

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 Thursday, July 6, 2017 at 4:30 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach, FL 32034.

Present and constituting a quorum were:

Chris Hill	Supervisor
Rose Bock	Supervisor
Greg Matovina	Supervisor

Also present were:

Daniel Laughlin	GMS
Dan McCranie	District Engineer
Jason Walters	District Counsel (by phone)
Wes Hunt	Evergreen Lifestyles Management
Jennifer Erickson	Evergreen Lifestyles Management
Mike Taylor	GreenPointe Communities

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 4:30 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation from Chris O'Bannon**

Mr. Laughlin stated in your agenda package is a resignation letter from Chris O'Bannon.

On MOTION by Mr. Matovina, seconded by Ms. Bock with all in favor to accept the resignation from Chris O'Bannon was approved.
---

**B. Appointment of New Supervisor to Fill Unexpired Term of Office**

Mr. Laughlin stated this is for Seat #5, which expires in 2020.

On MOTION by Mr. Matovina, seconded by Mr. Hill with all in favor to nominate Mike Taylor to fill Seat #5, expiring in 2020, was approved.

Mr. Laughlin stated Mr. Taylor will accept pay.

**C. Oath of Office for Appointed Supervisor**

Mr. Laughlin administered the Oath of Office to Mike Taylor, and he assumed his position as Supervisor in Seat #5.

Mr. Walters stated Mr. Taylor will be receiving information for his review. For questions, he can reach out to the District Counsel or District Manager for answers.

**D. Consideration of Resolution 2017-05, Election of Officers**

Mr. Laughlin stated he talked to Dave, and the board might to wait until the next meeting in case Chris Kuhn resigns and we do this again.

Mr. Walters stated if the board is comfortable holding off until the next meeting so we can see where everything falls, that would be fine.

The board members agreed to wait until the next meeting for election of officers.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 16, 2017 Meeting**

On MOTION by Mr. Matovina, seconded by Ms. Bock with all in favor the Minutes of the May 16, 2017 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Lake Maintenance Agreement with Lake Doctors, Inc.**

Mr. Laughlin stated they are just increasing the amount of lakes we have, but there is no price change.

On MOTION by Mr. Matovina, seconded by Mr. Hill with all in favor the lake maintenance agreement with Lake Doctors was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of FY18 Budget**

The budget is located in the agenda package.

Mr. Laughlin stated right now it is approximately \$271 increase. The majority of that is going in Phase 1 and 2 for the road maintenance reserves and the capital reserves. There is a little increase in the Trustee fees, but it is because of the new bonds that are financed. The landscape and maintenance has an increase also, and that is because of Phase 2. The main increase is because we are trying to put money away. The roads are going to need to be redone in maybe four or five years.

In response to a comment made from an audience member regarding the engineering for the infrastructure and roads, Mr. Matovina stated the CDD needs a reserve for future replacement because the CDD owns the roads, and the roads are not going to last forever. I can point to several other CDDs that I have been involved with where at a certain point in time, you need to start establishing a fund so that you don't get hit with the cost to repair that road all in one year. That is what is going on here. This is the start of establishing a fund so that 10 or 15 years in the future when the entire road needs to be ground and repaved, that money is available and there isn't a huge \$3,000 per lot special assessment that has to be paid. That is what this reserve is, it has nothing to do with current repairs.

In response to a question from audience member Jack Salvie regarding mulch around trees on Majestic Walk, Ms. Erickson gave a brief description of what is planned for the upcoming year.

Mr. Matovina stated \$180 of the \$271 increase is going into a reserve account above and beyond what was going into a reserve account last year. So basically two-thirds is going into the reserve account for future years, and \$90 is going to current expenses.

Mr. Salvie asked should we be expecting year after year increases then? What is your prediction?

Mr. Matovina responded normally when you are establishing a reserve like this, you wouldn't expect that reserve to go up substantially next year. You would tend to expect it to be relatively constant unless you foresee costs increasing.

Mr. Laughlin stated ideally this should hold level for a while, roughly 3 to 5 years.

Mr. Hill stated I think it is important to note that your fees, until last year, didn't go up for a number of years.

Mr. Salvie stated it has always been in the back of my mind with the few houses that were in here for so many years that the fees were going to have to be raised. Then when they finally build out, you raise the fees by two-thirds. Maybe I was worried too early. It seems like now that they are full, to me, it shouldn't be going up.

Mr. Matovina responded unlike an HOA where the developer can fund deficits in the beginning and as more homes get added, it is more homes to amortize the cost. In a CDD, from Day 1 when you establish the number of homes that are going to be in that CDD, whether there is a home on that lot or whether it is just trees, the same amount is used as the divisor in the calculations. So this CDD I believe was set up based on 749 homes. So whatever the budget has been, it has always been divided by 749. If there were no people the first year, then the developer would have been required to pay on all 749 lots. So the developer right now is paying on all of the undeveloped lots. The woods back there might be 500 lots. They have to pay that every year. They have to write the same check that you write time whatever the number is that is undeveloped, unoccupied, or unsold.

Mr. Byron Biana asked is there a max – I know this budget is a 43% increase. By state law, is there a maximum increase that it could be?

Mr. Walters stated there is no maximum increase.

Mr. Biana stated so theoretically this increase could happen year after year?

Mr. Laughlin responded theoretically. There is nothing that will stop it, but there is also no reason to do that.

Mr. Biana stated the General Fund budget for fiscal year 2018 says that Phase 1 for the road replacement is committed to be during FY2023. Is there a guarantee that will happen in 2023, and if it doesn't then what?

Mr. Laughlin responded there is no guarantee. It is all planning for the best.

Mr. Matovina stated the roads last about 15 years. The road was built in 2007, so I think that it is why it is shown as 2023.

Ms. Karen Werling asked whose decision was it and why did they decide to go to the mailbox kiosk instead of individual mailboxes?

Mr. Matovina responded if you can resolve that issue, developers across the United States would come and pay homage at your doorstep. The US Post Office, in the great recession, changed their policy and they do not allow individual mailboxes in any subdivision anymore. The developer decides where the kiosk will go, but the Post Office has to approve it.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters stated I don't have any action items for the board. There were no questions for Mr. Walters

**B. Engineer**

Mr. McCranie stated I have the ratification of three different requisitions. They have been reviewed, signed, sent. They just need to be ratified. The first one is payable to CX3, and it was for signage in the mailbox kiosk. The second one is for Rollings Construction and it is for hardscape construction. That has already been approved by the board. The third one is to HGS for construction documents. The three requisitions total \$40,155.25.

On MOTION by Mr. Matovina, seconded by Mr. Taylor with all in favor the ratification of Requisition Nos 38, 39, and 40 totaling \$40,155.25 was approved.

Mr. McCranie stated I received an email from Nassau County. They have been driving down our roads and noticed an area of Phase 1, the end of Calumet Drive, an area that does not have a single family lot so it is a common area that does not have sidewalks. They have asked me to ask the board what do we do plan on doing about those common area sidewalks? Mr. Cranie distributed a handout to the board members showing the area in question. My recommendation would be to go out for bids and get prices to install the sidewalk. It is a CDD item and is in our right-of-way, and it is a common area.

Mr. Taylor stated since we have Rollings Construction out here, can we change order their contract?

Mr. McCranie stated that would be wonderful.

Mr. Taylor stated I recommend we do that.

Mr. McCranie stated the distance is approximately 120 feet.

Ms. Bock stated we do have a cost. Rollings Construction has a cost for new sidewalks including hauling dirt is \$4,975. This is for Calumet Drive.

Mr. McCranie stated the only thing that can possibly come up is (1) the community itself it doesn't look right, (2) I don't believe the county can withhold CO's of the two blocks but sometimes they threaten to do so. It is up to you. There is no real stick that the county has to make you do it since we have already moved forward and Phase 1 was already approved. They should have caught it under construction of Phase 1, and they did not.

Mr. Matovina stated first of all, it is almost 200' and it is \$6,500 because you did not add in overhead and profit. I would say we need another bid.

Mr. McCranie stated I know of another firm where I can get some pricing and submit to the board. It is not a rush item.

**C. District Manager**

There was no report.

**D. Community Manager - Report**

The report is located in the agenda package under Section VIII-D

Ms. Erickson stated the administrative Envera is back up and running. We had three trespassers caught and removed from the property without any incident. We are working on new mailbox key packets for the new residents. We did have an issue with the Envera hard drive. It was repaired at no cost. We did sidewalk inspections and fountain repair work. We are currently working on pool repairs, streets signs, and monuments. Ms. Erickson distributed bid packets to the board members. The street signs that we have for the ones that were damaged, we had an original order placed in January. They lost our order, and we started again with a new company. The total for that is \$2,175, and that is to fix the three that are unrepairable.

On MOTION by Mr. Matovina, seconded by Mr. Taylor with all in favor for street signage in the amount of \$2,175 was approved.

Mr. Erickson stated the next one is from Stanford Tree Services. We have several oak trees that are overlapping the street signs and lights in the parking area. The total to trim those trees is \$1,700. Another company gave me a bid of \$2,800.

On MOTION by Mr. Matovina, seconded by Ms. Bock with all in favor to have trees trimmed on the property for a cost of \$1,700 was approved.

Ms. Erickson stated we have had some issues with sidewalk repairs. We have some that are over the 1/16" up to about 2-1/2" where the oak tree root system has caused damage. Right now to repair these throughout the community through Rollings Construction is \$29,818. We do have another company that can do just the ones that are severe. There are 14 high priorities, which would be \$2,365. Rollings does not want to do a small scale repair. Per the board's request, they are all marked with orange marker so it is visible to walkers. Unfortunately, 95% of these repairs are due to the oak tree root system. It is in Phase 1 and starts in the front of the community where it is severe and goes throughout the community.

Mr. Taylor asked have we discussed with Martex about root pruning all the trees up there as a preventative care program in the future?

Ms. Erickson responded Martex does not do tree service. Davy Trees did discuss that before, so I can get an estimate for that. In the estimate that Rollings did, they would cut the root system itself and shrink those areas so those roots could not grow back. This is an area that I wanted to inform you about and let you know there are issues and the anticipated cost to correct the issues. It is our recommendation. There are 14 high priority spots, but we marked 78 spots with Rollings. The majority of the spots are between the front and pool area, and there are two other major areas. One is at a corner where a stop sign is, and the other is at Majestic Walk and Berryessa.

Mr. Laughlin stated I will talk with Dave and have him look more in the budget and see what our options are.

Mr. Matovina stated we need to figure out a way to fix it and fix it one time.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Matovina wanted to address a question brought up by an audience member. Matovina and Company, the company I own, has a contract to buy the three parcels in the front excluding a small parcel out on the Amelia Concourse that would be on the right as you come in. The plan is the property is zoned for 210 single-family lots. The plan is to develop it in accordance with that zoning for single-family homes. It will probably start around the first of year, and it will be commensurate with the neighborhood. Right now the plan is to not have those parcels be part of the CDD, and as part of Matovina and Company's requirements in acquiring the property, it would have to build its own swimming pool and clubhouse area there for the residents.

There were no supervisor requests or audience comments.

**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 May 31, 2017. The total of the check register is \$49,817.96

On MOTION by Mr. Matovina seconded by Mr. Hill with all in favor the check register in the amount of \$49,817.96 was approved.

Mr. Laughlin stated we are 100% collected.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting for July 18, 2017  
at 2:00 p.m. at the Amelia Walk Amenity  
Center, 85287 Majestic Walk Circle,  
Fernandina Beach**

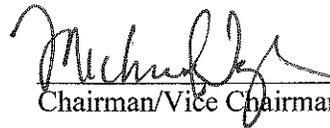
Mr. Laughlin stated the next scheduled meeting is July 18, 2017 at 2:00 p.m. at this location.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman