

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 17, 2017 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:

Greg Matovina	Vice-Chairman
Greg Kern	Supervisor
Rose Bock	Supervisor

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 2:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the September 19, 2017 Meeting

Mr. Matovina stated on Page 3, midway of the paragraph that starts, "Mr. McCranie responded I went to that site...", is the sentence that starts "The CDD owns that track..." The word, track, needs to be changed to tract.

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the Minutes of the September 19, 2017 meeting were approved as revised.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2018-01,
Amending the FY2017 General Fund
Budget**

Mr. Laughlin stated this is for audit purposes. We have a carry-forward surplus, and we have a little bit more clubhouse income, which we are taking from there to increase our landscape extras. It was at \$10,000, and we are increasing it to \$23,000. Water and wastewater was at \$60,000, and we are increasing that to \$89,807. This is for auditing purposes to balance the books. We are a little over in those categories from what was projected.

On MOTION by Mr. Matovina seconded by Mr. Kern with all in favor Resolution 2018-01 amending the FY2017 General Fund budget was approved.

FIFTH ORDER OF BUSINESS

Consideration of FY18 Service Proposals

A. Evergreen Management

Ms. Erickson stated there are some changes this year to the contract. The new budget is going to call for \$4,200, which will bring us to \$50,400.

Mr. deNagy stated there are two line items in the budget, which is management company and I believe amenities that comprise the amount. Janitorial will be a separate item.

Mr. Matovina asked what is our level in which we have to receive competitive bids?

Mr. deNagy stated I am not sure of the number. It is over \$120,000 I thought, or is that even applicable for services of this nature. Jason, what is the threshold for competitive bids for amenity management services?

Mr. Walters responded it is in excess of \$100,000.

On MOTION by Mr. Matovina seconded by Mr. Kern with all in favor the Evergreen Management proposal was approved.

B. Naders – Pest Control

Ms. Erickson stated I have been on the property for two years, and I have been trying to get them to do their job for two years. They are saying they are coming, I'm here when they

say they are here. There is no video of it, and there is no card swiping. The bait systems haven't been checked. They are lying on the ground. In order to keep our building safe, I got a competitive bid on that. The termite itself is \$399, and from here on out, the renewal would be \$295, which is comparable to what we are paying. I would also like to add treatment for ants. They have become an issue around the entire amenities. To do that would be \$415 annually. The total for the pest control, which includes ants, roaches, etc. is \$415.

Mr. Kern asked is that for termite protection?

Ms. Erickson responded the initial install for termite is \$399, and that includes re-treatment and structure repair damages for the entire amenity. It is then \$295 every year after that.

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the Naders Pest Control proposal was approved.

C. Martex Janitorial

A copy of this proposal was distributed to the board members. The contract amount is \$780 per month

Ms. Erickson stated they have a crew that comes out, and they make sure the pool furniture is clean, and trash is picked up throughout the entire amenity. They clean all this, and they do this twice a week for that rate. The contract goes to the end of 2019.

Mr. deNagy stated this has been budgeted for.

Ms. Erickson stated we received several bids, but this is the one that had a larger crew coming and would visit more often.

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the Martex proposal for janitorial services was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2018-02
Amending and Updating Resolution 2017-07**

Mr. Laughlin distributed this resolution to the board members. This is for Greenpointe. They were originally going to pay 70% for the assessment payment. They are changing it to four payments of 25%.

On MOTION by Mr. Matovina seconded by Mr. Kern with all in favor Resolution 2018-02 amending and updating Resolution 2017-07 was approved.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated I don't have any action items for the board. There were no questions for Mr. Walters.

B. Engineer

Mr. McCranie stated last month you had asked me to get some survey data not to exceed \$1,500. I ordered it, and right now it looks to be between \$900 and \$1,000, so it is going to stay under that number. I anticipate the survey will be back to me by the end of October. I will have a design completed by the end of November. This is specifically the drainage areas along the trail road. The question has been, when we drove to the site after the meeting, to see if we can lower the normal water level of one of the ponds to kind of give even more leeway for the system. I am looking into that, but once I get the survey done, I will have all of that. You should expect a report by the end of November. I haven't forgotten the pdf with the narrative, but I just haven't gotten to it yet.

C. District Manager

Mr. Laughlin stated he had no report.

D. Community Manager - Report

Ms. Erickson stated there are no CDD violations. Currently the new door systems are being changed over to new systems, so there are no more resident entrance problems. We had a lot of maintenance from the storm itself. The only thing we still have is the tree removal.

We are waiting for Sand Hill to drop off a container, and that should be done shortly. I went ahead and got a proposal from Martex. We had six trees we lost last year. This year we are now up to 12 elms that we have lost – six last year and six this year. If you choose to replace those, the total would be \$8,602.80.

Mr. deNagy stated budget wise we don't have anything in our budget for trees. This would be an unbudgeted item.

Mr. Kern stated it is my understanding these trees aren't covered with insurance.

Mr. deNagy responded correct.

Mr. Matovina asked what is going on with the trees, are they removed?

Ms. Erickson responded yes, they were pulled from the root system and cracked in half.

Mr. deNagy stated trees can be covered with their hard structure is damaged. For example, if a tree fell on the Amenity Center, it would be covered by insurance.

Mr. Erickson stated we lost an oak tree at the tennis courts, which now allows the lights to work properly, so I was not going to replace that tree. We have a fence that needs to be repaired, but it is minor.

Mr. Matovina stated I suggest we defer this item and bring it up next month when Mike is here.

Ms. Erickson stated other than that, I have Oktoberfest coming up on Saturday, the 21st from 4:00 to whenever.

NINTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There were no supervisor requests.

Audience Comments

There were no audience comments

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 your financial statements is included in your agenda package as of September 30, 2017. The total of the check register is \$19,664.52.

On MOTION by Mr. Matovina seconded by Ms. Bock with all in favor the check register in the amount of \$19,664.52 was approved.

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting for November 28, 2017 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 November 28, 2017 at 2:00 p.m. at this location.

TWELFTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Bock seconded by Mr. Kern with all in favor the Meeting was Adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman