

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, July 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
Jeff Robinson	Vice Chairman
Henry "Red" Jentz	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

The following is a summary of the discussions and actions taken at the July 19, 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 June 14, 2022
Board of Supervisors Meeting**

Mr. Laughlin noted there is one correction in which Mr. Toohey needs to be changed to Mr. Thomas on page four.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the minutes of the June 14, 2022 meeting were approved.

Mr. Kern joined the meeting at this time.

July 19, 2022

Amelia Walk CDD

FOURTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2021 Audit Report

Mr. Laughlin provided a brief overview of the audit report for Fiscal Year 2021, noting there were no deficiencies or findings to report.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the Fiscal Year 2021 audit report was accepted.

The next item was taken out of order of the agenda as it relates to the fiscal year 2023 budget.

TENTH ORDER OF BUSINESS

Discussion on Road Repair Funding Options

Ms. Kilinski provided an overview of options for funding of items with larger associated costs. Option one is a one-time operations and maintenance assessment increase, or a multi-year increase in smaller amounts until the funding has been realized. Option two is a short-term loan through a private financial institution. Option three is long-term bonds, whether through a private placement or publicly issued debt. The positives and negatives for each option were explained in the memorandum drafted by Ms. Kilinski, a copy of which was included in the agenda package. She also noted more than one option could be used if needed.

Mr. Robinson informed the Board the capital reserve fund balance was \$258,157 as of the beginning of the fiscal year and provided a model of projections based on proposed deposits to the capital reserve fund and expenses over time.

FIFTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2023 Budget

Mr. Laughlin reminded the Board the public hearing to adopt the budget is scheduled for the August 16, 2022 meeting. The only change from the previous year's budget is an increase in the capital reserve contribution from \$100,000 to \$125,000.

SIXTH ORDER OF BUSINESS

Discussion on Fitness Center Hours of Operation

Mr. Laughlin reminded the Board this item was brought about by requests from residents to have the gym open 24 hours. He noted he spoke to the insurance provided on whether or not that would affect the premiums and they confirmed there would not be, however it does increase

July 19, 2022

Amelia Walk CDD

the District’s exposure to liability, so they would recommend additional signage, such as all rules and policies made easily understood and seen, use at your own risk signage and the pool hours clearly posted. Ms. Kilinski handed out a copy of the amenity facilities policies that includes proposed changes including the change to the fitness center hours to 24 hours with clarification that the change only affects the fitness center and an addition that the pool may need to be shut down pursuant to the Department of Health and Florida regulations.

On MOTION by Mr. Thomas seconded by Mr. Jentz with all in favor modifying the fitness center hours to 24 hours a day and installing appropriate signage was approved.

Ms. Graham asked when the new hours will take effect. The Board responded once the signs are installed.

SEVENTH ORDER OF BUSINESS

Ratification of Agreements with Jax Utilities for Pond Bank and Roadway Repairs

Mr. Laughlin noted the agreements were signed between meetings.

On MOTION by Mr. Kern seconded by Mr. Jentz with all in favor the agreements with Jax Utilities for pond bank and roadway repairs were ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Memorandum of Understanding with Taylor Morrison for Curb Repairs

Mr. Laughlin noted the memorandum of understanding is an agreement stating that Taylor Morrison is responsible for funding the curb repairs.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the memorandum of understanding with Taylor Morrison for curb repairs was ratified.

NINTH ORDER OF BUSINESS

Consideration of Landscape and Signage Easement for Entry Monumentation

Ms. Kilinski informed the Board she received a request from the developer’s counsel regarding the easement agreement enclosed in the agenda package. There is entry

July 19, 2022

Amelia Walk CDD

monumentation and landscaping that the District is maintaining, but the property is not owned by the District. The easement agreement provides that the District will continue to own the asset and has a right to maintain the monument.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the landscape and signage easement agreement for entry monumentation was approved in substantial form.

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

There being nothing to report, the next item followed.

B. District Engineer

Mr. McCranie stated that it was his understanding that an engineer's certificate would be needed once the roadway and pond bank repairs are done. He asked that he be notified when the projects are completed so that he can review them and report back.

Mr. Thomas asked Mr. McCranie if he was aware of a letter sent by Nassau County regarding the condition of Pond 14's pond banks. Mr. McCranie responded that he was, and he is coordinating with Nassau County on the issue and has notified them that the District is going to request bids to repair the issues. Mr. Thomas asked how the repairs were being funded. Mr. Kern responded through the CDD's capital improvement account, which is depleted, therefore the developer will be responsible for funding the expenditure. Mr. Laughlin clarified that these repairs are connected to the agreement with Jax Utilities ratified earlier in the meeting.

Mr. Robinson notified Mr. McCranie that there are a few areas on Majestic Walk that have significant potholes forming that require repair.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity Manager – Report

Ms. Mullins provided an overview of the operations report, a copy of which was included in the agenda package.

July 19, 2022

Amelia Walk CDD

Mr. Robinson commended Ms. Mullins for her work in keeping the pool running.

E. Field Operations Manager

Ms. Graham noted that representatives of the landscape maintenance and aquatic maintenance vendors were present at the meeting. Mr. Joe Craig, the aquatic maintenance representative went over the current conditions of the ponds and answered questions of the Board members. Mr. Robinson asked that a quote be drawn up for the fountain in the small pond.

Mr. Robinson provided a list of areas that require better landscape maintenance. Ms. Graham asked the landscape maintenance representative to speak to issues that were brought up at the last meeting, including the area at Champlain/Majestic Walk where there were underground repairs to irrigation, and some plant material that failed off Champlain. Mr. Schuyler Bell of Trim All Lawn Service explained that during the Phase 3 site prep work, a construction crew member ran over the meter and the issue about a group of shrubs that were ripped out. Mr. Bell explained that when a hole was dug to make repairs, the shrubbery was damaged, and the cheaper fix would be to remove it and replace it.

Mr. Kern mentioned a request from a homeowner regarding improvements to a CDD owned tract. Given that there is no irrigation in the area, Mr. Kern mentioned that in the past the residents adjacent to the tracts have been asked if they'd be willing to irrigate the area if the CDD installs landscaping. If they're not willing, Bahia can be installed as it does not require irrigation. The homeowner who made the request was present and stated that she would speak to her neighbors to see if they would be interested in irrigating the area.

Mr. Kern stated that if there is St. Augustine grass in CDD easements, the CDD needs to be maintaining it however it needs to be maintained. Ms. Graham stated that she would review each easement and tract and identify the grass there.

Ms. Graham provided an overview of repairs made since the last meeting and presented a proposal from Rick Arsenault to repair the pool filter grids. She also reminded the Board that at the last meeting White Ladder was approved to begin maintenance of the pool as of July 1st, however that was delayed as they are not capable of making the repairs that need to be made to the pool filter grids. Mr. Robinson noted that Mr. Jerry Lambert of RMS has said the pool filter grids do not need to be replaced immediately.

July 19, 2022

Amelia Walk CDD

Ms. Graham informed the Board she is seeking proposals for pressure washing services throughout the community; however most companies are very busy right now. She asked for approval to get the pool area, playground area, and entry monuments cleaned as time permits. Mr. Laughlin suggested approving a not to exceed amount to allow flexibility.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor pressure washing services at an amount not to exceed \$2,500 was approved.

Ms. Graham asked to amend the motion to add an extra \$1,200 to allow for cleaning of the white vinyl fence.

On MOTION by Mr. Thomas seconded by Mr. Jentz with all in favor amending the previous motion for pressure washing services to include an amount not to exceed \$3,700 was approved.

Ms. Graham informed the Board the onsite management staff is getting contacted frequently regarding the haul road. There is continuous damage done to the gate. She noted she's posted a sign prohibiting use of the haul road to hopefully prevent damage to the gate in the future, but she's also getting complaints regarding the lack of landscape maintenance. Mr. Robinson stated that there is supposed to be quarterly maintenance done in that area. In regard to the breaking of the locks and gate, Mr. Robinson suggested possibly adding a camera in the area. Mr. Laughlin stated that he would reach out to the Nassau County lieutenant he's been working with for off-duty officer patrols in the area.

On MOTION by Mr. Kern seconded by Mr. Robinson with all in favor appointing Mr. Robinson to work with staff to secure the haul road gate was approved.

Ms. Graham thanked GreenPointe for directing her to the appropriate party at Richmond American to take care of the construction debris in Pond 14.

July 19, 2022

Amelia Walk CDD

**TWELFTH ORDER OF BUSINESS Supervisors' Requests and Audience
Comments****Supervisor Requests**

Mr. Robinson motioned to provide Ms. Mullins with a \$250 gift card for her efforts in maintaining the pool.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor purchasing a \$250 gift card for Ms. Mullins was approved.

Audience Comments

Mr. Evan Barrett asked if the CDD sees any profit from tickets that are processed by the Sheriff's Department in the community. Mr. Laughlin responded no. Mr. Barrett commented that the CDD is paying the County sheriff's office to sit in the CDD and make money off of tickets at no benefit to the community. Mr. Laughlin responded that the benefit is speed control in the community, which was started as a result of multiple complaints of speeding within the community.

Ms. Theresa Berrian, River Birch, asked what can be done to remind residents of the pool rules, such as an e-blast or signage. Mr. Laughlin responded that an e-blast can be sent, and staff can look into installing a sign closer to the pool with a summary of the rules.

Ms. Joyce Ellenson, 85165 Fall River Parkway, stated that the improvements to the pond banks mentioned earlier in the meeting have not been started on her side of Pond 14. Mr. Kern stated that the repairs are still in progress and the contractor has been advised the French drains need to be dug all the way into the water.

Ms. Wanda Brooks, Fall River Parkway, stated that all the shrubs on Majestic going towards Fall River Parkway are filled with dead plant material. She asked when those will be cleaned up, and when the dead trees along the back part of the property along Phase 5 will be removed. Ms. Graham responded that she and Trim All are working on it. They have a long list of areas that are going to be taken care of.

Mr. Donny Kay, Fall River Parkway, stated that in Phase 5 there are depressions in the roadways and broken sidewalks and asked when repairs will be made. Mr. Laughlin asked him to get with Ms. Graham to have pictures taken of the areas so they can be sent to the District Engineer for his review.

July 19, 2022

Amelia Walk CDD

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

FOURTEENTH 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 \$73,935.95.

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

Mr. Robinson mentioned the fitness equipment maintenance provider refused to repair or replace monitors broken on some treadmills until they were paid in advance, so he recommended looking into another provider. Mr. Laughlin stated that it was common if replacement items needed to be ordered.

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – August 16, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Jentz seconded by Mr. Robinson 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