

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, June 16, 2020 at 2:00 p.m. using Zoom communications media technology pursuant to Executive Orders 20-52, 20-69 and 20-139, including any extensions or supplements thereof, issued by Governor DeSantis and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Gregg Kern	Chairman
Mike Taylor	Vice Chairman
Rose Bock	Supervisor
Mike Harbison	Supervisor
Jeffrey Robinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jason Walters	District Counsel
Michael Molineaux	Evergreen Lifestyles Management
Lynzie Chambers	Evergreen Lifestyles Management

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 2:01 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointing a New Supervisor to Fill Seat 4 Vacancy

Mr. Laughlin stated we only had one application this time from Mr. Robinson, and it's included in the agenda package. He is on the call if you have any questions for him.

Mr. Harbison asked why do you want to be on the CDD board?

Mr. Robinson stated I've done this before. I've managed large budgets and I've been a town councilman in Connecticut.

Ms. Bock joined the meeting at this time.

Mr. Taylor asked how long have you lived in the neighborhood?

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Mr. Robinson stated since July of 2018.

On MOTION by Mr. Harbison seconded by Mr. Kern with all in favor Mr. Robinson was appointed to fill Seat 4.

B. Oath of Office

Mr. Laughlin, being a notary public of the State of Florida, administered an oath of office.

C. Consideration of Resolution 2020-05, Designating Officers

Mr. Laughlin stated currently we have Gregg Kern as Chairman, Mike Taylor as Vice Chairman, and Mike Harbison and Rose Bock are both Assistant Secretaries. From my office, James Perry is Assistant Secretary and Treasurer, I am Secretary and Assistant Treasurer, and Ernesto Torres and James Oliver are Assistant Secretaries. They have positions for document and check signing purposes.

On MOTION by Ms. Bock seconded by Mr. Harbison with all in favor Resolution 2020-05 designating officers was approved with the slate of officers to remain the same with exception to Mr. Robinson being designated as an Assistant Secretary.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 19, 2020 Meeting

There were no comments on the minutes.

On MOTION by Ms. Bock seconded by Mr. Taylor with all in favor the Minutes of the May 19, 2020 meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Draft Fiscal Year 2019 Audit Report

Mr. Laughlin stated on the second page under opinion the report says, "In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund as of September 30, 2019, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally

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accepted in the United States of America.” On page 31 the last paragraph states, “Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.” This would be a clean audit. On the management letter on page 33 under prior audit findings it says, “There were no findings or recommendations in the preceding audit.” Lastly, on page 35 it states, “In our opinion, Amelia Walk Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2019.”

Mr. Harbison stated I have a question that goes back to something I saw on page eight. Has the sale of all of the lots by the developer to builders closed? One meeting I think Mike mentioned that phase four and five were just about to close.

Mr. Kern stated five has not closed with any builder. Portions of four have.

Mr. Harbison asked you don’t see any issues with finding builders and selling them to builders though?

Mr. Taylor stated no, I think we’re fine.

On MOTION by Mr. Harbison seconded by Mr. Taylor with three in favor the Fiscal Year 2019 audit report was accepted.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated you’ve probably seen the executive orders that have come out as of late, so we will continue to monitor those, but the good news for us in terms of operations is that it provides more flexibility and it sounds like the staff there is doing a great job of monitoring that and making sure our facilities are run in a professional manner, so we will continue to keep our eyes out for those to the extent they affect anything moving forward.

B. District Engineer

1. Ratification of Requisition No. 52

Mr. Laughlin stated requisition number 52 is for Signtalk Graphix, to install some community signs in the amount of \$1,097.50.

On MOTION by Mr. Kern seconded by Ms. Bock with all in favor requisition number 52 was ratified.

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2. Consideration of Requisition Nos. 53 and 54

Mr. Laughlin stated requisition number 55 was also sent around. We're going to go ahead and approve 53 and 54, and then we will approve 55 subject to the engineer's review and approval. He hasn't had time to go out there and look at it yet. Once he signs off on the pay order, we will process the requisition. First, we have requisition 53 for Earthworks in the amount of \$588,067.70 and we have requisition number 54, which is for Hopping, Green & Sams in the amount of \$483.00.

On MOTION by Mr. Taylor seconded by Ms. Bock requisitions 53 and 54 were approved.
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Mr. Laughlin stated lastly, we have requisition number 55 for Earthworks in the amount of \$238,823.77.

On MOTION by Mr. Taylor seconded by Mr. Robinson requisition 55 was approved subject to sign off by the District Engineer.
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3. Acceptance of the 2020 Annual Engineer's Report

Mr. Laughlin stated it looks like the engineer had some recommendations. He says there is an area holding water between the back of a sidewalk and a resident's lot, number 73, along the bulb-out on Fallen Leaf Drive. Fill dirt should be added to remove the low spot. There is grass growing over the curb along Banbury Court. This area should be edged and mowed. At the intersection of Champlain Drive and Bistineau Court, there is a small pavement failure that should be patched. Lastly, at the round-a-bout at Majestic Walk Blvd and Champlain Drive, all of the concrete portions of the pedestrian crosswalks are cracking and need to be repaired. He has pictures included in the report.

Mr. Harbison asked is there a point for fixing that round-a-bout concrete now, or wait until the trucks are reduced?

Mr. Laughlin stated he doesn't make it seem like it's an emergency. We could accept the report and bring it up at the next meeting.

Mr. Harbison stated or just mention it to him.

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Mr. Laughlin stated I will get with him about it.

Mr. Kern stated in the meantime, I'm happy to work with the contractor. We could at least try to understand pricing to make those repairs. I think to Daniel's point, it's probably nothing that is a total failure or of any safety concern, but we can at least understand the cost. A little patch of asphalt is not a big deal and I'll talk to them about some additional fill dirt where the standing water is too. Michael, if you wouldn't mind getting with Trim All to look at that edging of the weeds coming over the curbing there and any other right of way maintenance that we need to handle. The last item he had is on the Calumet repair, which I believe should be seal coated any day now and the lime rock and asphalt will come towards the end of the month or beginning of July.

Mr. Laughlin stated I'll get with him to see if he has anything to add and I will send it around to the supervisors.

Mr. Molineaux stated I looked at that this morning and it has already been seal coated.

On MOTION by Mr. Kern seconded by Ms. Bock with all in favor the 2020 annual engineer's report was accepted.
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C. District Manager

Mr. Laughlin stated I do not believe anyone qualified for the seats up for election in 2020, so it will stay with whoever currently holds the seats until someone is appointed.

Mr. Harbison stated I asked Daniel how we can appoint the two supervisors and I think that only the supervisors who will continue should vote on that. I think it's a conflict for the current supervisor in those two seats to vote on their replacement. It's not really a big deal, but I'd like to make it clean, so I'll throw that out for discussion.

Mr. Laughlin stated I believe they have to be residents.

Mr. Walters stated yes, the people appointed must be qualified electors of the District, so that's a non-issue. It's not as if the supervisors would be voting for themselves. I don't see it as a conflict per say, they're simply replacing an appointment to their own seat, but if they wish to abstain or to not continue in their seat, that's up to them, but they will holdover until those replacements are found and I think that's the most efficient and effective way to do it. Obviously, sometimes you get six resumes for a vacant seat and sometimes you get one or zero, so we will kind of have to manage that as we go along but I'm happy to talk with the

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supervisors individually about that as we get closer to that November timeframe and we can walk through some options.

Mr. Taylor asked did anyone apply through the County or did they apply and get rejected?

Mr. Laughlin stated nobody applied to qualify.

Mr. Harbison stated it's obvious why I want only the continuing supervisors to vote on those, it would just be Jeff, me and I guess Gregg, so I just think from a resident's standpoint, it would be nice to tell them that the new supervisors were elected/appointed by two resident supervisors.

Mr. Walters stated I'll have to look into that as well because at the end of the day, there are a couple of legal provisions that could come into conflict with our options we're looking at. One is if a supervisor doesn't have a conflict, they're required to vote by statute, and that is for your larger cities and places like that where you can see folks just opting out of votes on maybe controversial topics which would defeat the purpose of having elected officials. The other issue is we still have to have a majority. We have a quorum requirement so we have X amount of people that must attend a meeting and then a majority of those must motion, second and vote for the appointment, so let me take a quick look at that and see what our options are. I just don't want to be in a position where we have supervisors who must take a vote that aren't, because that could invalidate the vote and then obviously we need a majority to make that vote and motion and everything else and I just want to make sure we don't paint ourselves in a corner, but I understand your concerns.

Mr. Harbison stated it's more of an appearance issue. It's not critical for sure, and I don't think there's any conflict with everybody voting on it. Since nobody came and put their name up and qualified, obviously they only care on Facebook.

Mr. Walters stated this wouldn't be the first district where that occurs so I wouldn't take it to heart. We will work through these issues and make sure we get some good folks on the Board.

Mr. Harbison asked is there any reason that Jeff and I separately can't talk to people that we know and respect and really encourage them to put their name in?

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Mr. Walters stated you certainly can. If you have residents within the community you think would make good supervisors, I would encourage you do to that because oftentimes that is the best way to find good candidates.

D. Community Manager - Report

Mr. Molineaux stated the month of May was interesting to say the least. We did manage to complete 260 raised areas of sidewalk that were trip and fall hazards. We were forced to increase the level of treatment to reduce the algae in the ponds because it was getting quite significant, but we are on top of that. We took out a couple of dead trees. I'd like to say that we enforced the CDD guidelines during the closure of the amenity center. We did everything we could to enforce the CDD guidelines. We prepared the swimming pool and the deck for reopening and monitored the use of the pool and the gym. Nobody likes me much, but the rules have all been enforced. We've got an easement on Champlain where we will be starting some work shortly. It's a little uneven and a little unsightly. We prepared the pool deck for the installation of the new lift during the month of May and that was actually installed yesterday.

Moving on to bids and proposals, I've included two proposals for the same piece of work on Fallen Leaf Drive. Gregg is aware of what we're trying to achieve there. The difference in the two proposals is one includes irrigation and one does not.

Mr. Harbison asked what is the issue on having irrigation or not?

Mr. Kern stated it boils down to the source of the irrigation. Currently, all of the District's irrigation is off of potable water, which means when you really dig into the utility expenses monthly the District spends a significant amount of money on irrigation because we're paying that full potable water rate. I've long desired to figure out a solution to that to be more efficient. I haven't yet. What's not included in this estimate the service tap and the main line that has to be provided by JEA, as well as a meter. Once that meter goes in then we having something we can tie into. My experience is those are about \$6,000 or so to get the tap and meter installed. That would be a direct cost added to the \$16,000 in order to be able to accomplish this and then we take on the long-term costs of buying the water from JEA to irrigate. JEA doesn't offer any sort of irrigation meters and Amelia Walk doesn't have a reclaim water system, just because JEA doesn't have it available in our area, so the hesitation

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for me is always continuing down this road of using potable water for irrigation. If there is a mechanism to accomplish it with either a more native species of landscaping. I've had success in other districts where I've used native planting and you can have a watering schedule for initiation just to get it established. Sometimes that gets just as expensive on the initial cost, but the operating cost is much less. This area in particular not necessarily being along the main boulevard I thought it would be nice to have the latter option of native plantings that require less irrigation.

Mr. Harbison asked is the issue you're talking about the same as how I have from JEA a separate water meter for what goes to irrigation and it's billed at a much lower price?

Mr. Kern stated yes, except historically JEA won't provide a reduced rate for irrigation meters because we're coming off of the same potable service.

Mr. Harbison stated I get a reduced rate.

Mr. Laughlin stated it is pricey. I have communities that spend \$200,000-\$300,000 just in water and reuse.

Mr. Robinson stated the difference is the irrigation meter just charges the water, it doesn't charge a sewage fee. That's where the price savings is. Everything else is the same.

Mr. Taylor stated I noticed this estimate has centipede sod. I assume that would be consistent with what we have out there?

Mr. Kern stated Michael dealt directly with the landscape vendor on that so maybe he would have some insight there, but we could certainly clarify that. Part of my strategy typically is, just because the road is built doesn't mean we need to start incurring these costs today, but I do typically like to wait for homes to be built in the area. A lot of times with construction there are going to be damages. I believe in this case there are now homes in the immediate area, so I think we're approaching the time when it makes sense to at least improve the landscape. I think they deserve something other than dirt. Maybe we can evaluate how built out they are around there and if there is still a significant amount of home building left to do, I might suggest we delay a little longer at least in the immediate adjacent areas.

Mr. Laughlin stated we could always bring this up next month.

Mr. Molineaux stated there is a quadrant adjacent to one homeowner that does require sod at the very minimum, so I wonder if we could just go ahead and get a small section sodded.

Mr. Taylor asked would it be irrigated?

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Mr. Molineaux stated no, it wouldn't be.

Mr. Taylor stated there are certain grasses that require less water. I think if we add additional landscape areas we need to be mindful of our budgeting and if we are going to irrigate it, we need to make sure we increase our HOA budget or have a contingency in that budget to accommodate this area. It might not be very large to worry about.

Mr. Kern stated we could look at options that don't have shrubs and grasses and those kind of things. For instance, something that comes to mind is pond banks we always use a native bahia grass on there. If you do it in pieces you almost don't have to water that at all, but it at least grasses it. This is a similar position we have with these common area tracts that are in between some lots throughout the community, where the source of the water becomes the heartache there.

Mr. Laughlin stated yes if we put St. Augustine in, it's just going to die without irrigation.

Mr. Taylor asked is it critical and something we need to take action on? It sounds like Michael has a request to do a certain part of it.

Mr. Molineaux stated yes, the only section that sticks out like a sore thumb is a small quadrant, which is maybe a third of a pallet maybe, just to clean up their lot. They have their driveway and to the right of it is the quadrant that is community owned and I think we need to clean it up.

Mr. Laughlin stated we could make an approval based on a not to exceed price right now and appoint somebody to review it before.

Mr. Molineaux stated I don't like to spend money and just tear it up when we get the project underway, but they've been fairly understanding that we've had a bit of dirt there for a while and I think at the very least we could put some sod down.

Mr. Kern stated I like Daniel's approach. I think it would be appropriate and Trim All could tell us how much a pallet of sod is. It might be a few hundred bucks and we will lay down Bahia at least in the short term just to clean up and grass that area. Michael, maybe as we get closer to built out in that area with home building we reconsider more of a full landscape package at that time.

Mr. Molineaux stated yes that's fine. I will speak with Trim All and see what they can put in there and try and get them to do some watering when they first put it down.

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Mr. Laughlin asked do you have any thoughts on what a price might be?

Mr. Kern stated just quick math of the 18 pallets they have here, it would be \$280 a pallet, so I think if you set a \$500 or \$600 limit that might get you a pallet at least.

Ms. Bock stated don't forget rain water counts as irrigation too, so we could only hope for more of that.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor purchasing sod from Trim All at an amount not to exceed \$600 was approved.

SEVENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

There were no requests from supervisors and no audience members were in attendance.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

C. Approval of Check Register

Mr. Laughlin stated the check register totals \$96,099.90.

On MOTION by Mr. Harbison seconded by Ms. Bock with all in favor the check register was approved.

TENTH ORDER OF BUSINESS Next Scheduled Meeting

Mr. Laughlin stated our next scheduled meeting is on July 21st. Jason, the executive order expires on the 30th, correct?

Mr. Walters stated it does expire on the 30th, although there are some interpretations wondering if it's July 7th. Either way, the meeting will be past that date, so assuming there is no extension in the next couple of weeks, which could occur, but we haven't seen it yet, it will have to be in person.

Mr. Taylor stated I have a request. In the package under the financials I'm on page three of the Series 2018A Area B special assessments, it's the Earthworks contract for phase

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4B. I don't see any detail about Earthworks contract for unit five. Can someone direct me to the bond series summary that includes phase 5? I think it's missing, and we need to have another entry.

Mr. Laughlin stated I will have the phase 5 bond money added.

Mr. Kern stated that dollar amount may have been what was allotted for 4B out of the total phase 4 contract.

Mr. Laughlin stated I will get with the accountant about it and send it around the Board.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kern seconded by Mr. Robinson with all in favor the meeting was adjourned.

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Gregg Kern
D420ABE88FCF441...
Chairman/Vice Chairman