

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 Wednesday, October 28, 2015 at 11:00 a.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Circle, Fernandina Beach, FL 32034.

Present and constituting a quorum were:

| | |
|----------------|---------------------|
| Chris Kuhn | Chairperson |
| Chris O'Bannon | Vice Chairman |
| Greg Matovina | Assistant Secretary |
| Rose Bock | Assistant Secretary |

Also present were:

| | |
|-------------------|---------------------------------|
| Dave deNagy | District Manager |
| Jason Walters | District Counsel (by phone) |
| Dan McCranie | District Engineer |
| Wesley Hunt | Evergreen Lifestyles Management |
| Jennifer Erickson | Evergreen Lifestyles Management |

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 11:07 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members in attendance.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 15, 2015 Meeting

| |
|---|
| On MOTION by Mr. O'Bannon seconded by Ms. Bock with all in favor the Minutes of the September 15, 2015 meeting were approved. |
|---|

FOURTH ORDER OF BUSINESS

Consideration of Proposal for Lake Fountain Maintenance

Mr. deNagy stated this is in our budget. We have a line item for this, and it is consistent with what we have had in the past from the same company.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor the Lake Fountain Maintenance proposal for FY16 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposal for Irrigation Repair

This item was discussed under Staff Reports, Section D, Community Manager Report.

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 action items for the board.

B. Engineer

Mr. McCranie stated on Spruce Run there is pavement failure caused by a whole bunch of rain, which then increased the water table and certain pumping action. We have an area that is going to continue to get worse. It is not traveled very heavily, and it is not something that is a safety concern, so my suggestion is once we get AJ Johns out here working on the next phase have them come give us a change order. If it is a reasonable price, have them do the work while they out here.

C. Manager

Mr. deNagy stated I don't have anything unless there are questions.

D. Community Manager - Report

Mr. Hunt stated I want to welcome Jennifer Erickson who is the Administrative Assistant and lifestyles attendant. She will control the day-to-day activities of the community. We will visit with her once a week on site to make sure everything is going smoothly and answer any questions or concerns. As far as what is going on with Amelia Walk, we have had a number of issues. We had a number of lights go out around the Amenity Center, which are

District controlled. We have been given pre-approval, and I would like to ratify that. It is \$1,600 to repair seven lights by replacing all the ballasts and bulbs and replace one of the glass panels that had fallen out of the lights. There was also an issue with the breaker that controlled all the lighting around the Amenity Center, however, the electrician believed it was just a bad ballast that was tripping it. Once we installed the new lights, the breaker stayed on. We approved up to another \$400 to fix that breaker if need be. It wasn't necessary, so we just with the \$1,600 to repair all lights.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor to ratify expenditures totaling \$1,600 for lighting repairs at the Amenity Center was approved.

Mr. Hunt stated the second item is we have the irrigation clock, which controls the entire front of the community including the Amenity Center and the soccer field. That clock was either hit by a power surge or a lighting strike. It does not work at all. They gave me a proposal for a new controller for \$3,500. It is necessity. They also propose an extra \$2,400 to find all the valves. What happened is there is no map of the irrigation valves that we can track down. They have to spend man hours to find those. They have a device they can plug into the current one that is fried, and it may be able to pull the data from that memory base. If they can do, they can map the zones from that. So they have proposed \$3,500 for just the new irrigation clock, and then have asked for another \$2,400 of man-hours to locate all valves. That \$2,400 depends on whether or not they can pull from the old.

Mr. deNagy stated this item was under Agenda Item #5. I think what Wes is suggesting is maybe a motion to approve the expenditures of \$3,500 and \$2,400 approval for a NTE \$5,900.

Mr. Kuhn stated that once the clock is replaced, will you let me know whether or not they are able to map it from the old system or whether they have to do it manually in the field? If they have to map it manually, I would like to meet or have a conversation with Martex before the District incurs the \$2,400 expense. It seems expensive to me, but I know it is a commercial controller that has a bunch of zones on it.

Mr. Hunt stated it has 64 zones I believe, it is the biggest one we have. They said they can replace it with a different version, one they consider a better version of the clock, but we

are talking \$5,000 or \$6,000 more on top of that. As far as the clock itself, this is our best bet to replace that clock. To protect it from lightning strikes, they can ground it, and we will make sure that is done.

Mr. Matovina stated it seems like regardless we ought to end up with a paper map at the conclusion of the process.

Mr. Hunt responded absolutely. They will do it for our zones as well. We are supposed to have a very nicely laid out map of all zones that we can then store and use going forward.

On MOTION by Mr. Kuhn seconded by Mr. Matovina with all in favor the Martex proposal to repair an irrigation controller and map out all irrigation heads NTE \$5,900 was approved.

Mr. Hunt stated the final item is on top of the lighting that is out here, we also have a ton of ground lighting that does not work. It started with just one light by the sign out here, but now we are missing the entire front median. The two front lights that shine on the Amelia Walk sign no longer work. Every time you put the breaker it immediately trips it, and that takes out all the lights out front. These just have bulbs out, the one that is here at the Amenity Center and the one that is at residential entrance on the left side. So those lights are out as well. I have a proposal from Coastal Current Electric to come out and do the work on those lights. Basically to replace two ground post lights here at the clubhouse and at the residential is going to be \$310. To replace the four ground mounted lights out front by the entry signs is going to be \$650. We also are looking at adding a receptacle out front because at one point, it is my understanding, there was a lighting outlet out front for Christmas lighting. That is no longer there anymore. There is no plug or outlet. So we have a proposal to install a receptacle out there to put holiday lighting up. Also this fountain right here, there is an electrical issue between the electrical box and the breaker up top. The fountain doesn't come on. From the fountain to the box out by the pond there is nothing wrong there, their equipment is running correctly, so there is an electrical issue from here to inside the building. They also need to troubleshoot the front median to figure out where that break in line is that is tripping the breaker. They are all separate proposals, and my question is how do you want to approach it.

Do we want to approve all those proposals, or do we want to just pick and choose at this point? You are looking at probably \$2,400 maybe.

Mr. Kuhn asked are all of these being fed out of the same panel?

Mr. Hunt responded the lights for out here and the fountain are controlled by this panel up here, up in the attic of the Amenity Center. The panel out by the residential entrance is controlled the same way the fountains are. That is working fine, it is just a light bulb we think. All this stuff out front is controlled by a panel on the entrance side of the community behind the Amelia Walk sign. There is an electrical panel back there that has all the breakers in it. That is where the majority of our electrical issues are.

Mr. deNagy stated I have added this up, and it totals \$2,335.

Mr. Kuhn asked that Mr. Hunt make sure all the work be under warranty and that we understand what the warranty limitations are.

Mr. O'Bannon asked do we need to ask them about surge protectors?

Mr. Kuhn responded yes, and I think we should be doing that on the irrigation clock too. If there is surge protection or lightning protection we can install for a nominal amount, let's go ahead and take those kinds of measures.

Mr. Hunt asked can we make a motion to where I can speak to Coastal Current and Martex about what we can do to protect our electric?

Mr. Kuhn responded either the chair can have that latitude or we can ratify it at the next meeting.

Ms. Bock asked are these breaker boxes that are in public places locked?

Mr. Hunt responded they are screwed close, but they don't have a padlock on them.

Ms. Bock stated I just want to make sure none of this is vandalism.

Mr. Hunt responded the one out front I think is an electrical issue. There are no signs of forced entry like the screw being stripped out.

| |
|--|
| <p>On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor several projects outlined in a proposal from Coastal Current Electric NTE \$2,335 were approved.</p> |
|--|

Mr. Hunt stated for the Nassau County Sheriff's office, do we continue them for another month? I have not heard any reports of anything. It is a slower time of year. We do have Halloween coming up, and they will be here until the end of October.

Mr. Kuhn stated since it is working, I don't know why we would discontinue it especially with Christmas coming and people being out of town.

Mr. Hunt asked Mr. Walters I wanted to know about the contractor trespassing, an update on that.

Mr. Walters responded I spoke a few times with Detective Hickox, and he sent over kind of a template they use, but it was really geared toward traffic enforcement, which I didn't think was going to help us as much in our situation. I felt we were dealing more toward trespass, so I am revising an agreement that I have used with Clay County before that is a little more specific. I am going to propose that to him, and hopefully we can come to something we are looking for.

Mr. Hunt stated I wanted to touch base with you Jason and the whole board about the Yulee Boys Soccer Team. They have come to me and asked if they can use the soccer field for practice out there. They did use it two years ago, and there were some concerns that they were destructive to the community. The question for the board is would we allow them to use it for soccer practice? My recommendation would be if we are going to do something like that that they sign a contract, whether it be the school district or whoever it is, releasing us from any liabilities if someone is injured. I would also like to have something in the contract that states if you are disruptive in the community or are leaving the field trashed or tearing anything up, we can immediately pull the contract, and you are no longer allowed to use it.

Mr. Kuhn stated I think we have a license agreement for that purpose. I don't know if it addresses everything that you mentioned.

Mr. Hunt stated I spoke to Vickie, and she said she thinks it was the Yulee soccer team that was originally causing some of the issues. They do have a brand new coach in place. It is not the same staff that was there two years ago. He has promised they would do that, and he has also said they would be willing to put the soccer nets back at the correct distance from each other and paint the lines on the field as well as part of them being allowed to practice on that field. The field doesn't get used a lot, so it is not an issue in that sense, but at the same time

they are not residents, so you have that issue. It would just be for practice, no games, and he said it would probably four or five times a week.

Mr. McCranie stated I would suggest we limit how many times they can use it because if they do use four or five times, and the running drills are in the same areas, it is going to tear the grass. They could be doing everything perfectly, and it is going to tear up certain areas. I would suggest they could have two practices a week here, and they can find someplace else. That would be a suggestion.

Mr. Kuhn asked Jason or Dave, are there any issues with having an outside group use it?

Mr. Walters responded we usually go through a license agreement, and we can have all those restrictions in terms of amount of use, termination provisions, and their obligations regarding cleanup. It is certainly something we can do. We can tweak what we have and present that to them.

Ms. Bock stated I think it brings life to the community when you look out there and see something. You don't know if they are our kids or someone else's. It is like hiring actors to show what a great place this is.

Mr. Matovina stated I think we should allow them three days per week, and if they need additional time it needs to be by special request. I think the Chairman should be given authority to sign off on the agreement.

On MOTION by Mr. Matovina seconded by Mr. Kuhn with all in favor to allow the Yulee High School soccer team use the field three days per week for practices and to allow the Chairman to sign off on the agreement was approved.

Mr. Hunt stated we have a number of proposals to do paver work as far as resealing. It is my understanding the pavers haven't been resealed since they were put in. If that is not the case, please let me know. We are starting to show a little wear and tear on those that are in the sun every day. You can do a lot of different things. My recommendation is that I don't necessarily think we need to do it right this moment. I think it is something we should plan for to have done, and I think I would like to take a little more time to do research on the different materials. We do have a broken corner of the pool deck that needs to be repaired. It is about five pavers.

Ms. Erickson responded it is about a three-foot section that has come undone, so it needs to be resurfaced. Crystal Clean will do it, and I have two outside companies that will come give me a bid.

EIGHTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

There were no supervisor requests.
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 a copy of your financial statements is included in your agenda package as of September 30, 2015. The total of the check register is \$53,958.88.

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the check register as of September 30, 2015 in the amount of \$53,958.88 was approved.

TENTH ORDER OF BUSINESS Next Scheduled Meeting for November 17, 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 November 17, 2015 at 2:30 p.m. at this location.

ELEVENTH 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