

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, May 17, 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 (by phone)
Brad Thomas	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Dan McCranie	District Engineer (by phone)
Jake Whealdon	KE Law Group
Cheryl Graham	GMS
Alison Mossing	GMS

The following is a summary of the discussions and actions taken at the May 17, 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 April 19, 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 April 19, 2022 meeting were approved.
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FOURTH ORDER OF BUSINESS

**Ratification of Agreement with GMS, LLC
for Amenity Management Services**

Mr. Laughlin noted this agreement wraps up the decision made at the last meeting to approve the proposal from GMS for amenity management services. The agreement has been executed by all parties.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the agreement with Governmental Management Services, LLC for amenity management services was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Amendment to Agreement
with GMS, LLC for District Management
Services**

Ms. Kilinski informed the Board this agreement will implement changes including updating the address to which notices to District Counsel should be sent, amending indemnification provisions, adding insurance requirements, adding a financial services disclaimer, and adding E-Verify requirements now required by statutory law.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor the amendment to the agreement with Governmental Management Services, LLC for district management services was approved.

SIXTH ORDER OF BUSINESS

Discussion on the Fiscal Year 2023 Budget

Mr. Laughlin informed the Board the budget will be approved at the June 14, 2022 meeting. There is currently no increase in assessments proposed.

Mr. Robinson pointed out the management company line item under the field expenses should say \$15,120 rather than \$0. He also wants to ensure that come 2014, there are capital reserve funds in place to resurface the Phase 1 roadways. Additionally, he brought up the requests made by residents for additional capital improvements such as pickleball courts, or a dog park and noted the feasibility of each request would need to be considered, such as how many residents have made a similar request and what the cost implications are.

Mr. Thomas pointed out that the maintenance line item was reduced by \$5,000 and stated that he was concerned with the projections given that more money may need to be spent once

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GMS is in place. Mr. Laughlin noted the budget for this year was \$30,000, but the actual projected is coming in at \$15,000, which is why that line item was lowered.

Mr. Kern reminded the Board that there was a capital reserve study done and his recollection is that the strategy was to utilize the reserve funds to cover primarily the facility costs being projected in the reserve study, and the roadway work was intended to be financed with a different mechanism.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

Mr. McCranie requested approval of requisition 88, payable to Sitex Aquatics in the amount of \$6,150 for the final payment of a floating fountain. Mr. Laughlin reminded the board this fountain was funded by Richmond American.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor requisition 88 was approved.
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Mr. Robinson asked if the pothole on Spruce Run has been scheduled to be investigated. Mr. McCranie responded that he has not heard anything. Mr. Robinson asked that the project be given to Cheryl Graham as the previous amenity management company was responsible for scheduling with the contractor.

Mr. Laughlin asked if a curbing issue was pointed out to Taylor Morrison during the walkthrough. Mr. Kern stated that several areas were identified that required replacement or repairs, primarily within Phase 3. Taylor Morrison was agreeable to those areas, and Mr. Kern offered to obtain proposals for the repair work. He asked the other board members if they would be agreeable to the District facilitating the work, with the understanding that Taylor Morrison will fund it, as it allows the District to ensure the expectations the District has for the repairs are met. There were no objections from the other board members.

C. District Manager – Report on the Number of Registered Voters (986)

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Mr. Laughlin informed the Board there are 986 voters residing within the District.

Mr. Laughlin informed the Board he received a proposal for clean-up work to be done off of Spruce Run as requested by the Village Walk HOA. The Board asked for clarification on the exact area that needs to be cleaned up prior to approving the proposal.

D. Community Manager – Report

Ms. Mossing introduced herself to the Board noting she will be handling the transition of amenity services from Evergreen to GMS. Ms. Graham, who will serve as the field operations manager, and Kelly Mullin, who will serve as the onsite amenity manager were also present. Included in the agenda package was a preliminary operations report, that includes some projects GMS would like to start on. Ms. Mossing informed the Board the Director of Operations for GMS as well as a few maintenance employees will be onsite next week to complete as many projects as they can on that day, at no cost to the District. There were no objections from the Board on moving forward with the smaller projects.

Mr. Robinson noted in the past, Evergreen sent any communications to the residents via e-blast, and the list of recipients will need to be updated. Ms. Mossing stated that most of GMS's communities use Constant Contact to create e-blasts, and they would be happy to set the same up for Amelia Walk. Mr. Robinson also noted he'd like to see reports on the number of times the facilities are accessed.

Mr. Robinson informed GMS's staff that there have been multiple complaints regarding debris in the pool and also made suggestions for future improvements, such as building the landscaping beds up around the pool to prevent runoff into the pool, and also adding fob access to the tennis court gates.

Lastly, Mr. Robinson asked that staff speak to Trim All regarding cleaning up the corner in which the irrigation repair was completed towards the front of the community.

Mr. Thomas asked staff to look into the purpose of the barrier in Pond 14 to see if it can be removed.

Ms. Graham asked if the Board would like her to solicit proposals for any services. Mr. Thomas mentioned numerous complaints regarding Trim All, and the Board discussed the need for GMS staff to communicate with Trim All and provide them with a template for inspections

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and maintenance responsibilities. If there is no improvement by the next meeting, a deficiency letter can be sent. Similarly, pool maintenance will be monitored for the next month.

NINTH ORDER OF BUSINESS **Supervisors' Requests and Audience Comments**

Supervisor Requests

There being none, the next item followed.

Audience Comments

Ms. Kim Clark, 85235 Champlain Drive, informed the Board that the pool maintenance issues are not just limited to debris, there are also numerous frogs, algae growing on the tiles, and bird feces on the stairs. Mr. Laughlin noted there will now be onsite staff present five days a week who can monitor facility maintenance. Ms. Clark asked for better communication from staff, and also asked for clarification on when the roads are scheduled to be resurfaced. Mr. Robinson responded that resurfacing of the roads will be delayed until the majority, if not all, of the construction in Phases 4 and 5 is complete. Lastly, Ms. Clark expressed concern over there only being one entrance/exit for the community in the event of an emergency. Mr. Jentz noted the key in such an emergency, such as a hurricane evacuation, would be to evacuate as early as possible.

Ms. Cindy Enfinger, 85207 Champlain, asked how residents can provide suggestions for amenity improvements. Mr. Laughlin responded the new amenity manager, Ms. Kelly Mullins, will be in the amenity center office five days a week, Monday through Friday, from 9:00 a.m. to 5:00 p.m. and she will be the point of contact. Ms. Enfinger also asked for more communication with the residents prior to decisions being finalized.

Ms. Jennifer Hatton, 85273 Champlain Drive, informed the Board she's been reporting a landscaping issue with an easement next to her property that has been neglected for a while. Mr. Laughlin responded that he would provide Ms. Hatton with his contact information and noted the new operations manager will be working with Trim All closely.

NINTH ORDER OF BUSINESS **Other Business**

There being none, the next item followed.

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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 \$75,817.49

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

ELEVENTH ORDER OF BUSINESS Discussion of Speeding Enforcement

At approximately 3:00 p.m. the Board entered into a private session to discuss issues related to security, pursuant to Sections 119.071(3)(a) and 281.301, Florida Statutes. Following the conclusion of the private session, the Board and staff returned to the public meeting at approximately 3:16 p.m.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor authorizing staff to submit an application for monitoring by off-duty Nassau County Sheriff's officers for security and speed control, with Supervisor Robinson appointed to work with staff was approved.

TWELFTH ORDER OF BUSINESS Next Scheduled Meeting – June 14, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center

THIRTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Daniel Laughlin
B48EC211DC1144D
Secretary/Assistant Secretary

DocuSigned by:
Gregg Kern
D120ABE88ECF441
Chairman/Vice Chairman