

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, April 19, 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 (by phone)
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
Darrin Mossing	GMS
Alison Mossing	GMS
Bill Honan	Castle Group

The following is a summary of the discussions and actions taken at the April 19, 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 March 15, 2022 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Mr. Jentz seconded by Ms. Gilpin with all in favor the minutes of the March 15, 2022 meeting were approved.
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FOURTH ORDER OF BUSINESS**Consideration of Proposals for Amenity Center Management**

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

Mr. Laughlin reminded the Board three proposals for amenity management services were presented at the last meeting and each company had representatives present to answer to any questions or concerns. An addendum to the RFP was sent after the meeting to each proposer requesting additional information on some items the Board needed clarification on. The responses to the addendum were included in the agenda package for the Board's review.

Mr. Robinson motioned to move forward with approving GMS's proposal and provided the other board members with a summary of an analysis he prepared that details the actual expenses for the last three years and the current budget for management service, amenity attendant, janitorial service, repairs and maintenance, irrigation repairs, and facility maintenance expenses. He noted a substantial amount of the variation from year to year is due to the repairs and maintenance expenses. He also stated that he checked references for both Castle Group and GMS.

The analysis also details the year one, two and three totals for each proposer as requested by the addendum. The other items clarified through the addendum were the pricing for Evergreen without janitorial services, and the pricing for the proposed staff members for all proposers. Mr. Robinson noted Castle Group's pricing for janitorial services would equal to a 19% increase, which would require a 2.5-3% increase to the operations and maintenance budget. Evergreen was a little higher than the current budget, and GMS's pricing was within the current budget.

Ms. Gilpin stated that while Castle Group is more expensive, they would provide the customer service the residents expect because of the proposed staffing. Mr. Kern stated that he was confused as to why GMS did not provide a proposed lump sum, annual sum for maintenance services. Mr. Jentz stated that he was impressed with GMS introducing the staff that would manage the facility should they be awarded the contract, and also felt GMS would be more proactive given the relationship the District already has with them.

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Mr. Quillen updated the Board on various projects. The drainage exploratory work on Spruce Run is scheduled for the end of the week. Taylor Morrison is scheduled to walk their area with GreenPointe to discuss any repairs that need to be made, including the damaged curb on Bistineau discussed at the last meeting. Mr. Robinson and Mr. Jentz mentioned that other concerns that need to be addressed during the walk through are making the signing consistent with other phases, cleaning up silt fences left in the Fallen Leaf area, and additional damaged curbing. Mr. Laughlin stated that as construction comes to a close, the District can request landscape improvements to make the common areas consistent with other Phases in terms of landscaping.

Mr. Thomas mentioned a yellow barrier type object that has been in pond 15 for over a month. Mr. Quillen stated that he would bring it up with Joe.

Mr. Robinson asked about the status of an irrigation repair. Mr. Quillen stated that Trim All is still working on it and was supposed to be out this week.

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Supervisor Requests

Mr. Robinson asked Ms. Gentry to see the Trim All contract with a map of the service areas attached. He stated he noticed they were finally getting around to doing some things in Phase 3 and 4, but not the common areas beyond shrubs. Ms. Gentry stated that she would provide the contract to the Board.

Mr. Robinson stated that he would like to make a formal motion related to speed enforcement at an amount not to exceed \$1,000 a month after seeing neighborhood concerns about speeding, particularly on Majestic Walk, given that money was put in the budget for that purpose and there has been no improvement in the speeding issues. Mr. Laughlin noted no motion was needed, just direction to staff, and stated that he would contact the Sheriff's office to obtain their fees for providing off-duty officers. Ms. Gilpin asked if speed bumps would be more cost efficient. Mr. Laughlin responded that the County would have to approve speed bumps, and in order to ask for approval, a speed study must be done first at the District's expense. Ms. Gilpin stated that she would want to ensure the officers would be present at times when they're most needed. A closed session may take place during the next meeting to allow the Board to discuss specific times in which law enforcement would be needed most. Mr. Jentz stated that sending an

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e-blast to the community to educate the community that increasing your speed by 5mph only saves two minutes of time, could be beneficial. He also asked that staff hold the builders accountable for debris in the road.

Audience Comments

Ms. Joyce Ellenson, 85165 Fall River Parkway, asked when the new pond maintenance company will be cleaning up pond number fifteen. Mr. Quillen responded that he would get in touch with Joe after the meeting. Mr. Laughlin asked that he be put on the list to receive the pond maintenance reports.

Ms. Gayle Kersten, 85369 Fall River Parkway, stated that she lives right next to the pump station and there are two grass areas that have yet to be filled in with sod; the area that was dug up for the mailboxes initially, and another area behind her property. Mr. Laughlin stated that he would provide his contact information to Ms. Kersten to discuss the areas. Mr. Robinson noted that the Board approved a plan months ago to maintain various areas in Phases 4 and 5, however certain areas will not be completed until construction is wrapped up, such as the access path to the wetlands between the Lennar and Richmond American homes.

Mr. Don Canya, 85409 Fall River Parkway, asked who is responsible for maintaining the roads for the temporary patching being done. Mr. Laughlin responded that the main roadways are maintained by the CDD. Mr. Canya commented that there are potholes on Majestic Walk.

Mr. Don Canya also asked who will ask the builders to fulfill the requirements to the CDD such as sodding from the water's edge and ensuring exterior lighting is installed on homes per the rules. Mr. Laughlin responded that those issues would have to be taken up between the builder and homeowner, or builder and HOA. Mr. Canya asked if the CDD would hold the builder responsible for portions of the road that have been damaged. Mr. Laughlin responded if it can be proved the builder damaged the roads, the CDD could pursue that. Ms. Gentry stated that the engineer could review the roadways to ensure nothing has happened following acceptance of the roads that needs to be repaired. Mr. Laughlin asked Mr. Canya to send him pictures of the areas of concern so that he can discuss them with the engineer.

Ms. Joyce Ellenson stated that the utility covers on the side of the sidewalk on Majestic Walk, across from what were the model homes, have been open since July.

Mr. Robinson stated that the fountain on the left as you enter the neighborhood has not been working for two weeks. Mr. Quillen stated that he would look into it.

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Mr. Darrin Mossing, President of GMS, thanked the Supervisors for their vote of support and stated GMS will work as hard as they can to assure them their vote was the right one. Ms. Gilpin reiterated that her concerns are with customer service, face to face time, and emails and questions being answered. Mr. Mossing provided a background of GMS and the history the company has with the District, and also noted he would circulate the contact information for every staff member involved in working with the District.

Ms. Joyce Ellenson asked when the amenity management transition will take place. Ms. Gentry responded that there is a minimum 30-day's notice to Evergreen and staff will immediately begin negotiating the contract with GMS. Ms. Ellenson asked if the homeowners will be notified of the change and if the contact information for the new staff will be distributed. Mr. Laughlin responded that it will. Mr. Robinson noted that Evergreen will still be handling the HOA responsibilities such as CC&R enforcement and ARBs.

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 Registers

Mr. Laughlin noted the check register totals \$77,199.36

Mr. Robinson asked if the miscellaneous income of \$36,562 showing on the balance sheet is from a refund of an overpayment for janitorial services. Mr. Laughlin responded that it is.

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

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – May 17, 2022 at
2:00 p.m. at the Amelia Walk Amenity
Center**

ELEVENTH ORDER OF BUSINESS

Adjournment

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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

D120ABE88EFC441...

Chairman/Vice Chairman