

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, June 14, 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
Jennifer Kilinski	District Counsel
Dan McCranie	District Engineer (by phone)
Kelly Mullins	Amenity Manager
Cheryl Graham	Field Operations Manager
Alison Mossing	GMS

The following is a summary of the discussions and actions taken at the June 14, 2022 meeting.

**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 May 17, 2022  
Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Ms. Gilpin seconded by Mr. Robinson with all in favor the minutes of the May 17, 2022 meeting were approved.
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**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2022-04,  
Approving the Proposed Budget for Fiscal  
Year 2023 and Setting a Public Hearing Date**

Mr. Laughlin informed the Board the public hearing to adopt the Fiscal Year 2023 budget is set for August 16, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center. He reminded the Board a version of the budget was presented at the last meeting and since then Mr. Robinson requested to increase the capital reserve contribution to assist with funding of roadway improvements. With the additional \$25,000 included in the budget, the assessments would increase approximately 3%, or \$35.89 for the year. Mr. Robinson stated that he asked that the additional \$25,000 be included in the budget to allow time for a discussion with the residents prior to adoption of the final budget regarding the fact that the current \$100,000 annual contribution to the capital reserves is not enough to fund resurfacing of the roadways, and to research what other options are available to fund that project.

On MOTION by Mr. Thomas seconded by Ms. Gilpin with all in favor Resolution 2022-04, approving the proposed budget for Fiscal Year 2023 and setting a public hearing for August 16, 2022 at 2:00 p.m. was approved.

Mr. Kern asked Mr. Laughlin to provide options for funding the resurfacing of the roadways prior to the August meeting.

**FIFTH ORDER OF BUSINESS****Discussion on the Fitness Center Hours of  
Operations**

Ms. Mullins informed the Board that residents have requested an extension of the fitness center hours past 10:00 p.m. The Board asked if there would be any insurance rate implications, or if security would need to be increased. Mr. Laughlin will contact the District's insurance provider and report back at the next meeting.

**SIXTH ORDER OF BUSINESS****Discussion of Maintenance Along Spruce  
Run**

Mr. Laughlin informed the Board he has met with members of the Freedom Walk of Village Walk sub association regarding the lack of maintenance along some areas of Spruce Run, pictures of which were included in the agenda package. The master association for Village Walk will be working with the builders to get most of the issues remedied and anything that is left over

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will need to be approved through Village Walk for budget purposes. Mr. Robinson noted Spruce Run does not appear to be included in the District's landscape maintenance contract. Mr. Kern stated that he thought the contract provided for a separate line item for that area specifically so the costs could be shared with Village Walk.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Proposal for Roadway Repairs**

Mr. Kern informed the Board there are some roadway repairs, primarily to curbing, required in Phases 2 and 3 that the builder has agreed to fund. A copy of the proposal for the repairs totaling \$30,605 was included in the agenda package for the Board's review. Ms. Kilinski suggested a funding agreement where the District allows the builder access to the property for the repairs so long as they're funding the repairs.

On MOTION by Mr. Jentz seconded by Ms. Gilpin with all in favor the proposal from Jax Utilities for curbing and asphalt repairs was approved subject to entering into a funding agreement with the builder.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Landscape Proposals**

Ms. Graham presented proposals from Trim All for various landscape improvements, including removal and replacement of weak plant material located at Cherry Creek and Majestic Walk Boulevard totaling \$627.70 (proposal 14786), installation of sod and juniper at Majestic Walk Boulevard and Majestic Walk Circle totaling \$3,849.24 (proposal 14787), removal and replacement of sod at the clubhouse and JEA lift station off Fall River Parkway totaling \$2,340 (14789), replacement of dead plants at Champlain and Majestic Walk Boulevard totaling \$868.92 (proposal 14790) and installation of an irrigation clock and replacement of controllers at Berryessa Circle and Majestic Walk Boulevard totaling \$319 (proposal 14791).

Mr. Thomas and Mr. Robinson questioned proposal 14787 for installation of sod and juniper at Majestic Walk Boulevard and Majestic Walk Circle. Mr. Robinson stated that a bill was approved for excavation work completed in April due to a main line leak and following the repair, there was a hole left for almost three months. The hole was finally addressed in the last three weeks or so, at which point the shrubs were ripped out. Ms. Graham stated she would do some more research into what happened during the repair.

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The Board also questioned what contractor would have cut the water line mentioned in the summary sheet for the work proposed under proposal 14790. Ms. Graham stated that she would look into it.

Ms. Graham offered to set up a schedule to remind the landscape contractor to change the batteries in the irrigation controllers to avoid the cost associated with proposal 14791.

On MOTION by Mr. Jentz seconded by Mr. Thomas with all in favor proposal 14786 was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposals for Pool Maintenance Services**

Ms. Graham presented pool maintenance proposals from White Ladder, Inc. for service seven times weekly for \$1,350, Frank’s Pool five times weekly for \$2,450, or three times weekly from April through October and two times weekly from November through March for \$1,380, and Crown Pools for \$1,200 monthly. Crown Pools is the District’s current provider, however Mr. Robinson noted there has been issues with black algae and the pool being shut down by the health department.

Mr. Laughlin informed the Board there are outstanding invoices totaling approximately \$5,000 from Crown Pool due to them being sent to the past onsite management provider. He has asked the accountant to hold payment on the invoices and a deficiency letter will be sent to Crown Pools. Treating the black algae has cost the district approximately \$4,500. Staff will work together to quantify any other work that has been done to get the pool back in good working condition.

On MOTION by Ms. Gilpin seconded by Mr. Thomas with all in favor the proposal from White Ladder, Inc. for pool maintenance services was approved with staff authorized to send a deficiency and termination letter to Crown Pools, in addition to withholding funds. Supervisor Robinson was appointed to execute the agreement with White Ladder, Inc.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

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**B. District Engineer**

Mr. Laughlin noted there was nothing to report for the engineer.

Mr. Thomas stated that he is still waiting to receive an update on the barrier in pond 14. Mr. Laughlin stated that he would look into before the next meeting.

Mr. Robinson stated that a few months back the Board approved exploratory work for the pothole on Spruce Run, however he hasn't seen anything scheduled. Ms. Graham stated that there were no pipes underneath the pothole, so it has been cleaned up and filled in with asphalt.

**C. District Manager**

Mr. Laughlin informed the Board he has been in discussions with the Nassau County Sheriff's Office regarding hiring off-duty officers and will be setting up a certain amount of hours for them to patrol the District for the remainder of the fiscal year.

Mr. Robinson asked that information on the District's e-blast system be included in the mailed notice for the August 16<sup>th</sup> meeting notifying residents that they can contact Ms. Mullins to request to be added to the mailing list.

**D. Amenity Manager – Report**

Ms. Mullins provided an overview of the operations report, a copy of which was included in the agenda package. She also informed the Board a few residents have requested water aerobics classes, and an instructor from Aqua Gym Fitness is willing to provide classes Mondays, Wednesday and Fridays from 8:00 to 9:00 a.m. at a fee of \$12 per class, or \$100 per month for unlimited classes. There were no objections from the Board. Ms. Kilinski stated that she would prepare a license agreement for use of the facility.

**E. Field Operations Manager**

Ms. Graham informed the Board that she met with a representative of Sitex Aquatics regarding the condition of the ponds. A boat will be brought out this week for necessary treatments. A representative will be present at the July meeting to speak with the Board regarding any concerns.

Ms. Graham will obtain quotes for a second soccer goal per the request of the Board.

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Mr. Robinson mentioned possible improvements to the tennis court, such as adding key fob/card access and raising the height of the fencing to prevent unauthorized usage.

Ms. Graham stated that she has received requests for seating in the tennis area, possibly with covers. Mr. Thomas suggested waiting until resurfacing of the tennis courts is scheduled before looking further into adding seating on the courts.

Mr. Robinson stated that mulch and other debris blows into the shallow end of the pool on windy days and suggested raising the flower beds if the issue continues.

## **ELEVENTH ORDER OF BUSINESS      Supervisors' Requests and Audience Comments**

### **Supervisor Requests**

Mr. Kern informed the Board he met with Lennar on Phase 4 regarding the condition of the pond between River Birch Court and Fall River Parkway. Lennar has been working on preventing washouts to the ponds and is agreeable to doing some gutters and downspouts to divert water from washing down the swales. Once that work is done, there's an area in between North Field Court and River Birch Court between the cul-de-sacs that the CDD owns that they're looking to grade and landscape, along with doing pond bank repairs to remove the soil mounds from underneath the water line. He is awaiting a proposal for this work, funds for which will likely come from developer deficit funding. In order to expedite the work, Mr. Kern asked for authorization to move forward to work with a not to exceed amount with the understanding that it would be subject to securing funding from the developer.

Ms. Kilinski recommended getting the District Engineer involved and entering into a construction funding agreement for the repairs.

On MOTION by Ms. Gilpin seconded by Mr. Robinson with all in favor authorizing the Chair to work with Lennar on pond repairs not to exceed \$100,000 subject to a construction funding agreement and an engineer's certificate was approved.

*Chairman Kern left the meeting at this time.*

### **Audience Comments**

Ms. Joyce Ellenson, 85165 Fall River Parkway stated that black silt fences on Majestic Walk Boulevard between Champlain and Fall River Parkway are still in place. Mr. Robinson asked Ms. Graham to talk to Lennar about removing them, or possibly have GMS remove them.

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Ms. Ellenson also expressed concern about numerous areas lacking proper landscape maintenance, including an empty area on the west side of River Birch, an area that appears to be common area next to a house on Fall River Parkway between Majestic Walk, and various trees that are not standing properly. Mr. Robinson asked Ms. Graham to speak to Trim All regarding the issues. Ms. Gilpin asked if a representative from Trim All could attend the next meeting to discuss any areas of concern.

Ms. Teresa, 85312 River Birch Court stated that there is a lot of trash in Pond 13. She also stated that she lives in a house that backs onto the common area that was previously mentioned that requires grading and repair and she does not believe the repair can wait as it's been so damaged. Mr. Robinson informed her that the pond maintenance company will not remove construction materials from the pond so there's a gray area in the contract.

Mr. Don, 85409 Fall River Parkway, asked if inspections are being done on behalf of the CDD with any damages during construction being tracked. Mr. Laughlin responded that when construction is complete there is a final walk-through and funds are held by the developer until any repairs identified during the walk-through are completed.

Mr. David Swan, 85519 Fallen Leaf Drive, asked if Fallen Leaf Drive can be included in the considerations for landscape improvements, specifically the area where the mailbox kiosk is located. Ms. Graham stated that there is no irrigation in the area so she's researching plant material that would survive with little water.

Mr. Jeff Bush, 85212 River Birch Court, asked if the empty lot in River Birch will be taken care of. Mr. Laughlin responded it's an area that will be remedied with construction funds once construction in the phase is complete.

Mr. Don, 85409 Fall River Parkway asked if there are plans for road repairs on Majestic Walk before construction is completed. Mr. Laughlin responded that potholes will be patched. Mr. Don noted there's a pothole in front of 85174. Mr. Laughlin asked Ms. Graham to look into the areas of roadway mentioned.

**TWELFTH ORDER OF BUSINESS      Other Business**

There being none, the next item followed.

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**THIRTEENTH 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 \$24,418.06.

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

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – July 19, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center**

**FIFTEENTH ORDER OF BUSINESS      Adjournment**

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

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Gregg Kern*  
B120ABE88FCF441...  
Chairman/Vice Chairman