

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, January 19, 2021 at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida.

Present and constituting a quorum were:

Gregg Kern	Chairman
Jeff Robinson	Supervisor
Henry "Red" Jentz	Supervisor
Mindi Gilpin	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
Dan McCranie	District Engineer
Michael Molineaux	Evergreen Lifestyles Management
Lynzi Chambers	Evergreen Lifestyles Management

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the November 17, 2020

There were no comments on the minutes.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the Minutes of the November 17, 2020 meeting were approved.

FOURTH ORDER OF BUSINESS

Discussion on Speeding Issues

Mr. Robinson stated after talking to a number of residents I did some research and came up with some ideas. Mostly, when it comes to speeding, I think awareness of the speed

limit is number one. Not everybody that uses Majestic Walk is a resident. There is only one speed limit sign on Majestic Walk and it's right outside of the amenity center. If you're leaving phases four and five, the first speed limit sign is after you pass Cherry Creek. What I'm suggesting is we look at a number of things, but not do them all at once and instead do a more phased approach. Some of the phases may not be done at all if one gets the situation under control. Most speed limit signs, whether they're static or laser improves the compliance, but you're never going to get 100%. I would suggest we look at the cost associated with adding some static speed limit signs and I've got some specific recommendations of the roundabout and as you're heading towards phases four and five, after Champlain leaving phase four and five and I would put one also after the sales office as you're heading toward the roundabout. If that doesn't work, then we can move to laser, solar powered stop signs. Personally, I'm not much of a fan of stop signs because it raises noise levels when cars stop and accelerate again but stop signs do slow down traffic. You could hire the Sheriff's office for a number of hours per month.

Mr. Laughlin stated you can also sometimes get them to volunteer that if you request it, but it's not always reliable.

Mr. Robinson stated I just wanted to put some ideas on the table.

Mr. Laughlin stated I do know we have to go through the County. We can't just put the signs up, so there would be an approval process through them, and I can get with Dan to discuss that. In Duval County at Yellow Bluff Landing, they put one of the speed detector signs in and it took a little while to get the permit and the County wanted a \$200 surety bond on it so there are some hoops we will have to jump through. I know the stop signs will require a traffic study to be done, which sometimes the County will do themselves or they will require you to do it and then after the study is done there is no guarantee they will approve the stop signs, but I can definitely coordinate with Dan to find out the procedure and the costs and get back with you on that. Sometimes you can get the County to bring out one of those portable trailer laser signs. I just had the St. Johns County Sheriff's Office reach out to me and they wanted to put one in one of my districts because they had accidents. That's an option to look into and that wouldn't cost anything for the District.

Mr. Jentz stated we had one of those for two weeks.

Mr. Molineaux stated we've had a range of things and people are very mindful of them while they're here and as soon as they leave, they just carry on back to normal.

Mr. Laughlin stated there's even some signs that will just flash if you're speeding and those aren't very expensive. I'll get with Dan about it.

Mr. Kern stated get with Dan on what is permissible within the right of way.

Mr. Laughlin stated in Amelia Concourse they wanted to have a four-way stop put in and the County did a traffic study and didn't think it was safe and would cause more accidents so they would not approve it. It's always worth looking into though.

Ms. Connie Philipp, 85032 Williston Court, stated I was just curious if maybe in the new development there was a 45mph sign, but everything is 25mph?

Mr. Robinson responded there are two speed limit signs on Majestic. The first one is 35 mph further down the road toward the Concourse.

Ms. Philipp stated that's what I was curious about since we have a new residential area there on the right that 35 mph sign was probably there before the new residential.

Mr. Laughlin stated the engineer explained that. They can't reduce the speed too much too quickly, so it had to go 45 mph to 35 mph to 25 mph.

Mr. Robinson stated next door it's 30 mph.

Mr. Kern asked so you will report back on what opportunities we have? We've worked with a sign provider in the past and I'm sure Michael has his contact once you know what we need and what we can put in place and we can have a proposal drafted and we will figure out how to fund it.

Mr. Laughlin responded we will have something for you for the next meeting.

FIFTH ORDER OF BUSINESS

Discussion of Tennis Court Lighting

Mr. Molineaux stated I've gotten several comments throughout the year from people that are wanting to have the tennis courts illuminated so I said I would bring it to the attention of the Board. It's no more than a handful of people, but it is the same handful of people that are constantly asking, and they are quite persistent so I said I would raise it at the next meeting.

Mr. Kern stated my initial thought is the cost. I know lighting to that extent is pretty expensive so I think that would be important to understand and then as with any community related item that is the demand justifying the cost, whether we want to look at it as the majority

of the community. We could probably survey and see what the demand is but initially we want to at least understand the cost to pursue that.

Mr. Jentz asked how late are people wanting to play tennis? Because if you want to play at 10:00 at night in the summertime, we close this at 10:00.

Mr. Laughlin stated again, it is pricey. I've worked some districts that have done pool lighting for night swimming and it is tens of thousands of dollars. Maybe we can at least get costs, so we have an idea.

Mr. Robinson stated if we do decide to put lights in, we would have to deal with the neighbors next door because it's going to light up all of those houses. The lights from the soccer field are just above the tree line and they're constantly left on all night long.

Mr. Laughlin stated they will usually be hooked up with a timer and that would be ideal. Get a couple of proposals or ideas on costs. I'll see if I've had any districts that has added similar lighting.

Mr. Kern stated before we pursue it, is there a benefit to just getting a general feel? Is that something we're spending staff time on to pursue?

Mr. Robinson stated it might be worth putting a survey out.

Mr. Kern stated let's let the community answer the question of whether it's in high demand and worthwhile. As you go down the road, lighting and electrical plans and the engineer to draw those, it's not just initial costs, it's operational costs as well. The facility is really not set up to be a 24-hour facility or nighttime facility so if we get tennis court lighting then it's going to go to the pool, and then the playground and it quickly grows and in my experience the lighting request is always higher in the winter because the sun sets earlier.

Mr. Robinson asked do we have lights outside the pools?

Mr. Kern responded lights yes, but not for night swimming. There's a certain amount of lighting that has to be provided on the deck and in the area for safety and health department regulations. It's a lot more extensive when you want to use a pool

Ms. Connie Philipp stated if I would have gotten a survey request my immediate question would be how much is it going to cost. I can't answer the question unless I know how much it is going to cost so I would bounce it right back to you.

Mr. Molineaux stated we could probably get an estimate or two just to get a ballpark. I'm guessing somewhere in the range of \$50,000 just based on the fact that your average

lightbulb is anywhere between \$5,000 and \$10,000 and these are going to have to be special bulbs and we'd have to bring supply into the tennis court, and we may end up having to resurface the tennis court, which could be another cost.

Mr. Laughlin stated I would agree.

Mr. Jentz stated if we're going to ask people if they want lighting, I think the way to ask it is to find out how many people actually play tennis here, and then ask how many would want to play at night. Start to weed people. If you ask would you like lights on the tennis courts, everyone is going to say sure.

Mr. Molineaux stated the other challenge is once it's become a really well-lit facility it encourages people from outside of Amelia Walk to come and use it.

Mr. Kern stated I guess it's open for discussion if Michael feels like it's easy enough to obtain proposals with little direction to those folks.

Mr. Molineaux stated I think it would be more beneficial before going to the owners to say when we've got the numbers is there is a number of people that have inquired about lighting the tennis courts and this number is approximately X, which is going to affect people's assessments at some point and whether they'd be interested on taking on the additional burden. If you just go and ask people if they want something they are likely going to say yes, but if you say do you want something, it's going to cost you \$50,000 they might think twice about it. If I've had 10 people asking for it, that's a lot of people. I've had probably more like 5 or 6 people.

Mr. Kern stated that's good point in the way the survey would be questioned. Maybe even a simple change such as, would you be willing to pay for lighting the tennis court, whatever the dollar amount may be.

Mr. Molineaux stated perhaps something we can just put out in the community update and just see if there's any response and if we've actually got some backup to say we did this the ownership responded either positively or negatively and based on the number of people that are asking for it it's so minimal it isn't worth doing.

Mr. Laughlin stated maybe we can get the costs and an email sent out before the next meeting so we will have some results to discuss.

SIXTH ORDER OF BUSINESS

Selection of Audit Committee

Mr. Laughlin stated we will be selecting an auditor soon and the audit committee would just be the board members in this case. There are other forms where the audit committee can be someone other than the Board, but this is typically how we operate.

On MOTION by Mr. Kern seconded by Mr. Robinson with all in favor selecting the board members to serve as the audit committee was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal for Installation of Cluster Mailboxes in Phases 5A and 5B

Mr. Kern stated this is for cluster mailboxes for phase 5A and 5B, which would be the remainder of the community. Most of us are probably familiar with the latest phase, phase 4 that was installed here at the amenity center on request from United States Post Office. They're continuing to try to reduce their costs and they want to have the mailboxes as central as possible and we also have infrastructure available here at the amenity facilities so the plan would be to install the remainder of the boxes for the final phase of the community here adjacent to the existing mailboxes and expand that mailbox cluster there. What was the dollar amount?

Mr. Laughlin responded \$23,651.10.

Mr. Kern stated this is a company that did the install previously. The pricing in my experience is competitive and that's why we've used them in the past and they seemed to hold the same pricing this time around.

Mr. Robinson stated I know we had a discussion about the mailboxes at the amenity center for phase 4 a while back and I understand the rationale, but I don't think it's a good idea to have the existing mailboxes at the amenity center. I don't have an issue with the price, but I'd like to see a location. I've spoken with the postmaster general and they have no issue with coming into phase 4 or phase 5. I used this facility recently with my granddaughter and I saw three cars come in within a 30-minute period, park parallel across three or four parking spots to pick up their mail. How many people have moved in to phase 4? 15 maybe? People have a tendency to grab their mail as soon as they see it delivered and they come in clusters. I live on a street of 16 mailboxes and it's never been an issue. With 375 households when everything is

sold coming into this small parking lot, I see that as a major issue moving forward and I'd rather not add to it. I would like to see it moved.

Mr. Kern stated it is time sensitive because as those residents move in, they will need a mailbox. There is significant coordination that goes into it with the postmaster in Nassau County and we're held at what they will allow and approve as far as location. While I appreciate what you're saying with the cars and people not parking properly, one of the reasons the mailboxes were put here in the first place is because there is actual parking. You'll notice in phase one everybody has an individual mailbox. In phase two there is 16-unit boxes spread out throughout the community so there's not 100 cars having to go to one spot to pick up their mail. Now, the post office is requiring for them to be combined for one phase, so they won't even allow them to spread them out so the problem we run into with phases 4 and 5 is there's no parking provided so when you have a cluster of 12 boxes on the side of the road obviously you don't want a resident burdened with all 12 boxes in front of their house. You also now have those 150 homes all going to one spot in the community so now they're parking on the road and typically I see them pull off in the landscaping and then you have landscaping repairs, and there's really no safe way for those folks to have a spot to park, get out of their car and also provide for ADA access to the mailboxes themselves so while I think it's open for discussion, I'd just like to make the point that there's some safety concerns there, traffic concerns, and it is somewhat time sensitive. The final wrinkle is that everything has to be approved by the USPS.

Mr. Jentz asked what does the timeline look like?

Mr. Kern responded Lennar has purchased all of the phase 5A lots and knowing Lennar I suspect they're going to have homes there as quickly as possible so if they're in a 90-day build schedule it could be 90 days from now. It could be faster.

Mr. Robison asked have they started selling those lots?

Mr. Kern responded they certainly have.

Mr. Jentz stated we have a resident who lives in the neighborhood and he is the postmaster general for Fernandina Beach. I think we have some horsepower to help us out there. I heard what you're saying as far as access and parking for these folks. I'm not familiar enough with it to recommend anything, but I think we should quickly study where it's possible

to move these. I've heard a lot of things from neighbors that there is some real concern with having the mailboxes there.

Mr. Robinson stated I spoke with Paul over the weekend in his role as postmaster general. According to the postmaster general, I don't think they all have to be in the same location. Two or four locations within phase four and five seem to be reasonable, we just have to find the locations. I scouted the area the other day and there seems to be at least two or three locations that are what I would call green space and are relatively flat and without residents being on either side.

Mr. Kern stated I personally can tell you that I coordinated the locations for phase four and I started off by proposing four and that was rejected. I went down to two and that was rejected. They wanted all of them initially on Majestic Walk Boulevard, which to me didn't seem safe when you have 170 people stopping in the middle of Majestic Walk Boulevard to get their mail, which is why we ultimately agreed on the amenity facility.

Mr. Robinson asked this was someone in the post office?

Mr. Kern responded correct. Maybe if there are some connections that we have I think we should certainly pursue it. Maybe for the purpose of today's meeting, certainly relocating the four ones as separate from what we're proposed with today and that would come at an additional cost, obviously. Jennifer, correct me if I'm wrong, but could I ask for approval in substantial form up to a dollar amount and we can continue to work through some connections that we have in the community to look at other options for a location.

Ms. Kilinski stated from a legal perspective it's fine to appoint a board member to work on a location.

On MOTION by Mr. Kern seconded by Ms. Gilpin with all in favor the installation of cluster mailboxes in phase 5A and 5B at an amount not to exceed \$24,000 and appointing Mr. Robinson to determine a location and execute any necessary documents was approved.

Mr. Kern stated we will work with the vendor and just ask them to hold off on the install. Just keep in mind that timeframe.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

1. Ratification of Requisition No. 71

Mr. Laughlin stated requisition number 71 is to Earthworks for pay application number 14 in the amount of \$175,316.20.

On MOTION by Mr. Robinson seconded by Mr. Kern with all in favor requisition number 71 was ratified.

2. Consideration of Requisition Nos. 72-77

Mr. Laughlin stated requisition 72 is for Adkins Electric in the amount of \$12,200 and appears to be for some irrigation work. Requisition 74 is to Trim All in the amount of \$18,685 for installation of landscaping in the new phases. Requisition 75 is to Trim All in the amount of \$11,797. Requisition 76 is to Trim All in the amount of \$10,530 and Requisition 77 is to Trim All in the amount of \$1,627.50.

On MOTION by Mr. Kern seconded by Mr. Robinson with all in favor requisition numbers 72-77 were approved.

C. District Manager

There being nothing to report, the next item followed.

D. Community Manager - Report

Mr. Molineaux stated we had a very light December. We installed the Christmas lights and have subsequently removed them. This particular fountain required some maintenance. A poor turtle decided he wanted to get into the works and messed that up for us. We've managed to remove him and get the fountain working again. At the request of homeowners we installed a bookcase at the gathering room. There are some owners that wanted to have a book club and put books in and remove them and so on. Subsequent to that, we've actually got a jigsaw puzzle group that is also wanting to place jigsaw puzzles here. The only maintenance item in

process is we're in need of doing some pressure washing and it's really how expensive do we want to do the pressure washing. There are clearly sidewalks in the community that require it. The amenity center and the sidewalks surrounding it all require doing some pressure washing and as you're driving around the community, certainly in phase one when you go down Cherry Creek quite a lot of the sidewalks there are in need of pressure washing so it's really to what extent do we budget for this.

Mr. Laughlin stated this particular item is not budgeted. This would fall under repairs and maintenance.

Mr. Kern stated this is a pretty routine maintenance item and it's a needed item. I do work in several districts and typically the way it seems to unfold is we request proposals for all of our needs and then we start to scale it back or we can abort and do it in phases if you will. Such as this year you tackle the high priority areas and next year you go into other areas. It's very subject to how much you do. I would suggest we get proposals for everything we think we need and then start looking at what is high priority and what areas could hold off. If it's just aesthetics, or if there is truly a mildew buildup and it's a safety concern or something. Then as we look at the budget we can see if there's any room for that, or maybe as we go into the budget season for next year we can allocate a portion of the budget for routine pressure washing.

Mr. Molineaux stated this has already been estimated and it's going to be \$1,500 just to do this area. I think we could put it off a little bit further into the spring but it will certainly will need to be done before we open the pool.

Mr. Laughlin stated some of these areas besides this one you could wait further into the fiscal year to make sure nothing came up that you had to fix so you do have that money still.

Mr. Molineaux stated the other challenge it presents is once you start pressure washing people start seeing other areas that they think should be done, so you open a can of worms.

Mr. Robinson stated this area is going to continue to be fairly dirty until it settles down across the street.

Ms. Chambers stated I am the regional lifestyle director for Evergreen so I do more stuff with the events and the lifestyle side of it. We have received a lot of requests for fitness classes here and this is the first phase of where we're at. I sent out a survey and I just printed

out the first page for you because that really showed the interest without all the details of what classes they wanted and those type of things. I'm happy to send the Board the entire survey after the meeting if you'd like to see it. Out of the surveys that we sent we do have 77 families in the neighborhood that are at least interested. We're trying to figure out the best way to make that happen if it's a possibility and the best way to move forward. This company Elite Amenities I think would be a very good option for the community because they do offer services for everything. If we can get something started with yoga and we decide later they want Zumba, this same company can handle everybody. They're also very good making sure the providers coming in are licensed and insured. How we typically deal with this at other communities is we will have a contract if it's approved with the CDD for the use of the space. We typically have not charged them in order to keep the costs lower for the residents, so whatever they would pay us, they turn around and give the discount to the residents instead. We're really just looking for your thoughts on approval for this. We can also specify what space they use, because I know we don't have a lot of room in the gym so it might be something we can do in the covered area, or in the field over here depending on what the class is and we would actually specify that in the contract before we start.

Mr. Kern stated I've done this before at other districts. Presumably, she will work directly with the District Counsel to get a form of agreement in place with the vendors to ensure they have the right insurance. It's always been my interest to convey any savings to the residents. I think if we are making the facilities available then the residents should benefit from that because it's their facilities. It's never been a money making thing, it's just something to provide to the residents. I think the other thing is we restrict non-resident participation in the interest of making it a resident benefit.

Mr. Robinson asked so basically, we provide the facilities and Elite handles all of the administration and collection of fees?

Ms. Chambers responded correct.

Mr. Kern stated generally it comes at no cost to the District, just for those folks who want to participate in the program.

Mr. Jentz asked what about liability?

Ms. Chambers responded with the contract we make sure they provide us liability insurance with the District named as an additional insured.

Mr. Robinson asked so we would just provide them access and fobs?

Ms. Chambers responded we would give them a fob and the space and they would handle everything else.

Mr. Kern stated and you also received the coordination of the timing of the classes to ensure it's not overlapping and we're not taking over the whole facility on a Saturday afternoon in the middle of the summer?

Ms. Chamber responded there's going to be a little bit of an adjustment period as with starting anything new. Part of that survey was what days do you want to see and what times do you want to see so we can start with a few classes that follow the most requested days and times that they want to see and then we can always adjust as we get feed back and as it continues. If it's positive, we can add more and if it doesn't work, of course we can terminate the contract.

Mr. Jentz asked is there anyway to limit the key fobs for the Elite staff to the hours that they're going to be here?

Ms. Chambers responded yes.

Mr. Kern stated it sounds like there's a general interest to pursue this. We're not going to approve this as a form of contract so maybe we just designate Lynzi to work with staff on a standard form of agreement with those kinds of interests and parameters that we've outlined to keep the ball moving forward.

On MOTION by Mr. Robinson seconded by Ms. Gilpin with all in favor offering fitness classes through Elite Amenities subject to entering into a formal agreement was approved.

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

C. Approval of Check Register

Mr. Laughlin stated we're showing 67% collected on the assessment receipts schedule for operations and maintenance assessments and 44% collected for debt service assessments. That is typical for this time of year. I need a motion to approve the check register, which totals \$135,553.80 if there are no questions.

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

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – February 16, 2021 at 2:00 p.m. at the Amelia Walk Amenity Center

THIRTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman