

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, August 21, 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
Chris Hill	Supervisor

Also present were:

Dave DeNagy	GMS
Daniel Laughlin	GMS
Jason Walters	District Counsel (by phone)
Dan McCranie	District Engineer
Jennifer Erickson	Evergreen Lifestyles Management

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

**Public Hearing to Adopt the Budget for
Fiscal Year 2019**

Mr. Laughlin stated I need a motion to open the public hearing.

On MOTION by Mr. Taylor seconded by Mr. Hill with all in favor the Public Hearing is Open.

Mr. deNagy stated I will summarize for the board and residents we have a proposed FY19 budget that includes an increase of \$235.92 per year. That will be effective FY19, which is October 1, 2018 through September 30, 2019. The increase has primarily to do with Capital

Reserves. We are funding \$100,000 to resurface our pool out here. Other changes to the budget our Administrative Costs (Page 1). They are up about \$20,000. There are a couple of line items with changes. Under supervisor fees, we are anticipating 3 more meetings in FY19, so that budget is increasing \$3,000. Engineering fees are going from \$5,000 to \$15,000, and our Trustee fees with our new bonds have gone up about \$5,000. For Contract Services, our current budget is about \$130,000. We are moving it to \$156,000, and the majority of that has to do with landscaping and fertilization maintenance, and a lot of that has to do with Phase 2 coming on board next year. There is not much change with Repairs and Maintenance. This is a catch-all for things we don't anticipate. We had budgeted some money for landscape extras, but that is now included in the landscape proposal we received. Our utility costs are going up based. Electric is going up slightly, our street-lighting costs are going up again, and that has to do with more additional lighting in Phase 2. We had a leak last year that we have since taken care of, but we are still increasing our budget. The utilities are going from \$96,500 to \$115,462. Amenity Center costs are going up modestly from \$89,000 to \$92,000. We did add some more money for special events. As I mentioned our Capital Reserves, we are putting \$100,000 aside for pool resurfacing, and we also learned that the lights in the pool are currently not working. There is a narrative for each of the lines for your O&M budget and your General Fund budget. The debt service budget, we have fixed costs for our bonds. There is the 2012A-1 bonds. We have the A-3 bonds, and they will be paid off this year, so there will be no bonds next year. We have the 2016A-2 bonds, and the 2018A-3 bonds. There is no change in the debt assessment to homeowners. It is just O&M that we are proposing an increase of \$235.92 per year. That's all I have, and I will open it up for board questions and then to the residents.

Mr. Taylor stated for the audience, can you explain the three different levels of assessments – the HOA fees, O&M, and principal and interest.

Mr. deNagy responded the HOA is a separate item. It is billed in January. The O&M and debt is included in your Nassau County property tax bill. There is a discount of 4% offered if you do pay in November. That discount reduces each month – December is 3%, January is 2%, February is 1%, and then the whole assessment will be due by March 30. The On Roll would be all the platted lots that we have and have been recorded with the County. The Off Roll would be those lots that have not been platted.

Mr. Kern stated so the total budget estimate is at \$649,049. The On Roll assessment is \$248,471.

Mr. deNagy responded \$248,000 On Roll and \$400,000 Off Roll.

Mr. Kern stated so the balance is funded by the un-platted lands?

Mr. deNagy responded correct.

Mr. Taylor stated I know at previous meetings it was brought to the board's attention about sidewalk repair. Could some the Capital Reserves be applied towards that if needed?

Mr. deNagy responded no, I don't think so this year. Next year it is very possible. This money is pretty much spoken for regarding pool resurfacing. I think we got a bid of \$90,000+, which is pretty low.

Mr. Taylor stated on Page 6, it was noted at the top of the page that the District has contracted with Martex. I know we currently are contracted with them, but we had not entered into a renewal contract yet.

Ms. Erickson responded yes, the current contract runs until September 30.

Mr. deNagy stated any changes we make we will update the narrative.

Mr. deNagy stated if there are no other board questions, we will open up to the audience for questions.

Mr. Leon Witko, Apoka Court, asked do you actually put it together or it is part of management service.

Mr. Laughlin stated we have our accountants come up with it, and then we bring it to the board.

Mr. Witko stated I know there are additional costs, especially for our road repair projected for 2023 Phase 1 and Phase 2 a couple of years later, but if you have been doing this for so long, how come it wasn't projected years prior?

Mr. deNagy responded we have had road maintenance as an issue for a number of years now. We deferred that being there are a lot of homes being built currently and trying to rein in O&M costs.

Mr. Witko stated along that line, the major users are the builder. When they were hauling dirt for Phase 3 with extended trucks, they can carry 80,000 lbs. Considering the number of homeowners that were living here two years ago, probably not even 175. This is normally your work. There should have been foresight. For someone who does this job all the

time, all of a sudden it is like "wait a minute, we forgot to add in for road repair." Well it seems to me the road repair issue was exacerbated by the developer's construction trucks. What was the reason why it was caught ahead of time.

Mr. deNagy responded we have actually foreseen the road repair costs. Again, this is a decision that is made about total assessments on properties and whether it is included or not in the O&M budget.

Mr. Witko asked was that a sales technique maybe to keep the assessment down low, and all of a sudden now that people are buying, all of a sudden saying they are going to be coming anyways so let's hike up something extra for the road maintenance.

Mr. Taylor stated one thing to note, this budget that is being proposed today as zero dollars allocated for road maintenance. There is a line item on Page 2 above Capital Reserves. The Capital Reserves is \$100,000. There is no money allocated in 2019 for road repairs. There have been projections based on the past study.

Mr. Witko asked why was it so late projecting it where right from the start that should have been foreseen?

Mr. Taylor responded I can't speak to other board members prior to me joining the board or other members here might have historical experience. It is recognized that it probably does need to be included in future budgets. This year we thought it was more important to focus the efforts on the pool this year, and next year start integrating the road reserve program.

Mr. Witko stated the pool is a major thing, and all of a sudden you see a proposed increased from last year to this year, that is almost a 33% jump. What this tell me is that the people managing this didn't budget properly for this development. Was it lack of knowledge or was it done purposely?

Julia Paghugh, Cherry Creek Drive, you have a tax roll budget, and you have one point whatever percent up to whatever. Homeowners are not happy with the percentage increase every year. There is no cap rate, and it seems unfair to the homeowners. People are getting very disgusted that live here with the jumps year after year and it is so high. It has to be capped at some kind of percentage, and it has to be negotiated and looked at as to what we can do this year and what we can do next year just like any tax at the County Commissioners office because the homeowners are not happy with the jumps. You are going to lose a lot of homeowners. People are disgusted with jumps right now and the percentage.

Mr. Taylor asked Jason, do you have any comments or response? I don't think we are able to enforce caps on the O&M.

Mr. Walters stated the board has to decide on a year-to-year basis the level of maintenance and the level of services provides, and the budget will reflect that accordingly. There isn't a statutory cap on that.

An audience member asked about landscape services being provided on a per-acre amount.

Mr. Taylor stated it is competitively bid based on the scope of services. A lot is done by unit count and not so much by acres. They do their own measurements, and they give us a service quote based on what we provide them to bid on. The level of service will increase over time as we add more land to the budget. That is what is happening. The increase in services is what is being imposed on the O&M side.

The audience member stated going back to the way it is advertised for bidding, where is it advertised for competitive bids?

Mr. deNagy responded we typically use the local paper. I think there are two in this area.

Mr. Taylor stated it was previously bid out. The budget, as I understand from staff, is presented to the board based on those exercises. This increase is where this number came from. I am asking the staff to re-look at putting that back out for bid before we award the contract, so that will probably go out for another bid request for landscape maintenance.

Mr. deNagy stated I think we are under the threshold for advertising. Jen took it upon herself to contact landscape companies locally that she knew to get bids.

Mr. Walters stated yes, we are under the threshold for the formal bidding process, but we still use a very similar process to make sure we are getting competitive number. As the chairman alluded to, we will get some unit pricing as well, but as the areas expand, obviously prices will go up, and based on the level of service we request from them also impacts. If you have one acre of grass that you cut four times a month, it is going to be more expensive than if you cut it once a month. It is really dictated by the scope that we provide to them, and then we try to get competitive numbers based on our process.

Mr. Taylor stated we engage GMS to manage the operations and accounting of the CDD. They have historical references of other communities of like kind services, and I believe these are in line with those other communities' services.

Mr. Witko spoke about the frequency of mowing.

Ms. Erickson responded unfortunately if we mow two times per month, the grass does get overgrown, and it is unsightly. As the CDD and HOA require homeowners to keep their lawns to a certain standard, we have to make sure it is maintained and mowed. St. Augustine grass grows much higher than that. Much of it is Bermuda, and it does get very unsightly if it is not mowed every week. In between two mows, it would be probably about 7" or 8" high, and people would be very upset.

Mr. Witko stated from what I have seen, it doesn't need to be done two times a week.

Mr. Taylor stated I think counsel's example was just for an example. It is a very complex scope of services. It is a detailed thing. There is a difference between St. Augustine grass that only need twice a month, and the pond banks might be bahai or the soccer field is a different breed of turf. That is all included in that scope. What you might see is 40 cuts per year, but our agreement with the maintenance contractor is that it doesn't get 6" high. So whether they cut it twice a month, three times a month, or four times a month, it is all seasonal. That is common in landscape contracts. We give them an agreement for year, they are going to be busier in the summer than they are in the winter, and they know that, but they are obligated to us X amount of cuts per year and to keep it to a certain standard. It is a really detailed Scope of Services with all landscape beds, the mulching, the flower replacements, and irrigation maintenance and repairs. It is not as easy as just saying give us twice a month, and then Jen is wearing them out about this area being long, but this area is fine. It is all detailed in the Scope of Services that is bid out. I respect from where you are coming from. I can probably say that you can whittle it down to the nth degree and probably not save a whole lot because of the way the contracts are and the way the bidders bid the contract. They understand either you do all the repairs by hour, and I am pretty sure their hourly charge is pretty expensive, and now you are going back and forth of "who broke it, did they break it, or did they break it," and it becomes an administrative nightmare, and then it becomes very expensive because now you are paying per-hour to repair something versus going ahead putting it out in contract. Then

you expect the maintenance company to have that done. You shouldn't have to call them. It is within the contract, within the scope, and it is mandatory.

On MOTION by Mr. Taylor seconded by Mr. Kern with all in favor the Public Hearing is Closed.

A. Consideration of Resolution 2018-12, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2019

Mr. Walters stated I think the board members have seen similar resolutions as we have gone through the budget process in the past, but it is a 2-step process. A few meetings ago the board approved a draft and the budget. We go through the 60-day process, some to today and have the public hearing, and this is the second step in our budget process where the board will formally adopt the budget. The purpose of the first resolution is to formally adopt the budget. Those line items you see on page 2 will be completed in accordance with budget documents. We leave those blank until the hearing time.

On MOTION by Mr. Taylor seconded by Mr. Kern with all in favor to adopt Resolution 2018-12 was approved.

B. Consideration of Resolution 2018-13, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2019

Mr. Walters stated this is the mechanism by which we actually levy assessments that funds that budget we just adopted. Lots that are platted as individual parcel ID numbers are certified through the tax collector for collection, and the unplatted lands will be collected directly by the District in accordance with the schedule set forth in Section 3 of the resolution. It authorizes the District Manager to certify that roll to the tax collector.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor Resolution 2018-13 was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes

A. June 19, 2018

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the Minutes of the June 19, 2018 meeting were approved.

B. July 17, 2018

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the Minutes of the July 17, 2018 meeting were approved.

FIFTH ORDER OF BUSINESS

Discussion of Programming Survey Results

Mr. Kern stated the survey went out, and I think there were 100 responses out of 125. Overwhelmingly the two items that scored the lowest was the fire pit and adult park. I think the board should get the architect to revise the site plan to exclude those items. The items that scored the highest were the expansion of the covered porch area, the expansion of the fitness center, which would also include new fitness equipment and update on the lease, and then new interior furnishes for the entire Amenity Center like pool furniture, grill/grills option, etc. The community garden was on there. It scored about middle of the pack. I think the thought there is it is a fairly inexpensive item to include. The suggestion was to keep that on as more of a location space planning exercise for the architect to determine the best spot to put it. Assuming from an O&M standpoint the CDD can come up with the best way. I think there was a resident who volunteered to manage the garden and to spearhead a community group.

On MOTION by Mr. Taylor seconded by Mr. Kern with all in favor to get the results of the survey posted online and sent to residents was approved.

On MOTION by Mr. Taylor seconded by Mr. Hill with all in favor to reprogram the future amenity upgrade plan based on results from the survey received from residents was approved.

SIXTH ORDER OF BUSINESS

Discussion of Town Hall Meeting

Mr. Taylor stated we had a Town Hall meeting a few months back. We discovered there were some drainage issues that were coming onto our property. I would to suggest that I would attend the next Town Hall meeting with the representative from GreenPointe, and I would like to see if we can coordinate the District Engineer to attend, which would be a paid expense for his attendance to provide an update to the residents. Since we are having these meetings at 2:00, I thought this would be an evening meeting. Only one person can come from the board unless it is publicly noticed. That is the criteria. I think we want to make this a quicker event than a delayed formal notice period. The motion is we have a Town Hall meeting within the next three weeks here at the clubhouse, and we would broadcast through our HOA platform.

Mr. deNagy stated if you are interested in other board members attending, we can advertise a workshop. The board can't take any action, but you can have more than one board member attend.

Mr. Taylor responded I think given what we went through last time, this community, the representative from GreenPointe, and the District Engineer would suffice on this issue.

On MOTION by Mr. Taylor seconded by Mr. Hill with all in favor to have a Town Hall meeting at 6:00 p.m. within the next three weeks was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Series 2018 Requisition Nos. 12-14.

The requisitions are located in the agenda package.

On MOTION by Mr. Kern seconded by Mr. Taylor with all in favor Requisition Nos. 12-14 were approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2018-14, Designating a Date, Time, and Location for a Landowners Election

Mr. Laughlin stated we are recommending doing it on November 27, 2018, which is our meeting date, and we would hold it right before we would hold our regular meeting.

Mr. deNagy stated it is not a board meeting, it is just the landowner.

Mr. Laughlin stated Seat 2 is up for the landowners election, which is Greg Kern's seat.

Mr. Taylor asked that it be explained to the public what we are doing with the landowner's election.

Mr. Laughlin stated there are three seats up for this next election, and one of which is Seat 2 that is up for a Landowner's Election. Seat 1 and Seat 4 are part of the General Election, which would have had to be applied for already. For this motion, we are setting a date to have the Landowners Election, and each lot gets one vote.

Mr. deNagy stated we looked at the Supervisor of Elections website, and we didn't see anybody put their name in the hat. When we get past the General Election November 6, probably at our November 27 meeting we can start soliciting from residents anyone who wants to fill those two seats. Then the board will have that option at a meeting afterwards to seat two residents on the board at that point.

On MOTION by Ms. Bock seconded by Mr. Hill with all in favor Resolution 2018-14 designating a November 27, 2018 at 2:00 p.m. at the Amelia Walk Amenity Center for a Landowners Election was approved.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated I don't have any additional action items for the board.

Mr. Taylor asked are we still moving ahead with the bond validation schedule?

Mr. Walters responded we are. That hearing is scheduled for September 10. We will be circulating draft documents to the State Attorney in the next couple of days. I anticipate

minimal comments from them. We will have those filed and in the record prior to the hearing, and we will report back to the board how the hearing goes.

B. District Engineer

Mr. McCranie stated over the last month we have had the contractor, Earthworks, go out and do the work that was approved and authorized not to exceed \$50,000. There were no increases in their costs. I think it stayed around \$42,000 or \$43,000 – whatever that original number stated. I visited the site two times so far after good rainstorms, and it is working very well. It is working as good or better than can be expected. Water flowing over the road and into our trail road really quickly has been alleviated. We gave the water a positive place to flow. A few years ago they put in a couple of areas of riff raff that slows down the flow and collects any particulates so it performs the erosion control. I have spoken with the Water Management District, and they are not concerned. They are happy with the work, and Nassau County is happy with the work as well. On July 19 there was a memorandum to the public works director with Nassau County from the construction inspector that works for Nassau County that states, "Upon inspection of the plans for the subdivision, all properties bordering the construction road in Phases 1 and 2 of Amelia Walk are designed as Type A lot grading designed to drain from the back yard to the front. During my visit, all drains were inspected and appear to be in place per the plans and fulling functioning. Next, I inspected each individual property that backs up to the service road and found a number of wet and flooded yards, but many were dry as well. It should be mentioned that these properties are separated from this access road by undisturbed land with a 3' tall berm, which runs the length of the road. After inspecting each home's backyard, it is my belief that the road's existence and the flooding that is occurring are two separate issues." That was important. While it was an issue – yes, we have standing water back there – the county inspector did not believe that standing water was causing the specific issues that a lot of the homeowners were concerned about. Whether it did or not, we don't have standing water back there. Everything is flowing, so it is really working very well. We will keep it maintained during the construction of Phase 3 and the future construction of Phase 4 and Phase 5. With that, they are 99% done. There is a little bit of erosion control I want them to do to make sure that we have a permanent situation and not something temporary. I know the grassing has been done. I have not inspected it to make sure

it is taking, but I believe it is. I am working on Phase 4 bid documents that will come before the board.

C. District Manager – Discussion of the FY2019 Meeting Schedule

The meeting schedule is located in the agenda package behind Tab X-C. We can make changes right now, or we can approve it. We can always change it in the future if we have to.

On MOTION by Ms. Bock seconded by Mr. Hill with all in favor the FY19 Meeting Schedule was approved.
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D. Community Manager - Report

Ms. Erickson stated we have had a lot of maintenance. We have had some irrigation issues that have been corrected. The ceiling repair in the office has been corrected. We have had work done on the Envera systems; a camera needed to be replaced. The treadmill motor needed to be replaced. We have have mosquito control again and carpenter ant treatment to the pond electrical boxes. Wetlands were treated to inhibit brush/grass growth. Some door handles have been replaced in the Amenity Center. The only bid is the Nassau County Sheriff's Office. We do have the approval from the County, District, and Sheriff to patrol the areas. They have made several ticket stops. They are not going to dedicate man hours to sit there and put speed traps up. They did offer services that equal out to \$120 for every four hours. That would include an off-duty officer as they can get it scheduled during hours that we would find to be fitting. They will get us a contract if that is something you would like to do. It would be an annual contract good for one year, and it would be as scheduled. Even if he is off-duty, he can still write tickets. We are on the schedule to get the machine for them to tell you you are going 37 mph, but they would be basically when going to work and coming home because those are the major times people are speeding. It is not currently in the budget. All the money that we were spending on that for them to monitor the area was put into Envera campera systems.

Mr. Taylor stated my recommendation would be the signalization to let people know they are speeding and see how that is. They are typically here a couple of weeks?

Ms. Erickson stated they were here for two weeks last time.

Mr. Taylor asked the audience members did you find that helpful? No?

A resident stated it is not just the residents, it is your trucking companies, the log trucks doing the clearing on the back lots. Almost every morning I see them come flying in the neighborhood. It is the roads that are getting torn up by your trucks. Yes, there is a speeding issue for residents. We have more and more kids in here, and people don't abide by the 25 mph speed limit. It is something to think of when you redo the reconstruction of the roads, put in a speed bump, put in more pavers or something. People go slower when you hit pavers.

Ms. Erickson stated they did also recommend more signage. Possibly adding another sign somewhere in between.

Mr. McCranie stated signs do not slow down cars. They are just clutter.

Ms. Erickson stated other than that, our next event is Oktoberfest 10/2018.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

Mr. Taylor asked Ms. Erickson to get a proposal to do some concrete painting at the roundabout. They are getting run over and have been run over quite a bit, and I wonder if they are not being seen, especially at night. At the end of Calumet, there is a sidewalk that we were going to try to coordinate getting the sidewalk issue done. No mailbox there. At the end of Majestic towards Phase 4, we have a haul road there. Can we get some signage up that says no trespassing? Now it is open to the general public. Finally, is there anything happening with the fountain on the right side as you go down across from the models.

Ms. Erickson responded there are fountains at both of them. We were having issues, and that is why we had it sprayed for ants. They were shorting out the electrical system. North Florida Fountains is coming out to do their normal routine repair, and they will replace the breaker.

Mr. Taylor stated to Mr. McCranie in the Phase 3 construction, the lake has gone down a level.

Audience Comments

An audience member asked once construction is finished, what is haul road going to be because you really need a secondary road. Right now Spruce Run is closed. We have no secondary roads to get out. If there is another storm right now, and we cannot get out past the fountains right here, what is the neighborhood to do?

Mr. Taylor stated the current plan as I know it has no plans to utilize the haul road other than for construction activities and passive recreation.

Mr. McCranie stated future haul roads for future phases to continue to try and minimize construction traffic of the development. There is no improvement plan currently. It is also a utility easement, so there is restricted use of that land.

The audience member stated for emergency situations, is there any kind of plan or can there be a plan to designate haul road as an emergency access point?

Mr. McCranie stated you can potentially use it, but it depends on the emergency. What are you imaging happening where you can't use the roads to leave?

The audience member replied the exit here is blocked with trees, debris, fire, whatever.

Mr. McCranie stated be it a fire, obviously the fire department company, and we wouldn't have huge rains, so then yes we can use the haul road pretty easily. People would just drive around. That would be pretty easy. If it was trees, luckily we don't really have too many massive oaks, and you would call the Sheriff's Department, you would call people with trucks and things like that, and they could remove trees. I think that is what would happen.

Mr. Taylor stated my observation is how do you get to it. The haul road is currently being used going down to the perimeter of the property. Getting access to you, you would have to take away a few lots. That is one scenario. All of which have now been either planned or plotted along that eastern boundary. Phase 5 is in planning today, and there is no connection activity for permanent exit. In terms of could it be used, yes, I drove my two-wheel down that road today. In a dire catastrophic event where you had to get out, you could drive it if it wasn't impeded.

Mr. McCranie stated when all phases are constructed, you won't have access to it. Before then you will have access. I appreciate your concern, but we can't plan for the catastrophic. We can plan for the most likely. That is why we plan for 25-year storms, we plan for basic hurricanes. If a Cat-5 hurricane comes through here, we better be gone before it comes.

TWELFTH 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 July 31, 2018. The total of the check register is \$45,572.05.

On MOTION by Mr. Kern seconded by Mr. Hill with all in favor the check register in the amount of \$45,572.05 was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting for September 18, 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 September 18, 2018 at 2:00 p.m. at this location.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman