

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, October 21, 2014 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
Vicki Bratvold	Supervisor
Chris O'Bannon	Supervisor
Grady Miars	Supervisor (by phone)

Also present were:

Dave deNagy	District Manager
Jason Walters	District Counsel (by phone)
Cheryl Graham	Leland Management
Danielle Simpson	Riverside Management Services
Mark Parker	Riverside Management Services
Dan Fagen	ASG
Jeff Branch	ASG

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 2:38 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members present.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 16, 2014 Meeting

On MOTION by Kuhn seconded by Mr. O'Bannon with all in favor the Minutes of the September 16, 2014 meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Operations Management and Amenity Center Management Services Proposals

Mr. deNagy stated we had four proposals provided, one from Amenity Services Group, one from Evergreen Lifestyles Management, Leland Management also provided proposals along with Riverside Management Services. We have representatives from three of our firms today. I don't see anyone here from Evergreen.

Mr. Walters stated last month the board directed us to seek proposals for a variety of services including onsite attendant property management, which is sometimes labeled contract administration, and janitorial services. After that meeting, we worked to refine the scope and try to make sure we had somewhat clear instructions in terms of what we are looking for for all those services that we can provide to different vendors. We came up with a scope, and I sent that out to four companies, which also submitted proposals. I do believe someone from Evergreen will be here. I got the four proposals back and distributed them to the board members. To give you a little background on the discussion we had both internally and with contractors so that some of the differences may make sense to you, if you break that down in terms of the onsite facility attendant, property management contract administration, and janitorial, there can sometimes be an overlap. You can have the person that is here onsite also do the janitorial work depending on how the contractors foresaw that. They could also envision that person also doing the contract administration by overseeing other contractors that do work in the District. The way we proposed it to them you are going to have to come up with how you staff that, whether you want that to be three different people – a facility attendant who is here on site, a person who is in the office doing contract administration and sometimes doing site visits, and a third person that does janitorial. However you envision staffing that, you decide that when you submit the proposal. Some of them have different breakouts and different pricing. I will note that on the Riverside one, there is a contemplation of full-time staffing, so that number is a little bit higher. That is a full-time staffing level. My rough lawyer back-of-napkin math, which will probably not be entirely accurate, was that if you break that down into the 40/20 split, 40 hours during the swim season and 20 hours during the non-swim season, it would roughly knock off about \$18,000. I am not holding them to that, but that was what I came up with. That was the staffing level we had come up with, and I had conveyed to the contractors 40 hours from Memorial Day to Labor Day, which is our swim season, and 20 hours during the off season for a facility onsite presence. How they perceive

staffing that could affect that is all done. If that is 20 hours including the janitorial, that is a little bit different than 20 hours in addition to the janitorial. There is a little bit of wiggle room there. I think all four contractors are more than capable of providing these services. At least three of the four are here, and I think it would make sense for them to provide a three to five minute presentation on how they foresee staffing, how they foresee running it, their experience and background. Obviously the board has some experience with two of the vendors. If the board is comfortable with the scope and presentation and proposal of one of the vendors and you want to move forward with negotiating of that contract, staff can negotiate the contract upon the scope we submitted. We can finalize those numbers and really nail it down. I think rather than focusing in on the last dollar, it may be better to focus on the overall qualifications and who we see is the best fit for the community. You may be asking why the attorney is doing all this; there are a couple of things in play. One is that Riverside Management has a relationship with GMS, and so Dave has a relationship with Riverside. There is some common ownership there among the principals. Similarly, Evergreen has some common ownership with Greenpoint Holdings, which there are board members who sit on the board today who have an employment relationship with Greenpoint Holdings. As you sit here as members, that creates a non-voting conflict, which means it has to be disclosed. There is a form we will provide to all the supervisors, which will relay out that conflict. Because you are landowner elected supervisors, it does not prohibit you from voting or participating in discussion. We need the paper for clarity and transparency sake. I think it will make sense to have the companies give a short presentation to the board. I think the focus should be on your philosophy and qualifications and experience and how you foresee staffing this project, not on other contractors' qualifications or the way they see things done. If board members have questions for each proposer, we will have time for that. We will go in alphabetical order.

Dan Fagan and Jeff Branch presented from ASG. Jeff Branch represents one of our other communities where we provide similar services that we propose today. We have been doing this almost 20 years. We have a presence in Tampa and south Florida as well. We have learned along the way with each new community. They all have unique personalities. We are small enough and agile enough to adapt and adjust to whatever the issues may be. Based on the scope of services that Jason provided, we have four different services that we are proposing. Those are field operations, facility staffing, facility maintenance, and janitorial.

We see field operations and facility maintenance being very much one and the same. They are knocking down cobwebs, and they are also meeting with the contractors. You need someone that is ready to get their hands dirty and at the same time be able to communicate well and hold accountable other providers. Janitorial maintenance is pretty self-explanatory. You have to have someone who is willing to get their hands dirty and maintain the facility. We like to maintain a safe and clean environment. Facility staffing is somewhat of a hybrid. We actually have multiple communities that are a one-man show, and they also provide services to the residents whether it is email, speaking on the phone, or shooting out an eblast. We have people who are seasoned enough and communicate well enough that they can wear those multiple hats. This is a very important asset to the community not only as developers but also to the residents of the community. They are paying for this, and we want to make sure we maintain it at the level that everyone is proud of it including ourselves. We understand we represent the community, which is really important in our job. Going through our proposal, we give you a number of references. Many of these have started somewhat small, either a one-man show or part-time, but then have developed over the years as the economy builds or as that one particular community continues to build. We evolve as the community needs evolve. Finally, we have our prices on the back, our fees. Those are all encompassing of all four of those scopes. Our business model for many years has worked well for us, if you have one person to go to. You don't have two or three different calls if there is an issue out in the field or at the pool. You make one call, and we take care of it.

Tom Raymer from Evergreen Lifestyles Management joined the meeting.

Mr. Raymer stated our philosophy is we like to get into a community and build the lifestyles of the development master plan communities, and having someone in there that can really drive the lifestyles. Homeowners are happy, developers are happy, and the happier the people are, the more homes you are going to sell. Mainly this position is for the facility attendant, cleaning, janitorial services, and inspecting the property. We believe with the current demand and the current traffic of the facility, we will have one facility attendant. As demand grows, we can possibly, with the board's recommendation and approval, build on that. Outsource to outside vendors for janitorial. We believe the same person should be able to do a little bit of everything. It is not a giant facility here, but it is very beautiful. The proposal mainly that we have here is for our HOAs, it is not just for the lifestyle programs. If you

would have us as an HOA company as well, the pages toward the back are what facilitates those services and the fees associated with that. There is not much more that I can elaborate on.

Cheryl Graham with Leland Management stated presently we have been the contract administrator for the all services for the community and have been involved in the community since it was first developed. We are family owned and have been in the management services for homeowner and condominium associations for a couple of years now. We are all licensed community managers. This has been my career for the past 18 years. The method we propose is to have an onsite person that would be here in the facilities on a part-time or full-time basis, depending on the desires of the board. We understand that with the number of homeowners, it may not be necessary to have someone here on a full-time basis as of yet, but we can someone here that will also be a licensed community manager performing administrative services, working with contractors, and overseeing maintenance personnel as well as having experience with community events. That could be as simple as community yard sales to full-scope parties, cookouts, and so forth. For janitorial services and maintenance aspects, we actually do not have personnel on staff for that, we hire that as a third-party contractor, but our organization is large, and we have a large number of contractors that we work with. We fill it give us better leverage in supervising and termination, if need be, if we are not getting the services that we need for the communities we manage. Because of that, we have a large variety to choose from, and the pricing structure allows us to keep our costs low. If they want to do business with us because we cover the northern half of the state and the number of communities that we do manage, it is a good opportunity for them to work with us. Overall, along with the janitorial services and maintenance services being contracted out, they would be the overall community manager that would oversee all aspects to make sure services are done. It would be me that would be overseeing anything that happened in this community to make sure all aspects are being taken care of properly. Our attendant would be on an hourly basis as needed.

Danielle Simpson with Riverside Management stated we have been here for three years providing facility attendants, janitorial, and maintenance services. We have watched this facility grow, not a lot, but just an increase in facility attendant hours. Spring break time, Fridays, school days when kids are off we are here additional hours Friday, Saturday and Sunday to accommodate that. We believe and feel that this position requires a different skill

set as far as facility attendant versus facility manager is concerned. Issuing access cards, providing a level of customer service to your residents, making sure it is organized up here, planning CDD events, being a face, welcoming new people, educating them on policies – that is kind where we feel the next step is for this community. We know it is not large, but it is going to grow. To start them early has been would be beneficial in our experience. Most of what is in our proposal are facility manager and operations manager duties. We believe this will be one person up here doing this as well as light maintenance. Our maintenance price on here is more or less for a two-person job, something a little more sensitive than just having Mark replace a door lock or a combo lock, replacing bulbs, things like that. We will do that on site as part of us being here. Operations is pretty much a full-time position. Hours can be adjusted at your request based on traffic. We do have an operations team, people who are experienced with events, organizing, access cards. We are here and believe we are seasoned enough that we know these residents.

Mr. Walters stated we appreciate everyone taking the time to come out. I handed out to the board a very basic summary on the pricing. It is nearly impossible to get apples to apples, but I wanted to at least break it down and pull the numbers from the proposals into a cohesive document you could look at. Some of them are going to have some variable costs that we won't know right off the bat, so numbers are different based on staffing levels, but I wanted to at least provide a breakdown.

Mr. deNagy stated in our current FY15 budget, we have just under \$42,000 for the management company, amenity attendant, and janitorial services.

Mr. Walters this will give you a breakdown in terms of where our budget stands versus where they land on some of these contracts. With that, I will turn it over to the board.

Mr. Kuhn stated the only question I have is to what extent is our own social programming included in anyone's proposals? I know Riverside is providing some level of service to that right now. Is that continuing?

Ms. Simpson responded currently what is happening right now is we are contracting for a part-time facility attendant, so on the back end that everything I have been doing, and we don't bill the District for that. That is built into our price for CDD events.

Mr. Kuhn asked how is Leland handling, is that included in the scope of services for you?

Ms. Graham responded on the onsite attendant, that would be their responsibility to coordinate and communicate it and be in attendance and then we have other personnel that would be assistants for that event at no additional cost.

Mr. Kuhn asked Evergreen, I know you lead off talking about the lifestyle.

Mr. Raymer responded to be honest, I would have to ask. I don't see it in the proposal here, but we definitely have the facilitations to manage that.

Mr. Walters stated once we get down to the nitty gritty, that can always be incorporated into the final scope when it comes to contract time. I don't know if we need a ranking. The board certainly could go 1 through 4 in a ranking order if you chose, or if the board has a particular vendor in mind, and you want to direct staff to negotiate a final contract within the parameters of our scope and our budget, we can do that. We just look to the board for direction on that.

Mr. Kuhn stated there is a pretty wide range of pricing here. My interest would be, obviously, in doing this with the low cost provider, and there is a significant delta between one group and the next. I don't know how the board feels about that, but we want to be thoughtful about how we are handling our budget.

Ms. Bratvold stated sitting up here for the last six or eight months has really been interesting, sitting from the sales side and watching what goes on. The residents here are primary Monday-Friday workers. This place swells on Saturday and Sunday, and things come up. If there is going to be an event, it is usually on a Saturday and a Sunday. But things come up all day Saturday and all day Sunday. With that amount of traffic coming through, I am sure we need to be here both Saturday and Sunday whatever we decide. I think those are the two days that absolutely need an attendant on staff both days during the swim months because of the volume that comes through here.

Mr. Kuhn stated my recommendation would be to initiate negotiations – is that correct Jason?

Mr. Walters responded that is correct. We initiate the final negotiations on a contract with the preferred vendor of the board's choice.

Mr. Kuhn stated my motion would be to start that with the low cost provider for the December meeting, and if we get to a contract we will do that and if not we will go to the next proposer.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor to negotiate a contract with the low bidder, Evergreen Lifestyles Management, for amenity management, contract administration, and janitorial services was approved.

Mr. Walters stated with that, we will start negotiations. I will ask all the vendors if they are amenable to holding their offers open for 30 days while we negotiate that.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2015-01
Amending the FY2014 General Fund
Budget**

Mr. deNagy stated in your agenda package is Resolution 2015-01, which is amending the 2014 General Fund Budget. We are simply amending two line items, the repairs and maintenance and landscape extra budgets reflecting the fact that our year-end cost was \$31,229 for repairs and maintenance as opposed to \$13,000, and that we spent \$15,124 in landscape extras. We have offset that with some carry forward surplus in our revenue account as well as some clubhouse income we received.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2015-01 amending the FY14 budget was approved.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated I don't have anything additional for the board.

B. Engineer

Mr. deNagy stated I did not hear anything from Dan. If there is anything you want me to get back to Dan about, I can certainly do that.

C. Manager

Mr. deNagy stated I have nothing to report at this time. We will be going through the financials here shortly.

D. Community Manager

Ms. Simpson stated my memo is in the agenda. You will see an increase in facility usage a little bit. We have adjusted the breakers for the emergency exit signs, and they are operable. The ADA lift battery was put in and is operational as well as the remotes. Pool deck lights, parking lights, entry were all inspected. Photocells by the tennis courts have been replaced. The pool drain on the deck has been cleaned out. The new exterior window at the District entry tower was inspected and resealed. The 12 emergency light batteries have all been replaced. We have relocated fire extinguishers, we have installed magnetic doorstops and outdoor outlet cover box by the water fountains, and there have been wall plates installed. The access card system is working. The lanai door latch and handle were replaced. Two bulbs were replaced on the pool deck. Next week, the four palm tree landscape light fixtures will be replaced. They were special ordered, and they are supposed to be in by Thursday or Friday of this week. Cheryl ordered a new control panel, and when that arrives we will install it. We have proposals regarding the fans that are inoperable. I believe Cheryl has the suggestion of just buying three of them as an option and removing the two that don't work and putting the one that does work over here and then installed the three new ones on this location. In front of you are three different prices, three different styles. The first two, the \$129 and \$179, those we found were most similar to what you currently have. It was extremely difficult to find decent outdoor fans at a low cost.

Ms. Graham stated the fans here on the veranda as well as what is on the breezeway, they are all the same style right now. In trying to lower costs, instead of buying six new fans, we thought the ones that are working, swap out and get the newer ones on the veranda.

On MOTION by Ms. Bratvold seconded by Mr. Kuhn with all in favor to purchase three Harbor Breeze 52" fans for the Amenity Center was approved.
--

Ms. Graham stated Lake Doctors continues to service the ponds and spray the areas to eliminate invasive grasses. There was an increase in pennywort in ponds 5, 6, and 7. I have

contacted Lake Doctors and asked them to take a more aggressive approach on the pennywort because it will run rampant if you don't get it under control. For landscaping, ValleyCrest has installed the 14 pallets of sod that had been approved previously. There is a little bit of a shortage. They still need an additional five pallets to complete the areas that had died along Majestic Walk Blvd. The estimated cost is \$2,100 for the board to consider. They have continued mowing the vacant lots on a regular basis. The residents are still speaking up about the construction trailer that is on Majestic Walk Circle.

Mr. deNagy stated I noticed in the minutes, Jim Oliver had mentioned in one of his other Districts, he had a lower price for sod, about \$350 - \$400 per pallet.

Ms. Graham responded we re-bid, and we had them lower their cost, so they did. This price comes in at \$420 per pallet. This is the lower price.

Mr. Kuhn asked is this the end of what we need sod-wise to repair the areas that have been damaged?

Ms. Graham responded yes.

On MOTION by Mr. Kuhn seconded by Ms. Bratvold with all in favor the proposal from ValleyCrest in the amount of \$2,100 for additional sod was approved.
--

Ms. Graham stated our website is live. Owners continue to register on the site, and we actually have our first community event taking place, the community yard sale on November 8th. Some of the men want a fishing club. I told them they can have whatever club they want, they just need to communicate and get some volunteers for it. They are working on it in the background. For maintenance, the monument signs have been cleaned and painted as approved. The brass plaques that have the names of each area of the community are in need of refinishing. That is not a typical kind of paint that goes on that. I am not sure what was put on it initially, but it is starting to wear. There is an eStatic type of painting finish that will give it a smooth finish and last a lot of years, and I can get some quotes if you want to consider that.

Ms. Simpson asked is it the same material on the entry signs?

Ms. Graham stated similar.

Ms. Simpson stated we did repair those entry signs initially, and we repainted those. I would go back and pull our proposal on what we used.

Ms. Simpson stated those came out nice.

Mr. Kuhn stated let me know if Riverside can perform that work.

Ms. Bratvold stated back up to the last item under landscaping. I have contacted the gentleman that was here that stated he hated the construction trailer and wanted it moved, and I have given permission to move it. It is ready to go.

Ms. Graham stated that is all.

EIGHTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

Ms. Bratvold stated I have a question regarding the high school soccer, are they going to want to use the field this fall?

Ms. Graham responded I have not been contacted by them.

Ms. Bratvold stated I bet they will. So we are ready for them this time. They probably will just show up, so we have to watch for that. Greenpoint Homes needs to clean up the community a little bit where we have held construction. There is a pile of concrete here, and a pile of sand here, so they have been notified. I think that will take place very soon.

Mr. deNagy stated I do have one thing I wanted to mention. Jason alluded to our next meeting November 18. Prior to our regular meeting we will have landowner's election. We have three seats, Greg Matovina, Chris Kuhn, and Vicki Bratvold seats that are up for re-election. If we can get the proxies to Erik Wilson.

There were no audience members present.

NINTH ORDER OF BUSINESS Financial Reports

- A. Balance Sheet & Income Statement**
- B. Approval of Check Register**
- C. Special Assessment Receipts Schedule**

Mr. deNagy stated these are the year-end statements. They are unaudited. Behind Tab B is the check register. The total is \$70,083.76.

On MOTION by Mr. Kuhn seconded by Ms. Bratvold with all in favor the check register as of October 21, 2014, was approved.

Mr. deNagy stated behind Tab C is the Assessment Receipt Schedule.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting for November 18, 2014 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 November 18, 2014, 2:30 p.m. at this location.

ELEVENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman