



Community Development District (“CDD”) Frequently Asked Questions

Question	Answer
Is Amelia Walk part of a Community Development District (CDD)?	Yes, the Amelia Walk community is subject to a special district, the Amelia Walk CDD, which was established in December 2005. The Village Walk community is not part of the Amelia Walk CDD.
What is the Amelia Walk CDD?	The Amelia Walk Community Development District is a local, special purpose government entity authorized by Chapter 190 of the Florida Statutes as amended and created by ordinance of Nassau County as an alternative method of planning, acquiring, operating and maintaining community-wide improvements in planned communities. Amelia Walk Homeowners Association (HOA) is a separate organization from the Amelia Walk CDD. The CDD will never “sunset”.
What are the responsibilities of the CDD?	The CDD provides multiple administrative functions, including issuance of the amenity fob key, mailbox key administration and is responsible for operating and maintaining various infrastructure within Amelia Walk, including the pool, tennis courts, clubhouse, playground, soccer field, roadways, storm water (ponds) management, trails, various common landscape areas and other open space tracts. The CDD administrative and operational management is provided by Governmental Management Services (“GMS”). The District Manager Daniel Laughlin can be reached at 904-940-5850 or dlaughlin@gmsnf.com . The onsite manager can be reached at (904) 225-3147 or email at ameliawalkmanager@gmsnf.com .
What is the Amelia Walk HOA and what are its primary responsibilities?	The Amelia Walk Homeowners Association (HOA) is a private entity not-for-profit Corporation. Amelia Walk HOA is separate organization from the Amelia Walk CDD. The HOA is responsible for enforcement of the covenants and deed restrictions, as governed by the adopted by-laws, and private home properties architectural review committee (ARC). The HOA property management company is Castle Group. The CDD has no jurisdiction over private property.
What is the easiest way to determine if it's the responsibility of CDD or HOA?	If it is common property it is the CDD and if it's about private home owner lots it is HOA. There are some exceptions when it involves easements to common property. For more details review the CDD 101 Presentation found on the CDD website.

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Where can I find information about Amelia Walk CDD?	The official repository for CDD information is its website: ameliawalkcdd.com . Email Blasts with "View as Webpage" are also posted 1-2 days after being distributed by the CDD amenity manager. The CDD website contains contact information for CDD staff and district supervisors, as well as meeting agendas, minutes, and other useful CDD documents.
When and where does the Community Development District ("CDD") Board of Supervisors Meet?	The CDD Board of Supervisors meets the third Tuesday of each month. Starting time is 6:00pm the first month of each calendar year quarter and at 2:00 PM other months. The schedule, and any changes as may be necessary, can be found at ameliawalkcdd.com . Meetings are held in the Social Room at the Amelia Walk Amenity Center located at 85287 Majestic Walk Blvd., Fernandina Beach, FL 32034.
Does the CDD have on-site staff?	Yes. The CDD Amenity Manager is on-site Monday through Friday from 9am to 5pm, excluding certain holidays.
How Do CDD Board Members Get Elected?	All of the CDD Board of Supervisors are residents of Amelia Walk. To qualify as a future Board member, you must be at least 18 years old, a U.S. citizen, and a resident of the District and registered to vote in Nassau County. Qualifying period for running for a Board seat is the June before the general election. You can review that information on the Nassau County Supervisor of Elections office website.
How do I contact the CDD Amenity Manager Kelly Mullins?	Visit the Amelia Walk Amenity Center located at 85287 Majestic Walk Blvd., Fernandina Beach, FL 32034 and stop by the office located at the front door to your left. You can also call the Amenity Manager at (904) 225-3147 or email at ameliawalkmanager@gmsnf.com
What are the hours of operation for the Amelia Walk Amenity Center/Fitness Center?	4:00 AM to 10:00 PM, Monday through Sunday. The Fitness Center is opened 24/7. These are all subject to change and will be posted as may be necessary.
What are the pool hours?	30 minutes after dawn and 30 minutes before dusk, or as may otherwise be updated by the Board of Supervisors or as may be required by applicable regulatory requirements.
How many guests may a resident have at the Amenity Center at any one time?	Five (5), which may change from time to time at the discretion of the District, which will be posted if changed on the CDD website.
How do I obtain a new or replacement Amenity Center access card (FOB)?	Please contact the District Amenity Manager at the onsite office located in the clubhouse the Amelia Walk Amenity Center located at 85287 Majestic Walk Blvd., Fernandina Beach, FL 32034, at the numbers listed above. The Amenity Manager will require you to complete an Access Card Agreement if you are a new resident. A completed Access Card Update Form will be required if you are an existing resident requesting additional or replacement fobs. Both forms are available at the Amenity Mangers office. All new residents receive two (2) new cards at no charge. All additional or replacement fobs will come with a \$25.00 charge.
How do I obtain Amenity Center Rental Application?	An Amenity Center Rental Application can be obtained by contacting the Amenity Center Manager at the onsite office located in the clubhouse. The Amelia Walk Amenity Center is located at 85287 Majestic Walk Blvd, Fernandina Beach FL 32034. Please note the CDD has broad public records laws and information provided to the District is a public record and may be subject to a public records request.

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What is the Amenity Center Rental Application Fee?	The Amenity Center Social Room can be rented for One Hundred Fourteen Dollars (\$114.00) for four hours and Twenty-Six Dollars (\$26.00) for each hour thereafter.
Where is mail delivered?	The USPS delivers mail to individual mailboxes and cluster mailboxes. Cluster mailbox keys are administered by the CDD Amenity Manager. Two keys are provided for new residents. Replacement keys are \$25.00 each provided by USPS at the Fernandina Post Office on Sadler Road. USPS will require you to present an ID and payment of \$25 to before issuing a replacement key.
What if I see a problem with common area property such as ponds, landscaping and irrigation? Whom do I contact?	CDD common areas are managed by the Amelia Walk Operation Manager. The Operations Manager Cheryl Graham can be reached by calling (904) 289-5305 or email at: CGraham@rmsnf.com. You can also contact the on-site Amenity Manager for Amelia Walk CDD as set forth herein.
Who Provides Electrical Service?	Florida Power and Light: (386) 255-3020 or fpl.com
Who Provides Water/Sewer Services?	JEA: (904) 665-6000 or jea.com
Who Provides Broadband Services?	Comcast/Xfinity and AT&T. Both provide internet and cable type television services.
Who Provides Waste Management Services at Amelia Walk?	Waste Management: (866) 532-7010 or wm.com Meridian Waste: (904) 849-5122 or meridianwaste.com
How do I pay my CDD fees?	CDD fees are included in your Nassau County property tax bill distributed November 1st of each year. The CDD fee includes the Operation & Maintenance assessment fee which changes each year, based on the District's adopted budget (October 1 through September 30 of each year), and the Bond Debt Assessment, which is a fixed amount for the entire bond term.
Is fishing allowed in the CDD common area ponds?	Yes. See CDD website for fishing policy.
Are CDD roads Public?	Yes. The roadways are owned and operated by a unit of government and were financed through tax-exempt bonds, which legally makes the roads public. The funding for ongoing operation and maintenance of the roadways are anticipated to come from assessments levied against properties within the CDD – the roadways are not owned by the County.
Are there car and parking restrictions? If yes, what are they?	Vehicles may not be parked on the property except on paved streets and driveways. For details please review the CDD/HOA Parking restriction policy found on the HOA website. The CDD has adopted a towing policy which is available on the CDD website.

Does the HOA ¹ community manager Castle Group have an on-site office?	No. Lori Conrad is the property community manager and may be reached at: (904) 468-5700 or lconrad@castlegroup.com Michael Molineaux is the senior property community manager and may be reached at: mmolineaux@castlegroup.com
Does the HOA have a website?	Yes. ameliawalkhoa.com
Where can I find community governing documents and Architectural Review Committee process and forms?	Governing documents and ARC process, forms and fees can be found on the HOA website.
Who is the Developer ¹ ? Who are the Builders?	The Developer is Greenpointe Communities. The builders are AV Homes/Taylor Morrison (sold out), Riverside Homes, Lennar and Richmond American.
Does the Developer have a website?	Yes. ameliawalk.com. The website contains interactive maps of the Amenity Center social room and fitness center.

¹ We only deem the CDD information correct and are pulling from available information to the CDD on information related to the HOA and the Developer.