

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 18, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida.

Present and constituting a quorum were:

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

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Dan McCranie	District Engineer (by phone)
Brian Quillen	Evergreen Lifestyles Management
Alex Boyer	Evergreen Lifestyles Management
Jake Whealdon	KE Law Group
Joe Cornelison	GreenPointe

The following is a summary of the discussions and actions taken at the January 18, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

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

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the November 16,
2021 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the minutes of the November 16, 2021 meeting were approved.

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FOURTH ORDER OF BUSINESS**Discussion on Amenity and Operations Management Services**

Mr. Laughlin noted this item was discussed at the last meeting and informed the Board that a deficiency letter was sent to Evergreen Lifestyles Management. Mr. Laughlin has been in contact with Brian Quillen regarding the letter and he has been much more responsive.

Mr. Robinson stated that he was prepared to move forward with soliciting proposals and he would like the RFP package to include a request for regular site visits including a week before board meetings and the week after board meetings for follow up actions that may come up in the meetings.

Mr. Quillen acknowledged Evergreen's deficiencies and assured the Board he and Mr. Boyer are working on a plan that will put the proper personnel in place, as well as the proper mechanisms to be able to manage the CDD as it should be. He suggested putting an amenity attendant in place in addition to a full-time CAM. He also provided updates on various projects taking place. Evergreen is working on power washing throughout the community, including the pool canopies and tennis courts that were approved at a board meeting last August. A vendor has been brought in to provide quotes to repair gym equipment. The fans either already have been repaired or are in the process of being repaired. Evergreen is looking into changing janitorial service companies and also is seeking quotes to fill potholes. Lastly, Mr. Boyer made some repairs to pavers, but there are larger areas that will need to be addressed as well. Furthermore, Mr. Quillen addressed billing procedures that resulted in janitorial service invoices being paid to both Evergreen and the vendor itself and noted the CDD will be reimbursed for any overages and in the future Evergreen will be making the payments to the janitorial company.

The Board discussed their preferences in how the management company will provide services and whether or not to directly contract for janitorial services rather than having the management company provide those services or sub-contract those services. The following motion was made to authorize staff to issue an RFP for amenity/operations management with an additional request to include an alternate bid to include janitorial services.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor authorizing staff to issue an RFP for amenity and operations management and janitorial services was approved.

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FIFTH ORDER OF BUSINESS**Discussion on Lake Maintenance**

Mr. Laughlin reminded the Board that lake maintenance is an issue that residents have expressed concerns with, and Evergreen has reported issues with the current vendor, Solitude. He also noted the lake maintenance contract currently covers 16 lakes and there are 17 lakes within the CDD. The Board discussed the fact that the one pond in question is not adjacent to any residents and therefore does not need to be maintained to the level of the other ponds for aesthetic purposes, but instead just to keep it functioning properly. Mr. Laughlin and Mr. Quillen presented proposals from the current vendor and Sitex Aquatics for maintenance of 16 lakes. Mr. Quillen stated that he's been happy with Sitex's performance in other communities. Mr. Boyer also informed the Board he's received a quote of \$2,400 per year for maintenance of four fountains, which would bring the annual total \$31,020 for both lake and fountain maintenance services for Sitex Aquatics.

On MOTION by Mr. Kern seconded by Ms. Gilpin with all in favor terminating the lake maintenance contract with Solitude and awarding the lake and fountain maintenance contract to Sitex Aquatics was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2022-03, Adopting Amended Prompt Payment Policies**

Ms. Kilinski informed the Board the amended prompt payment policies are the result of legislative changes over the last couple of years. The most substantive change of note is a change from 1% to 2% in late payment interest that can be applied if the District does not pay its contractors in a timely manner.

On MOTION by Mr. Jentz seconded by Ms. Gilpin with all in favor resolution 2022-03, adopting amended prompt payment policies was approved.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Ms. Kilinski noted she is providing legislative updates to the Board via email.

B. District Engineer – Ratification of Requisition No. 86

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Mr. McCranie informed the Board requisition number 86 totaling \$25,499.81 covers the second half of the payment due to Trim All for various landscape improvements approved at a previous board meeting.

On MOTION by Mr. Kern seconded by Mr. Robinson with all in favor requisition number 86 was ratified.
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Mr. Kern asked Mr. McCranie to confirm he is working with the utility company and a contractor and is involved with investigating the issue with the pothole on Spruce Run that is potentially being caused by a storm drain. Mr. McCranie confirmed he is being kept in the loop and will stay on top of the contractor performing the repair.

C. District Manager

There being nothing to report, the next item followed.

D. Community Manager – Monthly Report

Mr. Quillen gave a brief overview of his report as the majority of his report was covered above. He updated the Board on the item regarding the replacement of the chlorine pump noting he obtained a bid from Crown Pools for \$636 and the part has been ordered.

Mr. Quillen also presented proposals from two vendors for replacing the fountain on pond number one. Solitude provided a bid totaling \$10,598 for a 3.5HP motor and a separate bid totaling \$12,186 for a 5HP motor. Sitex Aquatics provided a bid totaling \$12,300 for a 5HP motor. Solitude also provided a proposal to repair the fountain for almost \$4,800, however Mr. Quillen noted he does not recommend repair as he thinks it will only be a temporary fix. He suggested approving Sitex Aquatics' proposal as he has had issues with the maker of the fountain motors that Solitude uses. The Board discussed the warranties and how the replacement would be funded and made the following motion to approve Sitex Aquatics' proposal.

On MOTION by Ms. Gilpin seconded by Mr. Jentz with all in favor the proposal from Sitex Aquatics to replace the fountain motor was approved.
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Mr. Boyer reminded the Board of a discussion that took place at a previous meeting regarding a request from Richmond American to install a fountain in pond number 11. At the time of the discussion, the Board allowed the installation subject to Richmond agreeing to fund the costs associated. Mr. Boyer informed the Board he received a check from Richmond that includes funds for installation and electrical costs and he is working to confirm the proposal to install the fountain received when the request was taken is still valid.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Supervisor Requests

Mr. Robinson reminded the Board of a previous request for construction of a parking lot off of Fallen Leaf Drive and stated that in the same area there has been landscaping improvements removed and a portion of ground leveled on CDD property without the District's consent. Mr. Laughlin stated that he would work with District staff if needed to send a letter to the adjacent homeowner.

Audience Comments

Ms. Sherry, 85181 Fall River Parkway, expressed concern over the previously approved pond maintenance proposal not including cleanup of construction debris and stated that the ponds have a lot of trash and pond 14 also has an issue with sand bars due to erosion from construction sites. Mr. Laughlin asked Mr. McCranie to check on pond 14 and stated he would get with Mr. Quillen about talking to the home builders. He also noted that it may be worthwhile to solicit proposals strictly for trash cleanup. Mr. Kern asked Mr. Quillen to assist with HOA enforcement and communication with the builder in terms of construction debris, erosion control and other conditions to ensure the construction sites are kept to acceptable standards.

Ms. Joyce Ellison, 85165 Fall River Parkway, stated that the residents located on pond 14 are not happy with the maintenance of the pond. She also complained of trash in common areas and asked if there is anyone contracted to cleanup debris. Mr. Laughlin responded that there is not someone contracted specifically for trash pickup, but the landscape contract may include trash pickup. Mr. Jentz asked that someone to speak to the homebuilders to demand they keep trash out of the water and off the ground and maintain proper erosion control.

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Mr. Jeff, 85181 Fall River Parkway, stated that he thought it would be good for the Board to create a plan for Evergreen to follow to ensure clarity moving forward for onsite management.

Ms. Connie Phillip, 85032 Williston Court, asked for clarification as to how the HOA configuration would be handled with the CDD considering changing management companies. Mr. Laughlin responded that typically the HOA management company would remain in place even if the CDD chooses another provider for their portion.

Mr. Cody, 85186 Champlain Drive, stated that he speaks for the residents on Champlain and Babcock and expressed frustrations with Evergreen not following the parking area map adopted via resolution by the CDD board designating no parking zones and not responding to emails or meeting requests when complaints are submitted regarding cars parking on other resident's properties or in front of stop signs and fire hydrants. Mr. Laughlin stated that the CDD has no enforcement capability, which is why the CDD adopted a resolution authorizing the HOA to enforce parking in those areas. He also stated that he would contact the Sheriff's office to speak to someone about their ability to enforce traffic issues within the CDD boundaries. Mr. Quillen and the Board also discussed the need for the HOA CC&Rs to be amended for parking enforcement.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

C. Approval of Check Registers

Mr. Laughlin noted the check register totals \$122,314.04.

Mr. Robinson asked that staff ensure the invoices for janitorial services are returned. Mr. Laughlin stated that his office has received two invoices from Summit recently, which were provided to and paid for by Evergreen.

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

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ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 15, 2022
at 2:00 p.m. at the Amelia Walk Amenity
Center**

TWELFTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Daniel Laughlin

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Secretary/Assistant Secretary

DocuSigned by:

Gregg Kern

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Chairman/Vice Chairman