

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, September 18, 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:

Mike Taylor	Chairman
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 (by phone)
Jennifer Erickson	Evergreen Lifestyles Management
Liam O'Reilly	GreenPointe

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 2:12 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience comments

THIRD ORDER OF BUSINESS

Financing Matters

A. Consideration of Engineer's Report

Mr. McCranie stated the report should be somewhat self-explanatory. I can answer questions you may have. It has the same basic language as our other Engineer's reports.

Mr. Taylor stated the Sub-phase 4b and 5 estimated engineer's cost of opinion, does that include the new lift station requirements?

Mr. McCranie responded yes it does. I verified that it does include the pony pump, which is roughly \$45,000, so I have estimated \$50,000 just for prices increases and things.

Mr. Taylor stated I believe we are at \$7.2 million with both phases. This report is dated July 19, so I just wanted to make sure it is the most updated report.

Mr. McCranie responded it is.

Mr. Taylor stated the second question is there was clarification on acreage, did that get corrected? There was an email I saw earlier today.

Mr. Laughlin stated that was for the assessment methodology.

Mr. Taylor stated one thing I had asked for you to review and revise before we move to approve is that on page 3, Government Actions, it is stating here the design stages are expected to be completed by June 2018 and the permitting for Phase 5 improvements outlined in the plan is expected to be done by June 2019. Can we verify those dates?

Mr. McCranie stated I can update the entire table. Everything for 4 is now completed, and I will update the expected dates for Phase 5.

Mr. Taylor asked did we ever reconcile the 749 units to 750 units?

Mr. deNagy responded we have not.

Mr. Taylor stated so we should do that before this issuance, right?

Mr. deNagy responded we can.

Mr. Taylor stated in this report, it does say 749.

Mr. Kern asked Mr. McCranie is there a breakdown anywhere of the lot sizes?

Mr. McCranie responded I don't believe I call that out in this Engineer's report.

Mr. deNagy stated if you go to Table 1 in Methodology, you can see the unit counts for Phases 4b and 5. There are 233 sixty-five foot lots and 25 eighty-foot lots. With regard to the acreage in the report, that was updated in Section 114. Assessment areas 4b and 5 contain 128.27 acres and plan for 258 residential lots. The breakdown for assessment area 4b is 32.71 acres, and assessment area 5 is 96.56 acres.

Mr. Taylor stated just having this copy first hand today, what are the recommended action items here?

Mr. deNagy responded we need a motion to approve the Engineer's report, and then we will need a motion to approve the methodology, and then we will go into the resolutions and get those approved as well. The intent today is to declare assessments, so this is the first step in that process.

Mr. Taylor stated having just seen this for the first time, and I know there are a few edits coming, I would like time to review this in more detail with my staff. I want to talk to District Counsel about making a motion to continue this meeting until next week so we can approve these at next week's continued meeting.

Mr. Walters stated if everyone is comfortable continuing the meeting for a couple of weeks out so we can refine everything and make sure we get everyone's review and input on these documents, we can just table this entire item, Item III, because all matters relate to the start of the assessment process and approving those documents. If we want to take a little extra time, we can defer this entire item.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor to table Item III, Financing Matters, and continue the meeting was approved.

B. Consideration of Assessment Methodology

This item is tabled until the continued meeting.

C. Consideration of Resolution 2018-15, Declaring Special Assessments

This item is tabled until the continued meeting.

D. Consideration of Resolution 2018-16, Setting Public Hearing Date

This item is tabled until the continued meeting.

FOURTH ORDER OF BUSINESS Construction Matters

A. Ratification of RFP for Phases 4a & 4b Neighborhood Improvements

Mr. Walters stated this is the notice that we provided for the next round of construction – Phases 4a and 4b. This ad has already run, so we are looking for ratification from the board today to authorize that RFP process. There is still a lot of work to be done in terms of providing packages to proposers and reviewing them. Those won't be due until October 5. We will have time before we get to the evaluation process, but we have run the ad because we needed to get that process started. For today's purpose, we are looking for a ratification and authorization of the RFP for Phases 4a and 4B.

On MOTION by Ms. Bock seconded by Mr. Taylor with all in favor to ratify the RFP notices for Phases 4a and 4b neighborhood improvements and authorize the RFP for the improvements was approved.

B. Consideration of Evaluation Criteria

Mr. Walters stated this is the criteria we used on the last project and the project before that. You can see the breakdown, and it has served us well in the past. We wanted to bring to the board to approve, and this will be provided to all of the proposers so they will know how the proposals will be ranked.

On MOTION by Mr. Kern seconded by Ms. Bock with all in favor the evaluation criteria for the Neighborhood Improvements RFP was approved.

C. Other Construction Matters

Mr. Walters stated this is a placeholder in case there were any other issues that needed to be discussed, and there are no other issues.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the August 21, 2018 Meeting

Mr. Laughlin stated if there are no changes or revisions, I need a motion to approve.

On MOTION by Mr. Taylor seconded by Mr. Kern with all in favor the Minutes of the August 21, 2018 meeting were approved.

SIXTH ORDER OF BUSINESS

Consideration of Proposal from VglobalTech for ADA Website Accessibility

Mr. Laughlin stated this has been going on with all the Districts. The websites have to be accessible to everybody, specifically by people who can't see, so the websites have to be able to use text readers and to be up to code for that. We went out to multiple companies, and this is by far the best proposal that we have gotten. There is a one-time fee of \$2,250 to get everything up to code, and then there is a \$1,300 annual fee to make sure it stays up-to-date. This will help to avoid lawsuits throughout the District. Currently there is about a 12-month period to get this fixed. There were a few lawsuits in some of our Districts down south, and

the insurance company has been working with those people. We are working to get it fixed, and I think there is a 12-month grace period.

Mr. Taylor asked was this contemplated in the 2018 budget?

Mr. Laughlin responded we didn't have those costs at the time. We were getting such random numbers, we didn't know what to plug in.

Mr. Kern stated I think there is an administrative website line item.

Mr. Laughlin responded that is just to have the website up and running. By statute, we have to have a website with all of the documents available to the public.

Mr. Taylor stated I don't have the 2019 budget in front of me, but do you recall if we had any contingency items.

Mr. deNagy responded yes. I think we will have enough to pay for the ADA compliance.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the proposal from VGlobalTech for ADA website accessibility was approved.
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SEVENTH ORDER OF BUSINESS Other Business

Mr. Taylor stated he and Liam O'Reilly attended a town hall meeting on September 6.

Mr. O'Reilly stated the residents had asked for a time to meet after work hours regarding the drainage issues. There was a good crowd, and we ran through the whole process the District went through on solving the drainage issues. The meeting then opened up for Q&A. I thought it went well, and it was informative, especially to the new residents.

Mr. Taylor stated going forward, they would like for once or twice next year to have town hall meetings, which we will take under advisement.

EIGHTH ORDER OF BUSINESS Staff Reports

A. District Counsel

Mr. Walters stated you may recall some time ago the board authorized staff to proceed to seek an additional \$15 million in bond validation. That process has been going for the last few months. We did have the validation hearing, and everything went very well. The judge executed the final judgment validating those bonds. We are currently in the 30-day appeal

period. We don't anticipate any issues with that. Once that appeal period runs, we will be in a position issue additional financing in the near future.

B. District Engineer

Mr. McCranie stated I have three requisitions that I am filling out but didn't get finalized and didn't get to Dave for signature. I would like for Dave to be able to sign them. I will describe them, and if you need more time, then maybe we would go to the continued meeting. The first is Requisition #15 for Hopping Green and Sams for a total amount of \$276. It is for reviewing Phase 3 electrical proposals and timing issues. Requisition #16 is to Lee Surveying and Mapping for \$7,700, and that is for doing the boundary and survey and platting work for Phase 3. Requisition #17 is to Earthworks of Florida for \$324,221.68, and that is to pay for their portion of completed work as of August 25. I have reviewed this site and approved the amount of work that has been done. I would like to be able to have Dave process this, and then I can send it to the bondholders, but I understand if you haven't seen it, then I can email it, or we can potentially get it approved now and have it ratified at your next meeting.

Mr. Kern stated Dan, if you can prepare the requisitions and maybe the Chair can execute to be ratified at the next meeting. The Lee Surveying one is the one I have a question on. Is that agreement with the District or with the developer?

Mr. McCranie responded it is the platting of the construction project, so at one point the design and the platting was being paid for by GreenPointe, but then it was determined that it is still part of the overall development project, so it was going through the construction funds the CDD processed.

Mr. Kern stated I would prepare the requisitions, and the Chair can review.

Mr. McCranie stated okay. I would hate for another month. I am not so worried about Lee, but it is really for Earthworks I want to make sure they get paid somewhat soon, and it was my fault for not getting it to you.

Mr. Taylor asked do you know how much they have remaining in their contract?

Mr. McCranie responded balance to finish plus retainage is \$865,613.00

C. District Manager

There being none, the next item followed.

D. Community Manager - Report

Ms. Erickson stated we have had only one CDD violation. Someone stole the entrance lights to this community and three other communities. They have been replaced. The Nassau County Sheriff's Office have issued two tickets for speeding and three warnings for parking. I had a lot of maintenance items. My office is fully functional now. We have had some plumbing repairs and mosquito treatments as we discussed. This treatment will be the last one. There are no bids at this time, and Oktoberfest is our next event. I do have an RFP for landscaping, which was provided as a handout. She briefly outlined what was in the proposal, and it is more detailed than previous RFPs.

Mr. Kern stated since the last meeting where I think we discussed the landscape contracts and scope of work, and I talked with Jen recently on getting the scope of services detailed. There is also a map that will go along as an exhibit. This is just for the RFP, and then there will be an agreement that Jason will put together. That agreement will have the scope of services along with a map that identifies all the ponds and all the right-of-way areas. We have worked with the developer of Village Walk Community, and they are agreeable to sharing in our costs for the maintenance of the entry. That is anything associated with the property from Amelia Concourse all the way up to the Amenity here. They are using that entry as a benefit to them, so they are going to share in our costs. Part of what you will see in the RFP is an effort to try and identify what our landscape operations and maintenance costs are for that area. The bid summary form here was trying to detail that out.

Mr. Taylor asked is legal counsel preparing a cost sharing agreement with the developer?

Mr. Kern responded I asked Jason to start a draft of a cost sharing agreement between this CDD and Village Walk HOA. That will be a separate agreement from what we are looking at as a landscape agreement for maintenance.

Ms. Bock asked have you determined the percentage if you do it on a percentage basis?

Mr. Kern responded it is based on the overall units – Amelia Walk claim to be the 749 or 750 put the 750 plus the 210 they have there, so that would be 960. It is a prorated amount. It will include the landscape, irrigation and water, electric for streetlights, holiday decorations, and all the annual flowers that go to the entry. We are going to go through the effort to get all of those scopes on the O&M associated with that area. I think we ought to get this out in the next few weeks and get back with the board with proposals in hand. It looks good in

substantial form, but there might be a couple of tweaks. If you all are okay with it, I can work with Jen to get the RFP out.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the landscape and irrigation RFP was approved in substantial form.

Ms. Bock asked if the speeding tickets were issued to residents, and Ms. Erickson responded they were. There is an issue with a resident speeding through a particular bus stop, and NCSO is checking that specific location. Nassau County determines where bus stops are located, and Ms. Erickson feels some of them are unsafe because no parking is available. An email will be sent to the residents about the county codes and expectations of the residents.

Mr. Taylor asked if we were to design and plan for our bus stop location, would the county be more willing to change the location?

Ms. Erickson responded yes. The location we are having a problem with is on Champlain. People park, and the bus can barely get through, so when people are waiting for their children to be dropped off, they are being passed, and it is still dark when the kids are being dropped off in the mornings. The HOA has been reviewing some changes to the policy about parking.

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

There being none, the next item followed.

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 the financial statements are included in your agenda package as of August 31, 2018. The total of the check register is \$61,899.05.

Mr. Taylor asked about \$13,000 in irrigation inspections for \$6,700.

Mr. Laughlin responded that would be landscape maintenance. There is July, August, and September maintenance in there.

Ms. Erickson stated some of the issues they are having as far as repairs is with the new development here. They are driving over irrigation heads. I have asked them to not drive through the grass.

Mr. Taylor stated if it is being affected by the new development going up, we can send the invoices to the developer.

Mr. Kern asked about Sundancer sign graphics.

Ms. Erickson responded it is for some repair from hurricane damage. We just got a bunch of invoices, some of them up to two years old. That was the last one that they never apparently invoiced for. That was from 2017. The service was completed. The invoice was approved in a meeting.

Mr. Taylor stated I would make a note for the record that if we are going to approve this, we need to put them on notice that no more past invoices are due.

Ms. Erickson stated I was very clear with him that if the District decided to pay something, that anything a year after our year closes will not be paid. There is no excuse for a business to not bill you for a year. It was to replace two signs because of storm damage plus some other items. It was originally approved in November or December of 2016. The work wasn't performed until 2017.

Mr. Taylor stated I am going to have a hard time authorizing payment of that. I don't know what the statute says. You would think our contract would state you have to bill appropriately. What is the reason for not billing?

Ms. Erickson stated I know the owner of the company had surgery on his arm, and then he had a kidney transplant, but the business still kept going.

Mr. Kern asked do we have any outstanding work that is left to be done?

Ms. Erickson responded no. With the mailboxes, I have an issue with how they were installed because there is no consistency. I would recommend that if you do pay them, for this work I would have them fix these things.

Mr. Kern said two invoices are for the mailboxes, so if you want to hold payment on those until they are fixed, we can do that.

Mr. Taylor asked that staff get the other items outstanding corrected before we pay another invoice.

On MOTION by Mr. Kern seconded by Ms. Bock with all in favor the check register in the amount of \$61,899.05 was approved.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting for October 16 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 October 16, 2018 at 2:00 p.m. at this location.

TWELFTH ORDER OF BUSINESS

Continuation

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor to continue the meeting until September 27, 2018 at 2:00 p.m. was approved.


Secretary/Assistant Secretary


Chairman/Vice Chairman
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