

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, July 21, 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)
Wesley Hunt	Evergreen Lifestyles Management
Darrin Mossing, Jr. (Guest)	
Vicki Bratvold (Guest)	

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

Affidavit of Publication

Mr. deNagy stated this is the affidavit noticing today's public hearing with regard to the adoption of our FY16 budget.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the June 23, 2015 Meeting

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor the Minutes of the June 23, 2015 meeting were approved.

FIFTH ORDER OF BUSINESS**Consideration of Proposals for Landscape
& Irrigation Maintenance**

Mr. deNagy stated I have handed out to all the board members and emailed Mr. Miars a copy of the evaluation criteria and scoring of the landscape proposals. We issued a landscape RFP, and we received nine proposals for landscape services here at Amelia Walk. The nine companies are Davey, Dunmar, Duval Landscape, Eagle Lawn Care, Land Care, LMP, Martex, Trim-All, and Valley Crest. The evaluation takes into account six criteria, and those include Personnel and Other Resources for 20 points; Experience for 30 points; Understanding the Scope of Work for 20 points; Price, which is broken down into two categories, the low bid price received 20 points, the others received a percentage related to low score; and Reasonableness of Unit Prices for 10 points. The most the bidders could receive was 100. I want to thank Wes for all the hard work he did putting this RFP together and getting these bids in. Two of the proposers, Eagle Lawn Care and Land Care, did not provide unit prices; therefore, there are no scores for either of those firms. On the pricing, the low bid was Duval Landscape at \$54,816. They received the full 20 points in price. The highest price bid was Eagle Lawn Care, but we disqualified them. I will briefly go through each of the criteria for the nine firms. For Personnel and Other Resources, we have 20 points for Davey, LMP, and Martex. Dunmar, Duval Landscaping, and Valley Crest received 18 points. Trim-All received 17 points. Wes had met with most of these vendors as part of the RFP process, so it is subjective, but these are how we scored the different firms. With regard to Experience, we gave 30 points to Davey and Martex. We gave Dunmar 25 points as well as Trim-All and Valley Crest. LMP received 28 points, and Duval Landscape received 20 points. That was based on going through the different packages that were submitted by each of the firms. For Understanding the Scope of Work, this took into account the meeting that the different landscapers had with Wes and their proposals. They could have received a total of 20 points, but we didn't give anyone 20 points. LMP and Trim-All did receive 19 points. Dunmar and Martex received 17 points. Davey received 12, Duval Landscape received 8, and Valley Crest received 10. Regarding Reasonableness of Unit Prices, we went through and did a schedule of all the unit prices that were submitted. We took an average of all those unit prices and then compared how far each of the proposers varied from the average. Duval Landscape received the full 10 points. Davey received 3, Dunmar received 5, LMP received 7, Martex received 9,

Trim-All received 6, and Valley Crest received 2. To sum up the scoring, I will start by ranking the high bidder. Martex received 91.7 points, second highest bidder is LMP at 87.9, third was Trim-All at 82.4, and the fourth highest bidder was Dunmar at 80.7. We had Davie at 79.3, Duval Landscape at 76, and Valley Crest at 72.2. Mr. Chairman, the staff recommendation would be to rank Martex the #1 bidder with LMP #2, and Trim-All #3. If we need #4, that would be Dunmar.

Mr. Kuhn stated I want to thank you and Wes for your efforts. That is a great response to that Request for Proposals, and I know you took the time to both meet with those vendors as well as go through these packages. I have been through the packages, and I have reviewed the scoring. I don't know that I have any questions. My recommendation would be to move forward with staff's recommendation and contract with Martex for the Scope of Work that is being proposed.

Mr. deNagy asked Mr. Chairman, would that be to contract with Martex giving the incumbent landscape provider 30 days notice or waiting until October 1st?

Mr. Kuhn responded it would be my suggestion, based on the concerns expressed, to give them the contractual notice and proceed with that change in vendors.

Mr. deNagy asked so we have a motion?

Mr. Kuhn stated just to confirm, that number does work within the currently adopted budget?

Mr. deNagy responded yes, I meant to mention that. Our current budget is \$74,000 for the contractual services, and we have another \$10,000 in our budget for contingencies. Martex came in at \$69,720, so they are under budget.

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor to accept the ranking of the landscape RFP with Martex as #1, and authorizing staff to enter into an agreement with Martex and provide contractual termination notice to Valley Crest was approved.

SIXTH ORDER OF BUSINESS

**Public Hearing Adopting the Budget for
Fiscal year 2016**

Mr. deNagy stated a copy of the budget is included in your agenda package. When we open the public hearing, we will consider two resolutions. These are Resolution 2015-06, which is the actual adoption of the FY16 budget, and Resolution 2015-07, which is the actual imposition of assessments, levying assessments, and certifying a roll to the Nassau County Tax Collector.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor the Public Hearing is Open.

Mr. deNagy stated there have been no changes since we last approved the budget. There is no increase in the O&M budget. The gross per unit assessment is \$601. Are there any questions on the budget?

Mr. Kuhn stated it looks like we have made all the necessary changes to all of the assessments in line with prior years.

Mr. deNagy responded yes.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor the Public Hearing is Closed.

A. Consideration of Resolution 2015-06, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2016.

Mr. deNagy stated that Resolution is in your agenda package. I will fill in the items on Page 2, Section 2, the Appropriations given the board's approval of the budget.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2015-06 adopting the FY16 budget was approved.

B. Consideration of Resolution 2015-07, Imposing Special Assessments and Certifying an Assessment Roll

Mr. deNagy stated this resolution is the imposition of assessments and certifying the roll to Nassau County.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor Resolution 2015-07 imposing special assessments and certifying an assessment roll was approved.

SEVENTH ORDER OF BUSINESS Consideration of Deficit Funding Agreement

Mr. deNagy stated this would be between the Amelia Walk Community Development District and AW Venture II, LLC.

Mr. Walters stated we decided to take this concept up this year. As you can see in the budget, the board has worked hard to keep assessments level over the past several years. We do recognize that we have construction work going on, potentially new phases and new developed areas, and they have come online. There are some expenditures that we may see in this year that maybe aren't anticipated in the budget, so the landowner wanted to provide for maintaining that level of service even if there are increased areas without impacting that assessment level. This agreement does provide for us to levy that same \$601 assessment, and to the extent there are overages above and beyond the budget, in consultation with the landowner, those will be approved and paid by the landowner. For this year we felt this was the best way to manage the budget. We can look at adjustments down the line if need be. If you have any questions, I am happy to answer them.

Mr. Kuhn asked this is the final draft based on review of landowner's counsel?

Mr. Walters responded yes, this is the final draft incorporating any comments and changes from landowner's counsel.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the deficit funding agreement with AW Venture II, LLC was approved.

EIGHTH ORDER OF BUSINESS Consideration of Evaluation Criteria for Phase II Neighborhood Construction

Mr. deNagy stated I believe this has to do with the Request for Proposals.

Mr. Walters responded at the last meeting you approved staff, in consultation with the Chairman of the board, to solicit proposals for Phase 2 infrastructure project. Today we are bringing the evaluation criteria. We have had several conversations between myself, Dave, the Engineer, and the Chairman setting forth the schedule. The notice is hitting the streets this week, so we anticipate contractors picking up that notice and gearing up for proposals. Packages will be available on the 29th. The anticipated turn-in and review is at our August meeting. We will have a mandatory onsite meeting with the Engineer to go over the scope, see the project, understand the level of improvements that we are looking for, and then we will have proposals back in time for the next meeting for the board members to review and hopefully take action. Today's action is just to approve the scope because this will be included in the instructions to proposers. It is a standard criteria sheet that we have used on a lot of projects.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the evaluation criteria to be used in the Phase 2 RFP scoring was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2015-08 Declaring Special Assessments for Phase 2

Mr. deNagy stated we will start by first looking at the District Engineer's Report for board approval and then the assessment methodology. Before we get started, I will note for the record that we had gotten some comments back from Peter Dane about the assessment methodology. Jim Perry had reviewed his comments and made those changes. I have copies here, and copies of the methodology were emailed for your review. Those will be incorporated into the resolution when it is approved. The first item is to consider the District Engineer's Report.

A. Consideration of District Engineer's Report – Phase 2

Mr. deNagy stated a copy is included in your agenda package. I will be happy to try to answer any questions.

Mr. Walters stated this is essentially the same Engineer's Report we have had. The update for this report is the numbers. The rest of the text is large consistent with the prior Engineer's Report prepared by the District Engineer. With respect to the assessment

methodology, there have been comments on that. The numbers are going to be consistent with the latest update that you received, so I don't anticipate the numbers changing. I expect massaging of the text, as always occurs with these things, over the next 30 days or so until we get to that final hearing. The numbers should not change in terms of what you need to see here. This is to kick off the assessment process. In conjunction with the RFP and Phase 2 construction we intend to move forward with a new financing issuance to fund those improvements. There are currently outstanding 2012 A-2 bonds that will be cancelled, so this will be a fresh start for that phase. This will not impact Phase 1, and this will not impact further undeveloped land. What we are doing today is just starting that process. We are not binding you to anything, but in order to get to that hearing where we may impose those assessments consistent with the financing, this is the first step. In order of action items, I think it would make sense to go a little bit backwards and getting a motion to approve the Engineer's Report, then the Methodology, and then we will take up the Resolution.

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor the District Engineer's Report for Phase 2 dated July 15, 2015 was approved.

B. Consideration of Assessment Methodology Dated July 21, 2015

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor the Assessment Methodology for Phase 2 dated July 21, 2015 was approved.

Mr. deNagy stated last is Resolution 2015-08, which is included in your agenda package. I would look for a motion approving Resolution 2015-08.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2015-08 declaring special assessments for Phase 2 was approved.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2015-09
Setting a Public Hearing**

Mr. deNagy stated Jason, at our August meeting we have a couple of things we will be bringing to the board. The first will be the bid evaluation for the RFP just talked about, the delegated award, and a second supplemental or is it a third?

Mr. Walters responded the third supplemental. Essentially for this resolution we just need the date. Looking at the timeframe we have been working on with the group, tentatively set by the underwriter in this case, ideally we would be looking to close the issue on the financing right around the September meeting. Given that timeframe of bringing in the proposals, we will have those open for 120 days after we award that contract, to me it makes the most sense to go ahead and hold the public hearing at our September meeting, the 15th. I think at best we chop off a week, maybe a week and a half by trying to set a special meeting, which involves additional cost. My thought is we go ahead and keep this at the September meeting, but I wanted to make sure the board was comfortable with that. It would be at the same time of day. We look to close/pre-close probably the following day.

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor Resolution 2015-09 setting a public hearing for September 15, 2015 at 2:30 p.m. was approved.

ELEVENTH ORDER OF BUSINESS Other Business

Mr. Matovina asked what about another supervisor?

Mr. Kuhn stated that was on the agenda for a-couple of months, and I have asked Dave to take it off the agenda for now. We do need to set about identifying a fifth supervisor because we do have a quorum issue. We will double back on that matter and look to fill that seat.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Walters stated I don't have any additional items for the board today. For the August meeting, there will probably be a lot of heavy lifting on the financing side. If you have questions, please reach out to Dave or me.

B. Engineer

Mr. deNagy stated Dan is not here, and I don't think he had anything.

C. Manager – Discussion of Meeting Dates for Fiscal Year 2016

Mr. deNagy stated I have an outline of our meeting schedule for FY16 in the agenda package. It is essentially the same as in the past, which is the third Tuesday of each month.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor the meeting schedule for FY16 was approved.

D. Community Manager

Mr. Hunt stated it was a pretty quiet month this month. The walking trail has been an issue. We are moving forward on some things with that. We didn't have any issues with the police. I had very few issues of people acting up at the pool or in the facilities. I know we talked about the Sheriff's Department being here until the end of July. Do we continue through August or do we want to end it at the end of July?

Mr. Kuhn stated whatever we are doing is working. I don't how you feel about the activity level and whether that Sheriff's presence does anything relative to the trespassing that is happening beyond.

Mr. Hunt responded I don't know how much they are really doing back there. They know about it. I just don't know because they are here late at night when I am not here. I don't know if they are actually keeping an eye on it. They haven't caught anybody. It does seem to be helping. The two problems we did have were both caught by them, and I haven't had any problems this month at all. I am not opposed to keeping them, but if you want to go back to how we worked before, we can try it.

Mr. Kuhn stated I think it is good to gauge on a monthly basis what the activity level is. There may be a point when school is back in session that we don't need them. It is not as busy, and you have less people looking for things to do-once school is back in session.

Mr. Matovina stated the increased construction activity will bring some unwanted activity.

Mr. Kuhn stated it will and equipment is an attractive nuisance.

Mr. Hunt stated I will continue on for August. Just a couple of maintenance items. Some of the concrete issues are being repaired right now. Pool filters have been replaced, so the issue with the health inspector has been resolved. We have had the palm trees pressure washed, and they look a lot better. The final thing is AB Homes asked me about potentially

putting a fountain in that pond where they are going to build the models. Their thought was they would like to put in a fountain, they would pay for the fountain, pay for the electricity, and maintain the fountain until they leave. At that point the District can decide if we want to keep it. That was a thought they had.

Mr. Walters stated it is something to consider. We can work it out if the board wants to do it.

Mr. Matovina stated it is slippery slope when you go to turn that off and you have people living there.

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

There were no supervisor requests

There were no audience comments.

FOURTEENTH 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 June 30, 2015. The total of the check register is \$24,438.26.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the check register as of June 30, 2015 in the amount of \$24,438.26 was approved.

**FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting for August 18,
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 August 18, 2015 at 2:30 p.m. at this location.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman