

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, November 29, 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:

Jeff Robinson	Vice Chairman
Henry "Red" Jentz	Supervisor
David Swan	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
Kelly Mullins	Amenity Manager
Cheryl Graham	Field Operations Manager
Jerry Lambert	RMS
Jay Soriano	RMS

The following is a summary of the discussions and actions taken at the November 29, 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**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Mr. Laughlin noted Mr. Robinson and Mr. Swan were sworn in prior to the meeting.

**B. General Information for New Supervisors**

Ms. Kilinski provided a brief overview of the public records laws and Sunshine Law.

November 29, 2022

Amelia Walk CDD

**C. Consideration of Resolution 2023-01, Designating Officers**

Mr. Laughlin noted a Chairman and Vice Chairman need to be appointed.

Mr. Robinson was appointed as Chairman, Mr. Jentz was appointed as Vice Chair, Mr. Laughlin was appointed as Secretary and Treasurer, Ms. Gilpin, Mr. Swan and Mr. Thomas were appointed as Assistant Secretaries, and from the district manager’s office, Mr. Jim Oliver, Ms. Marilee Giles, Mr. Howard McGaffney, and Mr. Darrin Mossing were appointed as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor Resolution 2023-01 designating officers as detailed above was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 18, 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 October 18, 2022 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02, Approving RFP Documents for the Phase 1 Roadway Milling and Resurfacing Project**

Ms. Kilinski informed the Board that there is a very statutorily driven process for the way that the District bids projects that exceed a certain monetary threshold, which is approximately \$469,000 and staff anticipates that to be the case here. Included in the agenda package is a project manual and included in that package are the evaluation criteria that the Board will use to evaluate proposals that are received in response to the bid. The resolution approves in substantial form the package and gives the Chair authorization in conjunction with staff to finalize the package and get the bid advertised. She noted the package still requires input from the engineer.

Mr. Jentz stated his concern with pushing the package out too quickly and getting few responses due to the holidays.

Ms. Kilinski stated that if the Board wants more time with the package and to not put it out to bid until after the next board meeting, they can continue to give staff feedback and any

November 29, 2022

Amelia Walk CDD

edits can be brought back to the next meeting. The Board members stated their preference for bringing the package back to the next meeting for approval.

## **SIXTH ORDER OF BUSINESS**

### **Discussion of Pool Repairs**

Mr. Robinson stated since the May/June timeframe we've had issues with the pool; chemicals not getting into the pool at the proper rate. The pool was closed by the health department because of the lack of chlorine and black algae. The black algae isn't presently a threat, although it needs to be removed. We also have filters that were never cleaned for a period of time under Crown Pools, and they need to be replaced. We finally have a resolution as to what needs to happen there. We have not received a single proposal to fix the pool and we probably won't, because people just will not take the risks of dealing with any guarantees they think they should give on the black algae removal. We're looking at better ways of delivering the chlorine. We signed a contract with a company called Poolsure and provided that to them, but they have not responded. Jennifer prepared a similar contract for another CDD, and she shared all the redline edits with me. I won't go through them one-by-one, but the sense was we supply the pool equipment, should anything go wrong with them we will replace them, but should they damage your pool, we're not taking any liability. That's just absurd, so we're not doing business with that company. We've asked Cheryl and GMS to look for other sources of providing pool chemicals. To get the black algae off, we have to close the pool for a period of probably 10 days, drain the water down, scrub it and refill it. The plan was to do it in December or January. To do that, I've asked Jay to provide a little more detail.

Mr. Soriano stated with all these contractors not wanting to put their name behind it, and even if they do, they will charge high, we are looking at doing it in-house. We can handle doing the work; we can scrub it and treat it with high doses of chemicals. What we did at the beginning of spring when we came in looked great. Jerry was out here by himself a couple of days scrubbing the pool and treating it with high amounts of cal hypo, which is a very strong chlorinating chemical and very expensive. We spent a lot of time on this pool. If it wasn't for controlling it afterwards, and that falls under your pool maintenance, everyday it would still look like that. If you keep that chemical control, that black algae is not going to come back in that fashion. We're trying to find ways to get it done for you guys at a pretty low price. We still also cannot give you a guarantee, but we're here, so at least if we're doing that work, we're going to

November 29, 2022

Amelia Walk CDD

be able to scrub more and know when it's building up and look to see if there's a problem. Our plan is to drain the pool. I do want to caution that if we drain the pool, there are liabilities there. There are concerns with cracking. There's a lot of weight that sits on that pool. We have to worry about the water table pushing up. You also have to replace your filter grates and we got a quote for that from Arsenault, it was \$3,804. The grates even the District can buy directly and they're about \$18 a piece, so when we do that ourselves we cut the price in half. I do need backing from somebody like Arsenault to finalize everything and say it's installed. They didn't want to do the pool, so we do the pool, and they give us the backing for the filters.

Mr. Soriano recommended purchasing an automated controller in the future. He also recommended purchasing a larger chemical tank to ensure it holds enough chlorine for the busier months.

Mr. Robinson motioned to approve purchasing filter and replacement parts to be installed by GMS/RMS with a licensed pool contractor of their choice in consultation with the Chair and District Manager. The motion further includes authorization of the drainage of the pool and treatment of all remaining black algae, and the addition of a 250-300-gallon tank to hold the chlorine, and any other County required drain work with all the work detailed above authorized in an amount not to exceed \$10,000. Mr. Swan seconded the motion. On voice vote with all in favor, the motion passed.

Mr. Robinson stated that he would work with GMS and RMS on contracting with Hawkins for bulk chemical delivery.

Mr. Soriano stated that he's been attempting to contact Crown Pools to ask that paperwork be sent on the installation of the main drains to keep on file. The paperwork was recently provided, so he will send it to Mr. Laughlin and Mr. Robinson to be signed and filed with the health department.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion of Blockage in Preserve Area**

Mr. Robinson stated back in 2019 there was quite a bit of flooding in the backyards of some of the North Hampton homeowners. It turned out there was a beaver population creating a beaver dam in the natural flow of water that goes all the way north of 200. It flows through the Village Walk preserve, our preserve and parts of the preserves of North Hampton. North

November 29, 2022

Amelia Walk CDD

Hampton had some trappers come in to get rid of the beavers and broke up the dam. Three or four years later, the blockage is naturally reforming and earlier this year there was more flooding. North Hampton has been paying for this. They approached us and we gave them a memorandum of understanding that says you want to go in on our property and take care of it, they refused to do that. I started looking at it along with other members of the staff. At the time Village Walk wasn't involved in the discussions. We're bringing them into the discussions, so I'm meeting with them tomorrow. Basically, we've formed a memorandum of understanding that says the District is going to pay for an inspector, which will be our engineer, he's going to spend about three to four hours going into North Hampton's, Village Walk's and our preserve areas to determine where the blockage, if any, exists, and will provide a recommendation for remedial action. That cost is going to be shared by the other two parties. We will do that at minimum annually, maybe semi-annually, or on demand. This MOU gives the option for North Hampton and Village Walk to use their own engineer, but they will bear 100% of that cost. Let's say the blockage is determined to be on Village Walk's area, Village Walk will have to acquire a company to go in and do the removal, and same for us.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the memorandum of understanding with the North Hampton and Village Walk Owners Associations was approved in substantial form with the Chair authorized to execute the MOU so long as there are no major changes requested by the other parties.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Proposals**

Ms. Graham provided the Board with copies of two proposals for fencing the pool equipment. She noted she is expecting one more proposal from Nassau Fencing. The following motion was made to approve a not to exceed amount in anticipation of the third proposal.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor installation of a fence surrounding the pool equipment at an amount not to exceed \$2,300 approved.

November 29, 2022

Amelia Walk CDD

Mr. Jentz asked about the status of the entry signs. Ms. Graham responded that she has received two quotes and awaiting one additional quote. Mr. Jentz stated if the quote is not received by the January meeting the Board can consider the two quotes already in hand.

Ms. Graham presented quotes for a new soccer goal. The following motion was made to approve the lowest quote.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor purchasing a new soccer goal in the amount of \$549.95 was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

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

**B. District Engineer**

Mr. Laughlin noted he would contact Mr. McCranie regarding the milling and resurfacing project manual and the pricing for inspecting the preserve areas.

**C. District Manager**

Mr. Robinson asked for an update on phantom JEA charges mentioned in a previous meeting.

Mr. Laughlin stated I've put in a claim to get reimbursed for those charges and I've exchanged emails with a response that they will look into it and get back to me. I will continue calling until we can get that meter canceled.

**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 couple of residents have requested a curl bar for the fitness center, the cost for which is around \$50-\$60. There were no objections from the Board on purchasing the curl bar.

November 29, 2022

Amelia Walk CDD

Ms. Mullins also requested authorization to install a mailbox outside her door. There were no objections from the Board. Mr. Laughlin recommended one that locks.

Lastly, Ms. Mullins asked if the CDD enforces parking on the roadways as she is receiving a lot of complaints. Mr. Laughlin stated the CDD owns and maintains the roads, but they're still public roads. The CDD has no type of enforcement capability, so the parking would fall within the County and State laws. He noted there is a map detailing no parking zones, and if there is a complaint of someone parking in those zones, the HOA is able to fine the drivers.

**E. Field Operations Manager**

Ms. Graham asked if approval is needed to use Hawkins for bulk pool chemical delivery.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor using Hawkins, Inc. for bulk pool chemical delivery was approved.

Ms. Graham provided an overview of maintenance items that have taken place since the last meeting.

Mr. Robinson informed Ms. Graham that as he was driving by pond six at 6:00 p.m., the lights shut off. Ms. Graham stated that she would check the clock timer. She also noted they checked the timers on ponds 14 and 15. Lastly, she informed the Board that due to complaints received from a resident on the noise created by a fountain in pond 14, a different valve will be installed.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There were no supervisor requests.

**Audience Comments**

Mr. Chuck Benton, 85317 Champlain, stated I have three comments. One is there is a round, wood sign that swings on the wooden frame at the intersection of Champlain and Majestic. It's on the ground and nothing has been done with it. Is there a plan to repair that or take it out?

Ms. Graham responded I have painter that is giving me a quote to repair it and repaint it.

November 29, 2022

Amelia Walk CDD

Mr. Benton stated our home backs up to the haul road and a few our neighbors have noticed an increased number of dirt bikes running up and down the haul road. The organization has done a good job of locking the gate, but I guess it wasn't locked and you folks took care of it right away. So, we don't get regular sized vehicles or unauthorized trucks or cars back there, but we get people coming over with their four-wheelers and dirt bikes and I think they're coming through the woods from various subdivisions. Is there a possibility to put more signage up to discourage that?

Mr. Robinson stated we should get some signs.

Mr. Benton mentioned a rumor circulating that the haul road may be converted to a major access point for a new development. Mr. Robinson stated there's been no discussion of that. It should be a short conversation as far as I'm concerned.

Mr. Laughlin asked Ms. Graham to look at getting some no trespassing signs to place randomly around the haul road.

**ELEVENTH ORDER OF BUSINESS      Other Business**

There being none, the next item followed.

**TWELFTH 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 \$59,065.26.

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

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – December 20, 2022  
at 2:00 p.m. at the Amelia Walk Amenity  
Center**

The December meeting was canceled with the following motion. Mr. Robinson noted the next meeting on the schedule is January 17, 2023 at 6:00 p.m.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor canceling the December 20, 2022 was approved.

November 29, 2022

Amelia Walk CDD

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

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

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Jeffrey Robinson*  
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Chairman/Vice Chairman