be tree trimming or that additional pond, etc. They will give us a price on bringing those up to par. I feel pretty comfortable that they have a pretty good understanding. They all met with me. I took about an hour and a half with each of them to discuss. Overall, I think they have a pretty good idea what they are bidding on.

TWELFTH ORDER OF BUSINESS

Review of Tree Trimming Issues

Mr. Hunt stated the tree trimming issue is very similar. A lot of these companies that are coming to bid on the landscaping, I have asked them to present some proposals. If they are to do the tree trimming and the maintenance, what would that cost? So we are going to get a number of bids on that as well. We will have 10 competitive bids on the tree trimming. Obviously we don't have the money in the budget right now to do that, so we either need to budget money for it next year and do it as a slow process, but at least we will have a number of different people telling us what they would charge to do such services.

THIRTEEN ORDER OF BUSINESS

Other Business

There being none, the next item followed

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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

B. Engineer

Mr. McCranie stated this is the annual report that I send out every year. I have checked everything out. I focused on the maintenance of the roadway system and the pond system. The ponds look really good to me engineering-wise and are operating as they should be. The roadway drainage and everything else looks really good. There are areas shown in that picture on Cherry Creek and Calumet Drive. The two roads really have no houses on them. The vegetation still needs to be cleaned out so it doesn't continue to grow and get weeds in between the curb line and the asphalt line. Those are pretty minor areas compared to the overall subdivision. The weeds should be killed, and the gutter area should be cleaned out. Otherwise, everything else looks good.

Mr. deNagy stated this report is a requirement of the trust indenture that is due July 1 given the board approves the Engineer's report. We will go ahead and file this with the trustee in compliance with the master trust indenture.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor to accept the FY15 Engineer's Report was approved.

Mr. McCranie stated if I need to be involved with helping to bid out Phase 2, let me know.

C. Manager

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

D. Community Manager

Mr. Hunt stated a lot of the crime and vandalism has died down quite a bit. We have had incidents. The Nassau County Sheriff's Department has been in here for the last month. They reported two incidents to me. One was a group of teenage kids, one resident and his friends, drinking at the pool at 1:00 in the morning. They were confronted by the officer, they were warned, and sent home. There were no citations given. The parents were not notified as the kid was 18, and they chose not to notify the parents. They said I could notify the parents if the board chooses. I have all the information on file, so that is up to the board as far as to how you would like me to handle that. The second one involved an officer encountered a slow-moving vehicle at 1:00 a.m. traveling through the neighborhood. They pulled into the Amenity Center and also pulled into the old model and turned off its lights. The officer was in an unmarked car and followed the individual as he pulled back out of the old model and continued down the street. He pulled him over and asked him what he was doing, and the guy replied that he was thinking about buying a home in here. The officer said he would have much better luck coming back during the daytime. He was not charged with anything, as he did not commit any crime, per se. The question becomes do we want to continue them being here? That would be one question I would have based on what I have explained to you.

Mr. Kuhn stated if you think it is helpful, then we can continue on, but if you don't think there are incidents that warrant that kind of patrol, we can reactivate that with the Sheriff's office on an as-needed basis.

Mr. Hunt stated obviously we had a rash of problems. They have gone away. There are very minor things where people were trying to come across the fence to go swimming, they don't live there, but we haven't had any of the other issues – the vandalism, the breaking and entering, and the fecal matter. It was nice to know I didn't have to come in the next morning and clean up after a bunch of kids after they had a wild party at the pool. I think the residents enjoyed it. It is very hard to say if we end it now, and people find out they are gone, do things

start back up again? So far it seems like it has been helpful. My recommendation would be that I would like to see it continue. I don't think 8 hours a week is really that much. Some of the other communities do it 30 hours a week. They work Thursday, Friday, Saturday, Sunday, and they are staggering it. They are doing two 4's, but they are changing the days and times.

Mr. Matovina stated I would think you would keep it for another month particularly with kids out of school.

Mr. Hunt stated the other question I would have is they presented, and I sent it to Jason, but you have the contract that they provide. It allows them to enforce speed and it allows them to enforce trespassing as well. They sent me a copy of a sample agreement, and I sent it to Jason. If you sign and approve that, it gives them the right to enforce speed and traffic violations. We have had some concerns from residents about people flying through here, and they want to know about electronic signs that show your speed. The Sheriff's office does have that available. You have a couple of options. If they are going to be here for another month, and it is at no extra cost, that would be like why not? If there are other concerns that I am missing Jason, please let me know.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor to authorize the Chairman to work with legal to keep the use of the off-duty Sheriff through the end of July was approved.

Mr. Hunt stated it is my understanding that we are continuing what work we have now, through the end of July. The next issue is I wanted to verify that Jason and Chris Kuhn received my information regarding the walking trail. The next issue is Servpro came out and did an emergency ready plan that we talked about at the last meeting. It actually turned out a lot nicer than I even thought it would. They have pictures that are kept on site. Anybody that is here can shut the water off or do anything in an emergency situation. The next issue is the Nassau County Health Inspector was out here and inspected our pool. We were nicked on a couple of little things, nothing that would shut us down. There was a wrong capacity label on a pool, and it is correct now. I fixed every little issue. The only one that we have right now is our flow is very low, lower than what they allow. That is due to the filter issue. The filters are six or seven years old, and they are only good for five years. We can try to degrease them for \$250 and maybe squeeze another six or eight months or a year out of them. Most likely they

are going to need to be replaced, which is \$1,776.00. In order to become compliant with the health inspector and get our flow up, we either have to degrease or replace the filters.

Mr. Kuhn asked is there a specific timeline that we need to meet?

Mr. Hunt responded the inspector said he was going to give me a call and set up a time to come out and meet with me. I told him that right now we are looking at replacing them, and I had to speak with Crystal Clean, so I bought us some time. Their quote is in the agenda package, and it is \$1,776 to replace them all, and it was \$258 or something like that to degrease, and it said it may help for a month, that it just really depends.

Mr. O'Bannon asked can you stagger the filter replacement?

Mr. Hunt responded I didn't ask that question. It is possible. I can definitely touch base with them and find out to try to cut that cost in half or something.

Mr. Kuhn stated I know our O&M budget doesn't support replacing the pool filters this year. We do need to address the inspector's concern. My suggestion I think would be see if we can't finish this year's swim season with the filters we have by cleaning them and budget into next year the replacement that may be necessary.

Mr. Hunt continued by stating pool permits are being renewed this month. In my reports are things we have done around here. We have corrected the swimming items. We saw some things that need to be repaired around here. There is some tree trimming and some concrete work around the tennis court that need to be repaired. There are some lights out here that are out, which I don't have the cost of that right at the moment. Some of them are the decorative lighting along the road that shine on the monuments. Some of the street lights are out here. I know you replaced some of them last year or not too long ago, but I don't know which ones those were, but some of them are out again. The final one is the fountain out here at the parking lot, that fountain has actually been down for two months. They sent me a quote, which is \$815 to fix that pump. Basically the manufacturer is holding on to that fountain right now, but they want to send it back to us as soon as they can. They either want to fix it and send it back or just send it back broken. Again, financially we don't have that money in the budget to fix that pump.

Mr. Kuhn stated I think what would be helpful is it seems like every month there are new items that pop up that need housekeeping or maintenance. I think it would be good Wes if you and Dave could huddle on all the outstanding O&M items that need some attention either

this year or the next fiscal year so we can prioritize recommendations for the board's consideration. There may well be some things that we really want to deal with yet this fiscal year knowing that we have some budget constraints and others that we can live with until October or later. I would like a snapshot of everything that is out there that we talked about the last two months.

Mr. deNagy stated Jason and Grady I will send you a list of items that Wes has outlined with regard to O&M that is needed. Wes and I will get together and prioritize this list between what we need this year and the next year and get that to Chris Kuhn.

Mr. Hunt stated just to be clear as far as speaking to the manufacturer for the fountain, having them send it back to us un-repaired for now. They wanted to send it back to me at the beginning of this month, and I told them to hold on it until the meeting.

Mr. deNagy stated I think we need to get that repaired.

Mr. Kuhn asked which fountain is it.

Mr. Hunt responded it is one right at the parking lot behind the dumpster.

Mr. deNagy stated I think we need to get that done.

Mr. Hunt stated next are the bids and proposals. One is the concrete work that needs to be done around here. We have had a couple of different bids to do some different things, add and subtract as needed. So it ranges anywhere from \$1,200 to \$2,400 for the concrete work. Again Dave and I can determine what is necessary. The next issue is AB Homes wants to hold an event this Thursday. I wanted to know if we want to waive the fee again, you did for their welcome event, or do we want to charge them a rental fee.

A representative stated we are going to release 65 lots, it is a small group of probably about 15 people here. I don't expect a large group. The hours are 4 to 6, and it is to drop in and pick up an AB package. We won't have another release. We will just silently release at the end of July. There will be no catering, it is probably a Publix platter.

Mr. Kuhn stated given the nature and size of that event and the time of the event, I would suggest that you make sure of the room as long as it is returned in the condition that it was found.

Mr. Hunt stated a couple of items that residents have brought up, and I said I would bring to the board. I have had request from residents about having a refreshment stand or something up here in the summer and having someone sell refreshments, obviously non-

alcoholic beverages, and hot dogs or something like that. I just wanted to poll the board and see if there is any interest in doing that. I had one resident say he would be willing to run it, and the District would take a cut of the business he was running.

Mr. Kuhn responded there are a lot of nuances to food and beverage service as far as the District is concerned.

Mr. Walters stated there are. There are Department of Health type issues.

Mr. Kuhn stated I am certainly happy to talk about this, but it is not as straightforward as grabbing a guy with a hot dog cart and serving up food and drinks. Why don't we have a separate conversation with Jason about the things we need to be aware of before we get into that.

Mr. Hunt stated I had a couple of residents approach me recently asking about meeting times for the CDD board meetings. I had one individual that was very adamant that the meetings being at 2:30 were inappropriate for the community. He approached me and was very adamant that he can't make it because he works during the day and so do all the other residents. I just wanted to put that in front of the board that there has been some concern about the time of the meeting.

Mr. deNagy stated at our next meeting we will be looking at our FY16 meeting schedule and times. A lot of what we have done with District, for example Heron Isles, is we have the budget meeting in the evening for residents, but we can talk about that when we bring up the meeting schedule.

Mr. Hunt stated another item is that wedding we are going to be holding in March, they want to have a photographer who is a friend, he is not bringing any equipment, he just has a nice camera. Does he need to have insurance to shoot the wedding?

Mr. Kuhn responded I have no idea. Work with Jason on what the requirements are for photography vendor to participate.

**FIFTEENTH ORDER OF BUSINESS. Supervisor's Requests and Audience
Comments**

There were no supervisor requests

There were no audience comments.

SIXTEENTH 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 May 31, 2015. The total of the check register is \$29,955.02.

On MOTION by Mr. Matovina seconded by Kuhn with all in favor the check register as of May 31, 2015 was approved.

**SEVENTEENTH ORDER OF BUSINESS Next Scheduled Meeting for July 21, 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 July 21, 2015 at 2:30 p.m. at this location.

EIGHTEENTH 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