

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, January 17, 2023 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	Chairman
Henry "Red" Jentz	Vice Chairman
Mindi Gilpin	Supervisor
David Swan	Supervisor
Brad Thomas	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Dan McCranie	District Engineer
Kelly Mullins	Amenity Manager
Cheryl Graham	Field Operations Manager

The following is a summary of the discussions and actions taken at the January 17, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 6:00 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 November 29,  
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 November 29, 2022 meeting were approved.
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**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2023-02,  
Approving the RFP Documents for Phase 1  
Roadway Milling and Resurfacing Project**

Mr. Laughlin stated the main document we're looking at tonight is the evaluation criteria. There are not many changes from the last version you saw. Mr. McCranie has gone through the documents and had some minor changes.

Ms. Gentry stated the project manual is in substantial form. You'll notice there are blanks to fill in dates and details for how things are submitted and that kind of thing. I believe we also still need the plan information and technical specs from the engineer. We would ask the Board whether you would like to go forward with advertising this, in which case you would approve this resolution, which would approve the sample ad that would be published in the newspaper, and the evaluation criteria; or whether you would rather hold off. Jennifer mentioned that there is a preschool development being planned along this roadway that would be using the roadway. She mentioned there may be some opportunities to approach the county to see if there is an opportunity for cost sharing. That would of course delay the project.

Mr. McCranie stated we know from the time we say go it's still six months from now when construction work gets done. If the Board decides there is a possibility of cost sharing, delaying this for a month or two in the big scheme of things will not impact anything negatively that I see. The positives to waiting a little bit longer is as the economy continues to slow down a little bit, construction slows down a little bit and we may get better pricing a month or two from now.

Mr. Robinson stated there was a traffic study done and the net of the traffic study is that this is not going to put any additional strain on the roads as what they were designed for. I don't know that I believe that 100%.

Mr. McCranie stated you could approve the evaluation criteria and the advertisement, and we could hold off on the advertising and setting those dates until you know if you can get some cost sharing. If we don't get any cost sharing, we can immediately add in dates and advertise it without coming back to the Board.

Ms. Gilpin stated if the roads aren't going to fall apart in a month or two, why not see if we can get a little money to help.

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On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor Resolution 2023-02, approving RFP documents for Phase 1 roadway milling and resurfacing project was approved with the Chair given authority to direct staff to notice the RFP after cost share is determined.

**FIFTH ORDER OF BUSINESS****Discussion of 2023 Holiday Lighting Plan**

Mr. Robinson provided the Board members with a list of ideas provided by community members for future holiday lighting and informed them that a company will be providing an estimate on permanent LED lighting. He has asked Ms. Graham and Ms. Mullins to coordinate assistance from residents for future holidays.

A few residents expressed their concern with the amount of money spent on holiday lighting given what was received for that money in the recent year. Mr. Laughlin explained that the HOA came to the CDD board and asked for permission to install the lights and offered to fund the decorations themselves. The CDD will be undertaking the light installation this year.

**SIXTH ORDER OF BUSINESS****Discussion of Haul Road JEA Easement Request**

Mr. Laughlin informed the Board he received a request from the developer of a community being built behind Amelia Concourse to add a JEA easement to connect the water and sewer.

Ms. Gentry noted that more information is needed from the developer, such as what needs to be put in, how burdensome it would be on the property, and if there would be any negative effects on the property. She asked if the Board was open with staff proceeding to get more information on the request.

Mr. McCranie stated that he did not see any issue with the request from an engineering perspective, however in the future if construction was done in the area and the utilities were in the way, he suggested including a caveat that the developer would be responsible for the expense of relocating the utilities.

Mr. Robinson stated that as far as the easement goes, he has no issue with it as long as the right information is received, everything is underground, and any installation costs would be borne by the developer.

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

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

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Amenity Manager – Report**

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

Ms. Mullins asked the Board if they were amenable to adding signage in the fitness center reminding residents to limit usage of the cardio equipment to 30-minutes if others are waiting to use the same equipment. Mr. Thomas stated that he has received complaints of the equipment not being wiped down and suggested adding a note on the same sign to do so. There were no objections from the Board.

Ms. Mullins also asked if the Board would authorize installation of a TV in the club room. The Board discussed all the ongoing costs and operational concerns that would be involved and decided against it.

Mr. Jentz asked if the report on the pool updates can be posted on Facebook. Mr. Laughlin stated that it would be posted on the website. Mr. Robinson then provided the meeting attendees with an update on the pool stating that the pool should be open in the next day or so once chemicals are back to an appropriate level. The black algae has been treated, but never goes away 100%, so some remedial treatments may be needed in the future. The Board will look at purchasing an automated chemical feeder that can be monitored remotely.

**E. Field Operations Manager**

Ms. Graham provided an overview of maintenance items that have taken place since the last meeting and quotes that have been requested. She highlighted an issue included in the



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which the CDD will send in their engineer to do an inspection at a minimum of once a year and any costs borne by those inspections will be shared by all three organizations. That cost is estimated at \$150/hour for five to eight hours. The first inspection will be paid entirely by Amelia Walk. After that, when there is a decent rain event Mr. McCranie will perform the inspection and generate a report. If there is a blockage that needs to be addressed, the entity in which the blockage is located will pay for the removal or repair.

### **Audience Comments**

Mr. Gerry Baut, 84882 Fall River Parkway, stated I was curious about the process that occurs when neighborhoods are building and moving in, and common areas haven't been approved yet. Whose responsibility is it to take care of that common area, and is there a schedule that is in place to bring them up to spec?

Mr. Laughlin responded the common areas are maintained by the developer until they're turned over to the CDD. Mr. Thomas added that with the area he's referring to the turnover is on hold until construction is finished.

Ms. Gentry stated in general the process for turnover is an inspection by the engineer to make sure there are no punch list items that need to be addressed before it's conveyed to the CDD and then it will come before the board for approval.

Ms. Graham mentioned that there is a section at Fall River Parkway behind the mailboxes that has not been sodded. She has reminded Trim All that sod needs to be installed. Mr. Robinson noted that irrigation is only happening once a week and it may be needed more.

Mr. Gerry Baut also stated that there are a handful of streetlights that are out and asked who is responsible for ensuring they are replaced.

Mr. Laughlin responded FP&L is responsible for replacing the lights and noted outages can be reported on their website with the pole number. Ms. Graham and Ms. Mullins can also be notified. Ms. Graham stated that some lights on Fall River have not been fully wired and that's why they're not working. FP&L has been out to check on it and fixed what they could while tagging them to work on getting the rest of the components to get them working.

Lastly, Mr. Gerry Baut stated that there is trash in the ponds.

Mr. Laughlin stated that Ms. Graham has been asked to contact Lennar about the trash.

Mr. Mark Moskowitz, 85573 Banbury Court, asked if anyone is tasked with overseeing Trim All.

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Mr. Laughlin responded yes, Cheryl Graham.

Mr. Mark Moskowitz stated they will trim three quarters of the bushes on one side of the street and leave the other quarter for weeks or a month later before they finish trimming, and it looks horrible. They trim leaves and leave the dead leaves sitting there. I know when I don't do my job, I don't get to stay, and this has been going on a long time with Trim All.

Ms. Graham stated I've met with Trim All about that, and we reviewed a lot of the common areas. Now that the grass mowing season has slowed, they've been directing their crews to clean up all the weeds and get the shrubs cleaned up. If you want to tell me specific areas, I can focus on those as well.

Mr. Mark Moskowitz stated after you past the circle at Berryessa and you continue to the back of the community, there are either holly or Ligustrum shrubs that have grown all askew at different heights. My next question is, I wasn't the originator of this, it was brought up at a past meeting and I think it's an excellent idea and I think it would help with the deterioration of the roads. Is there any way to put out to bid one trash company coming into this neighborhood maybe on Tuesday to pick up trash and Thursday to pick up recycling? We have heavy trash trucks coming through these neighborhoods at least four days a week.

Mr. Laughlin stated the CDD has no way of requiring use of one company. The HOA might be able to work something into their codes and covenants, but in terms of enforcing things with personal properties, the CDD doesn't have that capability.

Mr. Steve Wyman, 85369 Cherry Creek Drive, asked how many houses are there going to be eventually?

Mr. Robinson responded 749.

Mr. Steve Wyman asked is it because at 750 you must have another entrance?

Mr. Robinson responded no; you have to have another pool. We have two entrances and exits in this neighborhood, Spruce Run and Majestic Walk Boulevard. Mr. Robinson also clarified that once the neighborhood is 90% built out, which is estimated for next year, the HOA can transition to be resident-controlled.

Mr. Michael McClain, 85255 Berryessa Way, stated with the fact that it's going to be more populated, in talking with my neighbors they all agree there is an issue with parking on the street.

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Mr. Laughlin responded this has been discussed in the past. The HOA has authority to fine cars parked illegally in the streets, but we do have to follow County law. You won't be able to change the ability to park in the streets. We can't set rules because it's a public road even though we maintain it. City/county rules such as no parking near stop signs or fire hydrants still apply, but parking in the streets is allowed and there is no way to change that.

Mr. Doug Jones, 85393 Fall River Parkway, stated I have three questions, two regarding the paving. Is this going to be a logistical nightmare? Imagine blocking half of a road with traffic. I think all of us need to know the schedule. Secondly, is there an engineering study done with the water that is on Majestic Walk in the background, because when it rains and floods you can see the standing water that runs across those yards. Is there a grading issue that we have before we pay someone to tear up the roads just to find out there is an intrusion of underground water someplace? The third question is on the field operations manager report they were talking about the tennis court resurfacing. Are we looking at getting those restriped for pickleball as well?

Ms. Gilpin responded they were going to send out a survey to the residents to see if there were enough people that would want to pay for the restriping.

Mr. Robinson stated it's on our list of capital projects. The quotes are just to fix the cracks. We first want to get the roads underway, because that is going to put a dent in the capital reserve funds.

Mr. Thomas stated we don't have a drainage issue. The engineer just went out to look at that.

A resident asked what about the left-hand side of Majestic Walk as you're going down after the first roundabout? The sidewalks are disgusting. The water just sits there.

Mr. Robinson stated at least one of the residents of those two or three homes there, the original builder before Taylor Morrison and AV Homes didn't do anything for grading, so water is coming from Amelia Concourse development over the haul road into there. Then it got really bad once they started building homes. They put in some additional drainage, but I think they have it opening into their front yard. We suggested we would give them approval to bring it to the sewer line so they wouldn't have any water flowing over their property, but they haven't done it. The residents would have to do that on their own with our permission.



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Mr. Laughlin directed Ms. Graham to check out the area with the drainage issues that was just discussed.

Ms. Ramona Francis, 85547 Fallen Leaf, asked the Board to request the developer look at the pond off Fallen Leaf and stated our pipe coming out of the culvert is about 5-10 times the size of the pipes on the other culverts and ours is neon green. I took several pictures and even during the hurricane, the pond barely touched the bottom of it.

Mr. Laughlin stated I will get in touch with you about that.

Ms. Valerie Davis-Bailey, 85601 Fall River Parkway, stated I live at an intersection with a stop sign. No one ever stops. They make the right turn and when they're not making the right turn, they over correct and one day they're going to hit my house.

Mr. Laughlin stated we have off-duty officers that have been out. Any type of ticketing would have to be done by the Sheriff's Office, so I'll point it out to them.

Ms. Lori Rose, 85340 Champlain Drive, stated I have two issues. Does anybody know what happened to the Champlain Drive sign at the south end?

Mr. Robinson responded it's in Kelly's office. It's rotted and needs to be repaired.

Ms. Lori Rose stated the second issue is screws in the road. We've been here two and a half years and between three vehicles, we have had to buy five new tires and we've had numerous repairs, the most recent yesterday.

Mr. Laughlin stated we can talk with them and look at a street sweeper.

Mr. Bryan Neary, 85622 Fall River Parkway, stated I just want to get some clarification on what the process would be to reevaluate the Phase 4 mailbox density and location.

Mr. Robinson stated I was the one who worked with the post office on that. We had two sites to pick from, one where it is, and the other was the corner of Fall River and where Lennar used to have their cement dumping area and we ended up going with the one location because of cost. In order to split, we'd have to readdress the majority of the homes to move mailboxes around and that was another \$4,000 or more. We would have to recall all the keys as well. The post office would then reassign everything.

Mr. Bryan Neary stated I'm asking what the process is to reevaluate that, because I understand the history was, they were here at the amenity center, and it was too much traffic. Now the traffic is in front of my house. It's dangerous and it's inefficient. There are about 10 people who would probably like it there, and the other 170 don't.

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Mr. Laughlin stated you just make your comment here under audience comments, or you can send me an email and it would be up to the Board. Since you're here, you've made the request.

Mr. Thomas asked is there a way we can survey only the people that live in that Phase? I agree it's not a good location at all. I would be willing to revisit if the majority want to.

Ms. Mullins stated if I have the addresses affected and their email addresses.

Ms. Gilpin stated we would have to survey the residents in the area in which we would be moving it to also, so we don't have this conversation all over again.

Mr. Thomas volunteered to work with staff and USPS on the survey and determining alternate locations.

On MOTION by Mr. Thomas seconded by Mr. Swan with all in favor sending a survey to the Phase 4 residents regarding the location of the mailbox kiosk and relocating the mailbox should a 50% response rate be received was approved.

Ms. Gentry stated once we do the survey of the residents in Phase 4, we would want to bring back options to the Board of cost information for a full decision.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**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 \$182,521.07, which includes a transfer to the SBA account for a better interest rate, and the payment to the property appraiser for their service related to levying the non-ad valorem assessments.

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

**ELEVENTH ORDER OF BUSINESS**

**Discussion of Onsite Security Systems**

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This portion of the meeting was closed to the public in accordance with Sections 119.071(3)(a) and 281.301, Florida Statutes, as the Board discussed matters related to the security system plan. The closed session began at approximately 7:59 p.m. The public portion of the meeting resumed at approximately 8:07 p.m. and the following motion was made.

On MOTION by Mr. Robinson seconded by Ms. Gilpin with all in favor appointing Supervisor Swan to work with staff on security items was approved.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 21, 2023  
at 2:00 p.m. at the Amelia Walk Amenity  
Center**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Daniel Laughlin*  
B48FE211DC1144D...  
Secretary/Assistant Secretary

DocuSigned by:  
*Jeffrey Robinson*  
48BF69B4C43F4E7...  
Chairman/Vice Chairman