

**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, October 18, 2022 at 6:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida.

Present and constituting a quorum were:

Jeff Robinson	Vice Chairman
Henry "Red" Jentz	Supervisor
Brad Thomas	Supervisor
Mindi Gilpin	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
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 October 18, 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

Ms. Donna McNeely, 85573 Banbury, stated that she has not been able to attend any of the 2:00 p.m. meetings and asked if more evening meetings could be considered. Mr. Laughlin responded that the first meeting of every quarter will be held at 6:00 p.m. for this fiscal year and any revisions to the schedule could be considered for the next fiscal year.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 20, 2022 Board of Supervisors Meeting

There were no corrections to the minutes.

October 18, 2022

Amelia Walk CDD

On MOTION by Ms. Gilpin seconded by Mr. Robinson with all in favor the minutes of the September 20, 2022 meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Christmas Light Installation by the HOA

Mr. Laughlin informed the Board that the HOA offered to fund the Christmas lights and asked for authorization for the HOA to install the lights on CDD property.

Mr. Robinson noted that the vendor being used by the HOA has been used before.

On MOTION by Mr. Jentz seconded by Mr. Thomas with all in favor authorizing Christmas light installation on CDD property was ratified.

FIFTH ORDER OF BUSINESS

Discussion of Phase 1 Road Resurfacing

Mr. McCranie stated that it has been discussed in the past that most Phase 1 roadways will need to be milled and resurfaced soon. More failures in the roadway are being seen and patches are becoming more frequent, so he suggested the CDD begin the process of putting together a bid package and bidding the project out in the hopes that at least three bids will be received. Mr. McCranie will review the roadways one more time to decide which portions of the Phase need to be done now and which can wait.

On MOTION by Mr. Thomas seconded by Mr. Jentz with all in favor authorizing staff to begin working on a bid package for resurfacing a portion of the Phase 1 roadways was approved.

Mr. Robinson informed the Board an account is being set up for investment of the capital reserve funds and there will be transfers of approximately \$224,000 moved into the account.

Mr. McCranie left the meeting at this time.

SIXTH ORDER OF BUSINESS

Consideration of Proposals

- A. **Landscaping – Trim All Proposal 14995 to Install Plants at Berryessa and Majestic Walk Blvd. / Roundabout**

October 18, 2022

Amelia Walk CDD

Ms. Graham presented a proposal from Trim All totaling \$536.54 to install ginger, azaleas, and agapanthus at the corner of Berryessa Way and Majestic Walk Boulevard to match what is at Cherry Creek.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor proposal 14995 from Trim All totaling \$536.54 was approved.

B. Pool Chemicals – Poolsure Agreement

Ms. Graham presented a proposal from Poolsure to provide monthly pool chemical delivery and related equipment at \$450 per month and answered any questions the Board members had. Poolsure will be providing all new containers and controllers that are needed for the operating system.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor the proposal from Poolsure to provide pool chemicals at a rate of \$450 per month was approved.

C. Pool Maintenance - Revised White Ladder Proposal

Ms. Graham presented the revised proposal for pool maintenance services from White Ladder, Inc. totaling \$975 per month for daily visits from May through September and three days per week October through April.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from White Ladder, Inc. for pool maintenance services was approved.

Ms. Graham informed the Board she received a request from a homeowner to have dog waste stations installed along the Boulevard. The estimated cost would be around \$225 per station. Mr. Robinson asked Ms. Graham to bring proposed locations back to the Board. A resident asked that homeowners be polled on their interest in the stations.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

October 18, 2022

Amelia Walk CDD

There being nothing to report, the next item followed.

B. District Engineer

There being nothing further to report, the next item followed.

C. District Manager

Mr. Laughlin informed the Board that Mr. Robinson discovered a JEA meter that popped up on the JEA bill about two years ago that does not appear to be using any water, however the District is being charged a base fee each month. Mr. Laughlin is working with JEA to figure out how the meter came about, and to get the District refunded for the charges.

D. Amenity Manager – Report

A copy of the operations report was included in the agenda package for the Board's review.

Ms. Mullins informed the Board a backboard on the tennis court has fallen off and was found to be rotting. She will obtain quotes for replacement.

Ms. Mullins also informed the Board she received a request from a homeowner to provide a barbell in the gym. Mr. Thomas pointed out that if someone were using a barbell it would be difficult for anyone else to utilize the same area.

Lastly, Ms. Mullins asked the Board to consider purchasing an AED machine to install at the amenity center for around \$1,500 at the suggestion of a resident that has provided CPR classes for the community.

On MOTION by Mr. Thomas seconded by Ms. Gilpin with all in favor purchasing an AED machine for the amenity center at an amount not to exceed \$1,600 was approved.

Mr. Robinson suggested purchasing tiki torches for future outdoor events to deter bugs.

E. Field Operations Manager

Ms. Graham provided an overview of maintenance items that are to be completed in the near future.

October 18, 2022

Amelia Walk CDD

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

There were no supervisor requests.

Audience Comments

Mr. Paul Geiger, 85493 Berryessa, stated back in August I came to a meeting and brought up concerns when they were doing the curbing and tearing up of the driveways. After they finished, in my driveway they didn't put the same color pavers back in. They're grey pavers. They wouldn't reseal it. I talked to Taylor Morrison, and they wouldn't do anything about it. On September 12th I talked to Gregg Kern who said he contacted Daniel, and he was going to talk to Jeff and I never heard anything more. I still have ten grey and white pavers in a brown driveway.

Mr. Laughlin stated that he would contact Taylor Morrison at Mr. Thomas's request.

Ms. Donna McNeely, 85573 Banbury, stated there is a ton of weeds in the landscaping beds. Is that not part of our contract?

Mr. Robinson responded it is. It should be done.

Ms. Graham stated I met with Scott and we did a review of the whole community and issues that hadn't been addressed, so you will start seeing things like trimming trees and pulling weeds.

Ms. Gayle Kersten, 85369 Fall River Parkway, asked who sodded the pump station area?

Ms. Graham stated it would have been Trim All that put the sod in.

Ms. Kersten stated there's a big plot of land behind our home that has never been sodded and it is an eyesore.

Mr. Laughlin stated that he would send Ms. Graham information on the property so she can look into it.

Mr. Robinson stated it looks like it's only being watered once a week, which is not enough. Check the programming on that.

Ms. Kersten stated there are also the trees at the pump station, which are not being maintained.

Mr. Robinson stated that is Trim All.

Ms. Kersten asked are you going to put anything around the controller for the fountain?

Mr. Laughlin responded we haven't discussed it, but we can look into it.

Ms. Kersten stated the light in the fountain is out.

October 18, 2022

Amelia Walk CDD

Mr. Robinson stated I think it's a programming issue. We're adjusting those throughout the neighborhood. The lights will come on at 5:00 p.m. and go off at 10:00 p.m., then the fountains should be on at 7:00 a.m. and off at 10:00 a.m.

Ms. Graham stated I will check.

Mr. Peter, 85415 Apple Canyon, stated across the cul-de-sac from me is a common area. When do they get sodded?

Mr. Robinson responded we paid in advance for a lot of things to be done, and that area was one of them. Trim All will seed it with Bahia.

Ms. Graham stated if the construction is complete in that vicinity, they can go ahead and do the landscaping work.

Mr. Don DeCanio, 85409 Fall River Parkway, stated I asked about the fountain on Pond 15, if we could get a different nozzle. Did we get an answer on that one?

Mr. Laughlin asked Ms. Graham to ask Sitex Aquatics if that can be done.

Mr. DeCanio stated I'm very disappointed in the ability to get potholes patched here. Can we give our maintenance people the authority to patch potholes without coming to the Board for approval? It shouldn't take three months to have a pothole patched.

Mr. Laughlin stated we can do that outside of meetings. It takes the companies a while to get out to do the patching.

Mr. DeCanio stated we also have the 35mph speed limit sign that has been down for almost three months.

Ms. Graham stated it's up.

Mr. DeCanio stated how about the signs on Fall River Parkway and Apple Canyon?

Ms. Graham stated I just found out about those today. I will have those fixed.

Mr. DeCanio stated I also want to bring up a reminder. I've been trying to work with the County to get them to do a better job inspecting curbing, gutters and sidewalks. It's not working. I'd like to remind you that when we do our walk throughs that we do a thorough job. The sidewalks and gutters are broken and there are footprints.

Mr. Laughlin stated I will contact the County Engineer to put it on his radar.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

October 18, 2022

Amelia Walk CDD

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 \$238,948.66 and \$176,548.01 of that is a transfer to the capital reserve account mentioned earlier by Mr. Robinson. Mr. Robinson stated that another \$48,700 will be transferred next month.

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 15, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center

Mr. Robinson suggested moving the November meeting to a later date given that the December meeting is typically canceled, and the newly elected board member cannot be sworn in until at least November 22nd. The Board settled on November 29th.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor moving the November meeting date to November 29, 2022 was approved.

TWELFTH ORDER OF BUSINESS

Adjournment

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

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Jeffrey E Robinson

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Chairman/Vice Chairman