

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, March 15, 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
Brad Thomas	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Dan McCranie	District Engineer (by phone)
Brian Quillen	Evergreen Lifestyles Management

The following is a summary of the discussions and actions taken at the March 15, 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 January 18,
2022 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 January 18, 2022 meeting were approved.
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FOURTH ORDER OF BUSINESS

**Ratification of Amenity Center Management
RFP Documents**

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Mr. Laughlin noted that this item is for bookkeeping purposes as the RFP documents have been discussed at previous meetings and revisions have been made in between meetings.

On MOTION by Ms. Gilpin seconded by Mr. Robinson with all in favor the amenity center management RFP documents were ratified.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Amenity Center Management

- A. Evergreen Lifestyles Management**
- B. Castle Group**
- C. GMS**

Ms. Gentry informed the Board her firm circulated the RFP documents, and three responses were received from Evergreen Lifestyles Management, Castle Group and GMS, which are all reputable companies who are qualified to perform the services. A summary of the pricing proposed by each proposer, with and without janitorial services, was provided within the agenda package. Given that this is an informal RFP process, the proposer will be chosen by a motion, second and vote. Each proposer had representatives present and were given an opportunity to present their proposal to the Board and answer any questions the board members had. During Evergreen's question and answer session they clarified that their proposed fee includes the amenity manager performing janitorial duties. If the Board preferred to outsource janitorial duties, the monthly fee would be reduced by \$700.

Ms. Gilpin left the meeting during this time.

The Board discussed their opinions and concerns for each vendor including some concern over the lack of stated fees for Castle Group in future years, and concern over negotiating details of appropriate staffing and associated hours with GMS. Mr. Kern made the following motion to rank Castle Group number one.

On MOTION by Mr. Kern motioned to rank Castle Group #1, GMS #2, and Evergreen #3. Mr. Thomas seconded the motion. With Mr. Jentz and Mr. Robinson opposed, the motion failed

The Board deferred further discussion on this item to give Ms. Gilpin a chance to return to the meeting.

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SIXTH ORDER OF BUSINESS**Update on Parking Enforcement**

Mr. Laughlin informed the Board the way Nassau County works is the street signs are color coded. The Sheriff's Office assumption was the blue street signs are private roads, which the Sheriff's Office will not enforce. Mr. Laughlin contacted the Sheriff's Office and clarified that the CDD's roads are public and filled out any necessary paperwork to allow the officers to respond to calls of any parking issues. Mr. Kern also noted the HOA has adopted a parking policy to support the document adopted by the District to restrict parking in certain areas.

SEVENTH ORDER OF BUSINESS**Discussion on Road Repairs**

Mr. Laughlin pointed the Board's attention to the pictures provided by Mr. Robinson that were included in the agenda package, depicting areas in need of repair. The Board first discussed the damaged curb and driveway located at 85080 Bistineau Court. Mr. McCranie stated that he was not concerned that the damage would cause problems for the CDD in terms of the storm drain system as he believes the driveway and curb were cracked during construction, and should be the responsibility of the home builder to repair. Mr. Laughlin offered to send a letter to the homebuilder informing them of the damage to CDD property and requesting it be repaired. Mr. Kern stated that the homebuilder needs to be made aware of the expectation of the extent of a permanent repair, as the resident stated the homebuilder has already made a temporary repair, and Mr. McCranie will need to oversee and accept the work.

Next the Board discussed a hole adjacent to Majestic Walk Boulevard and Majestic Walk Circle that has been left open since February. Mr. Quillen stated that he would ask Trim All to look into whether it is the result of an irrigation repair.

Lastly, Mr. Robinson informed the Board of the issues with vehicles doing burnouts on Stonehurst, which has destroyed the asphalt in some areas. Mr. Thomas has obtained tag numbers, which Mr. Robinson stated he would like to see given to the police to begin the process of attempting to get reimbursed for any repairs that will need to be made. Ms. Gentry stated that a police report could be filed.

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

Ms. Gentry informed the Board that the legislative session concluded on March 11th. Ms. Kilinski is working on a final list of the bills that have passed to provide an update to distribute to the Board members.

B. District Engineer

Mr. McCranie informed the Board he is finalizing the stormwater needs analysis report and will send the report to District Counsel and the District Manager to ensure it meets all expectations. The report will then be included on the next month's agenda for the Board's review.

Item VIII-D-2 was moved up the agenda to get the engineer's feedback on the item.

D. Community Manager**2. Ratification of Asphalt Repair on Spruce Run**

Mr. McCranie recommended approval of the proposal from Hope Underground Utilities to investigate the reason for the potholes on Spruce Run. Mr. Laughlin noted an agreement has already been drafted and circulated for the repair.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Hope Underground Utilities for asphalt repair on Spruce Run was ratified.

C. District Manager

Mr. Laughlin informed the Board a general election is scheduled for this year and provided forms that would be needed if there is interest in becoming a candidate to fill one of the seats up for election, which are seats 1, 2 and 4. The qualifying period is from noon on June 13, 2022, to noon on June 17, 2022.

Mr. Robinson asked for an update on the damage to CDD property on Fallen Leaf Drive as a result of a resident making improvements to their property. Mr. Laughlin stated that he has been in communication with the resident on the issue and would forward the emails to Mr.

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Robinson to review. Mr. Kern stated that it would be appropriate for the HOA to get involved as well, because the resident should have received prior approval from the HOA for the improvements.

D. Community Manager (Continued)

1. Report

Mr. Quillen provided an overview of his report, a copy of which was included in the agenda package. In regard to the homeowner request to replace a soccer goal and repair another, the Board asked that Mr. Quillen bring back pricing for consideration.

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There were no supervisor requests.

Audience Comments

Ms. Valarie Wright, 85456 Fallen Leaf, asked what the plans are to make the Fallen Leaf common area consistent with the other streets in terms of the landscaping and street signs. She also noted there was silt fence left on one side of the preserve by the homebuilder. Mr. Kern responded that the builder should remove all the silt fencing once the lots have been stabilized. Regarding the common area question, he is not aware of any plans currently, but the field operations team could look at what needs to be done in the area to be brought to the Board to consider.

Ms. Joyce, 85165 Fall River Parkway, stated that the sandbar repair work is done in pond 14 and asked if there are plans for the new pond maintenance company to take care of other ongoing issues with the pond. She also stated that on the corner of Fall River Parkway and Majestic Walk, there is still mole damage. Lastly, she stated that the corner of Fall River and River Birch is an eyesore and asked if there is a plan for that area. Mr. Quillen stated that the mole damage was reported to Trim All to get the area presentable again. Mr. Laughlin was not aware of a plan for the River Birch / Fall River corner, so staff would need to get with Trim All if it's a common area.

Ms. Jill Kosher, 85288 River Birch, stated that her family is new the community and was not provided any information about the CDD. Mr. Laughlin provided the CDD's website,

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www.AmeliaWalkCDD.com which contains the public records such as minutes, budgets, audits, and documents such as the parking and fishing policies.

Mr. Mike, 85010 Bistineau, asked if the CDD is responsible for the water mains underneath the road and if so, are they also responsible for fire hydrant maintenance. Mr. Kern responded that JEA is responsible for the fire hydrant maintenance.

Mr. Robinson asked for an update on the status of the fountain replacement. Mr. Quillen responded that it has been ordered. Mr. Robinson then asked if the quotes were still good for installing fountains in Phase 4. Mr. Kern responded that they are and the agreement for the installation is being finalized.

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 Registers

Mr. Laughlin noted the check register totals \$69,021.054.

Mr. Robinson asked for clarification on the charges for Bates Security and Envera Systems in the check register. Mr. Laughlin responded that Envera monitors the security cameras and Bates Security handles the access system.

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

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Amenity Center Management (Continued)

Given that the fifth board member was not able to return to the meeting and the remaining four were split as to who to rank the number one proposer, the Board decided to table this item until the next meeting. The Board would like more itemized pricing, the same itemized pricing from each proposer to be able to compare apples to apples, an answer as to what the pricing would be for years two and three, and responsibilities made clear for each position (amenity manager, lifestyle coordinator, field operations, janitorial etc.)

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TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 19, 2022 at
2:00 p.m. at the Amelia Walk Amenity
Center**

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Daniel Laughlin

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Secretary/Assistant Secretary

DocuSigned by:

Gregg Kern

D120ABE88FCF441...

Chairman/Vice Chairman