

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, April 18, 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
David Swan	Supervisor
Brad Thomas	Supervisor

Also present were:

Daniel Laughlin	District Manager
Dan McCranie	District Engineer (by phone)
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 April 18, 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

Mr. Don DeCanio, 85409 Fall River Parkway, proposed not fixing the fountain in Pond 6 as it's a smaller pond that he does not believe the community would miss it. He also commented that he does not understand what would be stored in the proposed storage shed, and if the items are so valuable, why they would not be stored in an air-conditioned building.

Ms. Kayla Neary, 85622 Fall River Parkway, stated that her comments, her husband's comments, and her neighbor's comments in the previous meeting's minutes are incomplete and inaccurate and asked the Board to not accept the minutes.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 21, 2023 Board of Supervisors Meeting

April 18, 2023

Amelia Walk CDD

Mr. Robinson stated that he was not opposed to transcribing the audience comments verbatim and motioned to approve the minutes as revised.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the minutes of the March 21, 2023 meeting were approved as revised.

FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Revised Suspension and Termination Rules; Resolution 2023-04

Ms. Gentry presented revised suspension and termination rules noting that the update is based on best practices and lessons learned on how to best enforce the rules. The revisions include adding a property damage reimbursement, clarifying the method that would be used to collect the cost of repairing those damages from the offender, adding an administrative reimbursement if there is a suspension that requires excessive staff or legal time, and adding a provision for an automatic extension of a suspension for nonpayment of any outstanding fees, among others.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearing was opened.

Ms. Connie Philipp, 85032 Williston Court, asked if the assessed fee would transfer to a new property owner.

Ms. Gentry responded that the fee only applies to the resident that caused the violation.

Ms. Donna Moskowitz, 85573 Banbury Court, asked when a resident causes damages and the District collects fees for that damage, does the damage then get fixed? She clarified that the question was asked because there is still a hole at the roundabout.

Ms. Gentry responded if staff can track down who caused the damage, the practice has been to charge those costs to residents.

Ms. Graham stated that the damage Ms. Moskowitz referred to was caused by a vehicle striking a tree and damaging some of the grasses. The initial delay was with the insurance company being slow to inspect the damages, however that has now taken place, the District is

April 18, 2023

Amelia Walk CDD

awaiting the funds, and Trim All has been notified to plant a new tree and putting new grasses in place.

Mr. Jentz asked if it would cause an issue if the District proceeded with the repair before funds are received.

Mr. Laughlin responded that he has had that happen at other communities he manages, and he has only had one issue with getting reimbursed for expenses related to the repair. The expenses do need to be tracked.

Ms. Connie Phillip stated that typically you have to get bids for a repair in this type of situation.

Ms. Graham stated that she did.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearing was closed.

On MOTION by Mr. Jentz seconded by Mr. Thomas with all in favor Resolution 2023-04, adopting revised suspension and termination rules was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-05, Adopting Policies for Use of District Trails

Ms. Gentry presented the policies, which would allow the haul road to be used recreationally. The policies include basic rules such as no motorized vehicles unless it's an emergency vehicle, a requirement to stay on the designated trail, and any events such as races must be approved by the District.

Mr. Jentz asked if someone has spoken to the homeowners adjacent from the entrance and exit of the trail about this.

Mr. Robinson stated that there would be no more than three access points and noted Ms. Graham has been working with somebody on cleanup of the area. Ms. Graham has also come up with an idea to install fencing along an area of the trail that runs parallel to the Amelia Concourse development. He also added that the matter of the developer requesting an easement on the haul road is still pending.

This item was tabled as Mr. Robinson noted more cost estimates are needed.

April 18, 2023

Amelia Walk CDD

Mr. Jimmy Meadows, 85202 Majestic Walk Boulevard, stated that as someone who has lived with the trail during construction traffic, he would like clarification that it will only be people allowed on the trail, although he also expressed concern with not wanting people within 20-yards of his backyard. He added that he does not want any more construction equipment behind his house.

Mr. Robinson stated that there is a policy with specific verbiage prohibiting vehicles unless it is an emergency, and in terms of the easement, if it's approved, it could be well documented in terms of timing.

SIXTH ORDER OF BUSINESS

Consideration of Proposals

A. Fountain for Pond 6

Ms. Graham informed the Board there have been problems with the fountain in Pond 6. She presented a proposal from Sitex Aquatics in the amount of \$13,018 to replace the fountain, however she noted she believes it's more of an electrical issue with the clock system.

Mr. Robinson recommended getting a quote from the new pond maintenance company, Solitude.

Ms. Graham asked for the Board's direction on whether or not to stock the ponds with fish.

Mr. Robinson recommended holding off until the new company has started onsite.

B. Painting of Community Signs

Ms. Graham presented two proposals ranging from \$3,000 to \$10,297.01 for painting the community signs and noted she is waiting on a third proposal from HuGus Painting.

This item was tabled.

C. Cleaning, Repair and Painting of Monument Signs

Ms. Graham stated that she has only received one proposal so far from Sundancer Graphics for the signs at Berryessa and Champlain.

Ms. Mullins noted that Sundancer has provided two options for materials.

Mr. Robinson stated his preference for proceeding with the PVC and acrylic sign totaling \$1,730. The motion was made below for an amount not to exceed \$2,000 to include the pole.

April 18, 2023

Amelia Walk CDD

On MOTION by Mr. Thomas seconded by Mr. Jentz with all in favor the proposal from Sundancer at an amount not to exceed \$2,000 was approved.

D. Pressure Washing Services

Ms. Graham presented three proposals from Blackwelder Pressure Washing, Jeb Cook Pressure Washing and Nassau Pressure Wash, LLC for pressure washing services ranging from \$6,447.08 to \$17,489.40.

On MOTION by Mr. Thomas seconded by Mr. Swan with all in favor the proposal from Nassau Pressure Wash, LLC totaling \$6,447.08 was approved.

E. Tennis Court Resurfacing

Ms. Graham presented four proposals for resurfacing the tennis court from Pro Sealed Asphalt, Armor Courts, Elegant Sport Surfaces, and Taylor Tennis ranging from \$14,000 to \$31,598. She noted Taylor Tennis was referred by the North Hampton community and added that Taylor Tennis has provided an additional quote of \$5,800 to convert one tennis court into four pickleball courts.

Mr. Swan stated that he spoke with a couple residents that play tennis and they expressed that they have no objection to converting one of the existing courts to pickleball courts, but they were against constructing a new court due to the high cost. He also added that he looked at whether the city courts were scheduled, and they run on a first come, first serve basis. A covered seating area within the tennis courts has been requested by patrons. Additionally, both he and Mr. Robinson commented on the need for patron-only access to the courts by adding a key fob system.

Ms. Mullins stated that quotes for increasing the height of the court fencing on the side facing Majestic Walk and adding a key fob access system are in progress.

This item was tabled to allow time for those quotes to be submitted.

F. Landscape Improvements

Multiple proposals submitted by Trim All were included in the agenda package for the Board's review.

April 18, 2023

Amelia Walk CDD

Mr. Robinson suggested obtaining quotes from other companies. Mr. Laughlin reminded the Board there is a landscape RFP in process. Ms. Gentry added that typically the installer of plants and trees supply a warranty, so it's beneficial to have the installer maintain those plants and trees.

Mr. Robinson asked to coordinate a meeting with GreenPointe and Trim All to discuss the remainder of the proposals.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor proposal number 15939 from Trim All for installation of two Live Oaks at the Majestic Walk / Berryessa lift station was approved.
--

G. Storage Shed

Ms. Graham presented pictures of storage sheds and noted the shed would be used to store holiday decorations. The quotes ranged from \$2,000 to \$3,755. She added that it would likely need to be permitted, and the ground in which it would be placed would need to be leveled.

Mr. Robinson asked that she and Ms. Mullins come up with a recommendation for the next meeting.

This item was tabled.

H. Street Cleaning

A proposal was included in the agenda package at a cost of \$1,500 per sweep once per month, or twice a month for \$1,000 per sweep. A disposal fee also applies at \$400 for a once monthly sweep, or \$275 per sweep for twice monthly cleanings.

Ms. Mullins will ask the vendor if they would come out on demand rather than having continuous cleanings.

This item was tabled.

I. Sidewalk Repairs

Ms. Cheryl informed the Board there is a section of sidewalk on both sides of Majestic Walk Boulevard going from the clubhouse to Majestic Walk Circle that is raised and can present

April 18, 2023

Amelia Walk CDD

some tripping hazards and is also cracked. A proposal from All Weather Contractors totaling \$10,170 was presented to grind and/or install new portions of the sidewalk if needed. A second proposal totaling \$17,800 was presented for a section of sidewalk on both sides of Spruce Run. The costs of this proposal would be shared with Village Walk.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor the proposals from All Weather Contracting totaling \$10,700 and \$17,800 were approved.

SEVENTH ORDER OF BUSINESS **Discussion of Fiscal Year 2024 Budget**

Mr. Laughlin presented a draft budget for Fiscal Year 2024, noting it includes an increase in assessments amounting to \$91.65 per year. That increase is largely due to landscaping costs with new phases coming online. The budget is scheduled to be approved in May.

EIGHTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel

Ms. Gentry informed the Board that she is still waiting on the appraisal value from an adjacent developer regarding the request for an easement on the haul road. She also reported that the landscape RFP has been issued with proposals due by May 8th and the roadway resurfacing RFP has been issued.

B. District Engineer

Mr. McCranie reported that he has only received one request for the project manual for the roadway resurfacing project, so he has reached out to other contractors to encourage their submittal of proposals. Proposals are due by May 3rd.

He also reported that he has received a request to reinspect the wetland area for beaver dams due to standing water. He will investigate the area within the next week and report his findings to the Board at the next meeting.

A resident asked if the RFP for the road resurfacing has been revised to resolve the issues with uneven asphalt on Majestic Walk.

April 18, 2023

Amelia Walk CDD

Mr. McCranie stated that the RFP provides that there is a chance of hitting lime rock and having to reconstruct areas, so he has estimated a certain amount of yardage for that construction.

C. District Manager

Mr. Laughlin reported that the HOA has denied the request for a \$50,000 donation to the CDD.

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 that an offer has been made to provide swim lessons at the pool for residents only. She noted there would be an agreement that would require the standard insurance.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor swim lessons at the amenity center pool were approved subject to entering into an agreement with the vendor.
--

Mr. Robinson asked what happens when someone renting the facility doesn't have the proper insurance documents or hasn't made the deposit.

Ms. Mullins stated that staff can lock the room so that it cannot be used.

Mr. Swan asked when the solar lights on the mailboxes on Fallen Leaf will be installed.

Ms. Graham responded any day now.

E. Field Operations Manager

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

Mr. Swan stated that the lights on the trellis appear to be two different colors.

Ms. Graham stated that she would check the lights.

Ms. Graham asked the Board for their direction on the flagpole to be installed at the amenity center.

April 18, 2023

Amelia Walk CDD

Mr. Jentz stated that he likes the one on the corner of Bistineau and Champlain.

Mr. Robinson stated that there is still a water meter out by Pond 3 that has never had a reading greater than zero, that the District is being charged for. He asked that the account be closed. He also stated that there is a phantom FPL electric meter that has never had a reading greater than zero that the District is being billed monthly for that needs to be removed.

NINTH ORDER OF BUSINESS

Audience Comments

Mr. Don DeCanio, 85409 Fall River Parkway, asked if all five board members are residents.

Mr. Laughlin responded yes.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Jentz asked if the bids received in response to the RFPs can be redacted on the website as it seems like it might cause an issue with being able to get better pricing.

Ms. Gentry responded in general everything is a public record, unless it's a formal bid and in that case, it can be kept private until the Board makes an award.

Mr. Robinson stated that he met with the homeowners at 85288 Stonehurst Parkway, which is the lot adjacent to the Phase 5 mailbox area and they've asked if a fence with a gate or signage can be installed to prevent people from walking behind the mailbox with their dogs and children. He noted that signage can be installed with it being CDD property, although another issue is people have been walking behind their house to fish in pond 16 and that pond is designated as a no fishing pond. He added that there is a discrepancy in the fishing policy where it appears that there is a foot path going through the wetlands to pond 17, however there is no easy access to that pond and there is no common area in that area, so it is likely a mistake. He asked that the map on the fishing policy be updated, and some signage be installed to remind people of the policy.

Ms. Gentry stated that the revised fishing policy would be brought back to the next meeting.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

April 18, 2023

Amelia Walk CDD

TWELFTH ORDER OF BUSINESS Financial Reports

- A. Balance Sheet & Income Statement**
- B. Assessment Receipts Schedule**
- C. Approval of Check Registers**

Copies of the financial statements were included in the agenda package for the Board’s review. Mr. Laughlin noted the check register totals \$64,842.93.

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

THIRTEENTH 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 8:02 p.m. The public portion of the meeting resumed at approximately 8:07 p.m. and Mr. Laughlin noted for the record that the motion below was made.

On MOTION by Mr. Swan seconded by Mr. Thomas with all in favor installation of additional security cameras was approved at an amount not to exceed \$3,000.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 16, 2023 at 2:00 p.m. at the Amelia Walk Amenity Center

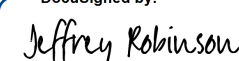
FIFTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:

 B48FC211DC1144D...

 Secretary/Assistant Secretary

DocuSigned by:

 9C1E3C72731D4B3...

 Chairman/Vice Chairman