

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, February 21, 2023 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	Chairman
Henry "Red" Jentz	Vice Chairman
David Swan	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the February 21, 2023 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 January 17,  
2023 Board of Supervisors Meeting**

Mr. Laughlin noted Mr. Robinson provided a revision to page six in which a mention of a cost estimate of \$50 per hour should be changed to \$150 per hour.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the minutes of the January 17, 2023 meeting were approved as revised.
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**FOURTH ORDER OF BUSINESS****Consideration of Haul Road Easement Request**

Mr. Laughlin informed the Board that a proposed development is requesting an easement to install water and sewer lines.

Mr. Greg Matovina stated we own the property that forms the corner where Amelia Walk abuts Amelia Concourse. There is a 16-inch water line that crosses over from Amelia Walk into the Amelia Concourse subdivision across your easement and then there is a force main that comes out to the south of that and goes all the way to the Amelia Concourse roadway. JEA has suggested that the maximum easement we would need to tie into those two would be 35-feet, but could be as small as 25-feet wide. I walked the corridor today to see what it looked like and see that you have a nice buffer along the back of your lots in Amelia Walk, whereas they don't have any at Amelia Concourse, so we want to shift the easement over to the east if you're willing to grant us an easement and then we would make sure we don't touch the trees in the buffer.

Mr. Matovina also gave an overview of the proposed community stating we're going to call it Hidden Lake. Right now, the zoning is for one-acre lots and the land use allows two homes to the upland acre, and five homes to the wetland acre, which means we could put about 275 on there. We are proposing to do about 250 houses through PUD and the lot size would be bigger than Amelia Walk or Amelia Concourse. We're proposing 80x130 lots. In discussions with the County, they have in their five-year work plan that they are going to connect Hendrix Road through our property to the east and up by Harbor Concourse, they're going to connect to the southside of Amelia Concourse and an elementary school will be built off that roadway extension. We're going to help them to get that roadway connected. We also are proposing about a seven-acre public park along the extension of that roadway, which would be on the existing lake.

Mr. Robinson asked how long would you expect construction to take when you dig up the road?

Mr. Matovina responded I would allow 90 days, but it shouldn't even take 30 days.

Mr. Jentz asked is there no other option for getting water and sewer unless you tie into this easement?

Mr. Matovina responded there would be. We would just have to wait for the County. There will be water and sewer that comes down the main road that they're going to build. We

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probably wouldn't wait; we'd probably do the one-acre lots and there would be 160 lots instead of the 250.

Mr. Buddy Price stated if the Board considers this, there may be opportunities to create a gated, emergency access at the back tying to their subdivision that would give us an emergency exit.

Mr. Laughlin stated we're going to discuss the haul road policy, which would tie into this discussion. We can discuss that now if the Board would like.

Mr. Robinson stated I had a discussion with District Counsel a few weeks back. I had done a walk of what we call the haul road. We've been having a number of motor vehicles, mostly ATVs, racing up and down those roads. Part of the issue with ATV access is they were breaking the cow fences that we have on Amelia Concourse. Amelia Concourse Phase 3 also had a haul road that backed up to the property and it is now homes. There was another cow gate and that was thrown down on our property. Kelly and Cheryl reinstalled that, so now we have two gates to prevent ATV access and we will probably end up having a third one towards the end of Stonehurst and Fall River. We can have it advertised with this new policy that there are no motor vehicles and that would allow us to have law enforcement come in if people were trespassing. It would be for Amelia Walk residents only and the only vehicles that would be allowed on it would be by exception by going through District staff or the Board. There are also some open tracts, one of them is off Champlain, just to the right of Williston and there are two others in Phase 1 on Majestic Walk Boulevard that would be walking paths with some landscaping changes required.

Ms. Gentry stated this policy is not written in stone, so if the Board has other problems you foresee happening on the trails that you'd like us to address, we can certainly amend these.

Mr. Robinson stated the only other thing on my notes was designated access points. There are homeowners that are adjacent that already have their access. If we want to put a gate back in Phase 4 or 5, that would be a capital expense, but probably not significant. I'd look to Cheryl to come up with best placement.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the haul road policy was approved in substantial form with any changes to be brought back to the next meeting.
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Mr. Robinson stated in terms of the easement, if we're going to do this, there might be some cost sharing required that would help fund some of the improvements that we're doing.

Ms. Gentry stated if the Board is inclined to move forward with this, there are engineering and legal expenses on our side. We could work with Mr. Matovina to perhaps get a cost share agreement in place so the District is not disadvantaged by those costs. Typically, we also have an appraisal in these situations to determine the value of that easement grant. Those are all things we could explore.

Mr. Jentz stated I sense some people might have a lot of negativity towards this. Could you enlighten us as to what their options are if they wanted to go to the County?

Ms. Gentry stated I will clarify for the audience the District's limited role in this, because the CDD has very limited powers that are set out in Florida Statutes. We do not have any zoning authority. We don't have any control over what is built on that property, that would be determined at the County level. Residents are of course always able to attend County meetings. They have public comment sessions as well. All that is being asked of the District today is to use this little strip of property and to grant what we call an easement over it for them to access this property to connect to the utility lines that are located on that property. From that point on, they would have an easement to access that area if there is ongoing maintenance needed for those improvements and that sort of thing. Once the work is done, the property still belongs to the District.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor directing staff to draw up a cost share agreement for the legal and engineering appraisal costs for this project to be brought back to a future board meeting was approved.
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#### **FIFTH ORDER OF BUSINESS**

#### **Discussion on Village Walk Cost Share / County Correspondence**

Mr. Laughlin informed the Board that he has been in contact with the County and their engineer regarding a future childcare center to be located near Village Walk. Counsel has recommended discussing cost sharing with Village Walk as there is already a cost share agreement in place with them that contains provisions for paying a portion of any roadwork done.

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Mr. Robinson explained that the reason the District is looking at cost sharing the Phase 1 road resurfacing is due to anticipated traffic. The childcare facility is expected to have 300 students. A road is expected to be built in the current wooded area that will lead to Village Walk and the intention is to have a series of left turns; one onto Village Walk, one onto Majestic Walk Boulevard and another left turn will be able to be made from the light to go towards 200.

#### **SIXTH ORDER OF BUSINESS**

#### **Update on Phase 1 Roadway Milling and Resurfacing Project**

Mr. Laughlin informed the Board that the District's engineer provided him a map of areas to be resurfaced and noted cost estimates and the RFP documents are in process.

Ms. Gentry asked for direction from the Board on whether her firm should spend their time trying to get County assistance with the road resurfacing in addition to pursuing options for the Village Walk cost share agreement. The Board members responded yes. The Board directed staff to continue exploring options for maximizing the existing cost-share agreement and to explore the possibility of individual cost-share agreements with commercial property owners.

Mr. Buddy Price asked if the RFP would include repairs to the base of the road in the area between Majestic Walk Circle and Cherry Creek due to possible water damage.

Mr. Laughlin responded that the engineer is still working on specifying what repairs will need to be done to each area. He also stated that he would speak with Mr. McCranie about the area.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Policy for Haul Road**

This item was taken under the fourth order of business.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-03, Setting a Public Hearing to Adopt Revised Suspension and Termination Rules**

Mr. Laughlin stated that the public hearing would be set for April 18, 2023 at 6:00 p.m.

Ms. Gentry stated that her firm has been reviewing the suspension and termination rules at their districts and updating them with best practices and lessons learned from issues that have been encountered. This new rule adds clarification that access cards are the property of the District and can be deactivated if a person violates the rules; it adds additional grounds that justify a suspension; it adds a provision for an administrative reimbursement up to \$500 if a

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violation leads to excessive staff or legal time; it adds a provision to reimburse the District for any property damage; and it adds a provision to automatically extend a suspension if a person does not pay those fees to the District.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor Resolution 2023-03, setting a public hearing for April 18, 2023 at 6:00 p.m. to adopt revised suspension and termination rules was approved.

**NINTH ORDER OF BUSINESS**

**Discussion of Survey for Future Capital Projects**

Mr. Robinson presented a list of future capital projects to be considered along with an estimated cost for each project and suggested sending the list out to the residents via a survey to determine which are more desirable to determine future budgetary needs.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor authorizing the Chairman to work with staff on a survey to residents for feedback on future capital projects was approved.

**TENTH ORDER OF BUSINESS**

**Discussion of Unused JEA and FPL Meters**

Mr. Laughlin stated that a couple meters were found on the utility bills that are not being used, one of which was likely intended to be used for irrigation, but never was. Approximately \$25 is being spent per month for this unused meter.

Mr. Robinson added that there is an electric meter that was found to have never been used, however it has not yet been located. He asked Ms. Graham to work with JEA and FPL to shut those meters off.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Gentry informed the Board that her firm’s name has been changed to Kilinski Van Wyk. No action is needed from the Board.

**B. District Engineer**

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Mr. Laughlin stated that he would reach out to Mr. McCranie regarding everything discussed during the meeting. He also noted he would distribute the RFP documents for the road resurfacing to the Board once they're available.

**C. District Manager – Update on HOA Response**

Mr. Laughlin reminded the Board that at the last meeting there was a discussion of asking the HOA to donate \$50,000 to the District. A letter was sent to the HOA; however, no response has been received yet. Additionally, he stated that he would like to start the budget process early and present a draft budget at the March meeting for discussion purposes.

**D. Amenity Manager – Report**

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

Ms. Mullins stated that she was only able to obtain one quote for street sweeping which gave options of \$1,500 for one sweep per month or \$1,000 per sweep for bimonthly sweeps and \$400 for disposal of all debris.

Mr. Jentz asked if the builders could be approached about the issue since the majority of the debris is likely coming from construction.

Ms. Mullins relayed a question from a resident on whether the pond near his home could be stocked with fish.

Mr. Laughlin responded that that there are only so many fish allowed to be stocked in the ponds within certain time periods. Ms. Graham added that she has already asked the lake maintenance provider to look into what is already stocked under the permit.

Mr. Robinson informed the Board that he has come up with a series of questions to send out to the residents to determine the interest in relocating the Phase 4 mailboxes. All eleven mailbox units could be moved for somewhere between \$9,000 to \$12,000, or they could be split with the Richmond American Homes mailboxes remaining at the existing location and relocating the Lennar mailboxes to the corner of Fall River and River Birch at a cost between \$8,000 to \$10,000. The funding can come from capital reserves or issuing a special assessment to the Phase 4 residents. Ms. Mullins and Mr. Robinson will work together to finalize the survey.

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**E. Field Operations Manager**

Ms. Graham provided an overview of maintenance items that have taken place since the last meeting. She also informed the Board that there is a broken sewer pipe that staff is working to repair.

Mr. Robinson added that he is working with staff on purchasing pool chemical controllers and feeders. At a previous meeting the Board approved an amount not to exceed \$7,000 for these items, and the final total has come to a little over \$4,600, including install.

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

**Supervisor Requests**

There being none, the next item followed.

**Audience Comments**

Mr. Jeff Bush, 85212 River Birch Court, stated I live on the corner of River Birch and Fall River and there is a dirt, weed-infested lot there. We were told once Phase 4 is done that they would put sod there. I believe Phase 4 is done. They've put sod in the dirt lot across the street from us, on either side of the house there, and down the cul-de-sac, but not in that dirt lot next to us. They had a Lennar guy throw a half of pallet of sod there, but most of it is just weeds and dirt.

Ms. Graham stated I will follow up with Trim All to make sure that happens.

Mr. Bob Rose, 855 Berryessa Way, stated on the lake on the cul-de-sac there is trash that has been there for six months. I talked to Jennifer about picking it up. Now that houses are built, they keep their trash picked up themselves, but on your common ground it's a disaster. The people mowing don't pick it up and the lake sprayer doesn't pick it up.

Mr. Laughlin stated Sitex should be cleaning it up and asked Ms. Graham to get with Sitex.

Mr. Bob Rose stated the seaweed is terrible. The problem is you have to spray it when there is no wind.

Mr. Laughlin stated they're limited to how much they can spray at a time so sometimes the treatments take three or four times over multiple weeks to take effect.

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Mr. Bob Rose asked what about an aerator? You have aerators up here and all the ponds are perfectly clean.

Mr. Robinson responded that is a capital reserve project that we just talked about.

Mr. Laughlin responded it's a misconception that fountains are aerators. They do make actual aerators that run tubes underground that bubble the water. The fountains do move water, but they'll tell you it doesn't do a lot.

Mr. Rob Rose asked so you'd consider putting one in there like you have in the other lakes?

Mr. Robinson responded I'll put that on the list.

Ms. Lorraine Clapper, Fall River Parkway, stated I'm in Phase 5 so they're still building on Stonehurst on the other side of the big lake in the back. Can you tell me what the plan is for that lake? There is construction trash on the side where they're doing construction. Is there a plan to reduce mosquitos?

Mr. Laughlin responded it would be part of the treatment plan, so adding fish and spraying just like the other ponds once a month.

Mr. Robinson stated as far as the trash, Cheryl will get with the builder.

Mr. Buddy Price suggested sending Ms. Graham pictures of the trash around the construction areas.

Ms. Joyce Ellenson, 85165 Fall River Parkway, stated the part of pond 14 where Richmond is building on Fall River and also kind of around the back there, there's a ton of trash there. I've been assuming that when they're done with construction somebody is going to come and pick up all of that trash. Is that incorrect?

Ms. Graham stated they're still held liable for cleaning it up.

Mr. Robinson stated we should talk to them again.

Mr. Jentz stated it's our responsibility to contact them, but it's not impossible for you to contact the builder yourself. If they get enough people in their ear, they'll start listening. You don't have to wait for these meetings every month either. Cheryl is here all the time and Kelly is here all the time.

Mr. Don DeCanio, 85409 Fall River, stated I have a few things. We had an incident a while back where an automobile ran over a tree. When is that going to be replaced?

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Ms. Graham stated that was damaged by a homeowner and they have been getting proposals. It will be replaced shortly.

Mr. Don Decanio stated some of the potholes have been patched and need to be patched again. Is that something that is automatic, or does it need to be rebid?

Ms. Graham stated some of them were patched, but some especially on Majestic Walk Boulevard are in Phase 1 and fall under the resurfacing and will get repaired at that time.

Mr. Don DeCanio stated I'm talking about the holes where there is sand showing.

Ms. Graham stated I can probably get those repaired.

Mr. Don DeCanio asked is there a way to change the time that the fountains are on? My favorite time for the pond is when it's calm in the morning, and I don't think it's a benefit to have it come on at 7:00. Can we change it to come on at 8:00?

Ms. Graham stated it's fine with me. There were no objections from the board members.

Mr. Don DeCanio asked when are we going to start checking the sidewalk and the roads in Phase 4 to get the builder to fix the problems?

Mr. Laughlin responded the developer holds their money. GreenPointe did the walkthrough in the past, which is how the other sidewalk repairs were done. I'll reach out to Gregg.

A resident asked is there a timeline for when the agenda package is placed on the website before the meeting?

Mr. Laughlin the week before.

A resident asked and the minutes?

Mr. Laughlin responded the individual minutes will be posted a month behind, because they have to be approved. You can still see the draft minutes in the agenda package.

Mr. Tim Wright, 85456 Fallen Leaf Drive, asked do we have a projected start date for construction of the daycare that has been talked about?

Mr. Robinson responded in 2024 is the closest. It's not 100% approved.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Permanent Holiday  
Lighting for Front Entrance Tower and  
Amenity Center Building**

Mr. Robinson informed the Board that a group of residents came up with a plan for holiday lighting that was predicated on permanent lighting and infrastructure. The intention is for

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most of the installation of regular lighting that does not require climbing on ladders to be handled by the residents with the remainder handled by GMS maintenance staff. Additionally, he presented a proposal for Illumi-Nite to add permanent lighting to the front and back of the amenity center and the tower at a cost of \$10,800. He noted he looked at other proposals, however they came in higher.

Ms. Gentry stated that if using volunteers, the District’s insurance company will require a worker’s comp policy, which runs around \$800 or \$900 for the year.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Illumi-Nite for permanent holiday lighting at an amount not to exceed \$11,000 was approved.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Adding Electric Infrastructure for Roundabout and Arbor Entrance**

Mr. Robinson noted staff does not have exact numbers for this item. Underground boring would be around \$1,000-\$4,000 and that does not include running the electrical lines.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor installing electric infrastructure for the roundabout and Arbor entrance at an amount not to exceed \$6,000 was approved.

**FIFTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SIXTEENTH 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 \$198,888.35, which includes a \$125,000 transfer to the SBA investment account.

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

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**SEVENTEENTH ORDER OF BUSINESS Discussion of Security Matters**

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 4:15 p.m. The public portion of the meeting resumed at approximately 4:24 p.m. and the following motion was made.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor a proposal from Bates Security in the amount not- to-exceed \$12,000 for updating the security system was approved.

**EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting – March 21, 2023 at 2:00 p.m. at the Amelia Walk Amenity Center**

**NINETEENTH 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*  
B48FC211DC1144D...  
Secretary/Assistant Secretary

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