

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, May 16, 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
Bradley 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 (by phone)

The following is a summary of the discussions and actions taken at the May 16, 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

Mr. Don DeCanio, 85409 Fall River Parkway, asked for an explanation on the scope of work for the road resurfacing project.

Mr. Laughlin responded that only the Phase 1 roads are being resurfaced, i.e. Majestic Walk Boulevard to the point where Phase 2 begins, and noted only one bid was received, so the Board will need to provide direction to staff on whether they'd like to accept it or not.

Mr. Don DeCanio asked if the Board would allow audience comments during the discussion of each item.

Mr. Robinson stated that before any decision is made on the roads, an extensive discussion will be had with resident participation.

May 16, 2023

Amelia Walk CDD

THIRD ORDER OF BUSINESS**Approval of the Minutes of the April 18, 2023
Board of Supervisors Meeting**

Mr. Robinson stated on page seven, under the district engineer's report, regarding the road resurfacing project, it should state that the proposals are due by May 3rd, not May 30th.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the minutes of the April 18, 2023 meeting were approved as revised.

FOURTH ORDER OF BUSINESS**Consideration of Proposals for Landscape
Maintenance**

Mr. Robinson informed the Board that seven timely proposals were submitted, and one proposal from Trim All was submitted after the deadline. He listed the evaluation criteria included in the project manual sent to proposers, which are completeness of proposal, experience, qualifications of key personnel, machinery, equipment and manpower, and cost.

Ms. Gentry added that proposals submitted by BrightView, Coastal Greenery, Down to Earth, Koehn Outdoor, Martex, United Land Services and Yellowstone were deemed legally sufficient. The bid submitted by Trim All after the deadline was submitted without a bid bond, and without any of the District's forms completed so her recommendation is to reject the proposal as non-responsive and untimely. She gave the Board options of (1) proceeding and scoring the proposals, (2) postponing scoring until the next meeting if more time is needed or (3) rejecting all bids. Ms. Gentry explained that if the Board decides to score the proposals today, they can either all score them individually and average the results, or they can discuss the scoring as a group and adopt one set of scores.

Mr. Robinson stated he had reviewed the bids and his scoring for each category as follows: BrightView – 5, 25, 25, 20, and 24.69 for a total score of 99.69; Down to Earth – 4, 25, 24, 19, and 16.50 for a total score of 88.50; Coastal Greenery – 4, 25, 24, 19, and 20.10 for a total score of 92.10; Martex / The Greenery – 4, 25, 24, 20, and 18.97 for a total score of 81.97; United Land Services – 4, 25, 24, 20, and 21.92 for a total score of 94.92; Yellowstone – 5, 25, 24, 20 and 19.73 for a total score of 9373; Koehn Outdoor – 3.50, 25, 24, 20 and 25 for a total score of 97.50.

Mr. Mark Moskowitz, 85573 Banbury asked if the District is looking at a four-year contract with the contracted proposer.

May 16, 2023

Amelia Walk CDD

Ms. Gentry responded that it's technically a one-year contract with an option for three annual renewals if everything goes well. She also noted there is a 30-day termination clause in the contract.

Ms. Joyce Ellenson asked about the new contractor not starting until July.

Ms. Gentry responded that the District needs time to give notice to the current vendor and a contract needs to be executed with the new vendor that usually takes a few weeks, and she does not recommend issuing a notice of termination until the new contract is negotiated. A start date of August 1st was included in the RFP.

<p>On MOTION by Mr. Thomas seconded by Mr. Jentz with all in favor accepting Mr. Robinson's scores and ranking BrightView #1, Koehn Outdoor #2, United Land Services #3, Yellowstone #4, Coastal Greenery #5, The Greenery #6, and Down to Earth #7, awarding a contract to BrightView and authorizing staff to negotiate a contract was approved.</p>
--

The following item was taken out of order of the agenda.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Road Resurfacing Project

Ms. Gentry informed the Board that no proposals were received by the bid deadline for the road resurfacing project. One was received after the bid deadline. The District's rules of procedure allow for the Board to find it is in the best interest of the District to proceed to a direct contract and engage a contractor without going through the formal bid process again if less than three proposals are received.

Mr. Robinson noted a little under \$500,000 has been accounted for in the capital reserve planning for the road resurfacing, and the only bid that was received came in at just under \$1 million.

Mr. McCranie added that the base bid for the project includes Majestic Walk Boulevard including the roundabout and the additional bid includes Cherry Creek and parts of Champlain, Berryessa and Calumet. For the proposal submitted after the deadline from DL Holland, the base bid came in at \$603,818 and the alternate bid was \$307,557. He recommended if the Board wants to move forward with the bid, only approving the base bid for now in the hopes that construction prices will reduce in the future.

May 16, 2023

Amelia Walk CDD

The Board discussed whether the core should be tested following a question by Mr. Peter Cole. Mr. McCranie stated that testing would cost \$10,000 to \$20,000 and would likely tell him what he already believes, which is that the issues are due to consistent impact by heavy vehicles and high water tables as there is no known failure of the roadways.

Mr. Don DeCanio stated that there are failures on Fall River that have not had the high-water issues.

Mr. Robinson asked Mr. DeCanio to get with Ms. Mullins and Ms. Graham to point out the area in question so that they can consult with Mr. McCranie.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor determining that it is in the District's best interest to directly contract for the Phase 1 road resurfacing project and directing the engineer to informally solicit additional proposals was approved.

FIFTH ORDER OF BUSINESS

Adopting Policies for Use of the District Trails

Mr. Robinson reminded the Board that this item was tabled at the last meeting to allow for identifying all the access points. Those access points will be between Phase 4 and 5, on Champlain near Williston Court, which will be a pedestrian only access point and will require a foot bridge be constructed, near Majestic Walk Boulevard and Majestic Walk Circle and the main entrance point with the cow gate.

A secondary access point on Champlain and two access points on Majestic Walk, one at the beginning and another farther down will be removed. The District will request permission from Amelia Concourse to install bollards at a certain point to prevent vehicles or ATVs from accessing the trail.

Ms. Carol Angel, 85247 Champlain Drive, questioned the privacy of the trails stating that it feels invasive when your home backs up to the trails and asked if any sort of wall or bushes will be installed and how the District can ensure it's only Amelia Walk residents utilizing the trail.

Mr. Robinson stated that a policy being in place allows for better enforcement and also noted a fence could possibly installed between Amelia Concourse and Hidden Lakes to prevent people from walking from their backyards into the trail.

May 16, 2023

Amelia Walk CDD

Ms. Lorraine Clapper asked if the Board has considered adding dog waste stations to the trail and/or adding policies regarding dogs.

Mr. Robinson stated that the policy states that pets must be kept on leashes at all times and that waste must be picked up properly.

Mr. Jentz asked if the residents living around the access points have been made aware of the trail.

Mr. Robinson stated that he has spoken to some, but before any work is done, the rest should be made aware.

Mr. Neary asked if this policy is affecting any existing trails.

Mr. Laughlin responded that the policy was created specifically for the haul road.

A resident stated that back in 2018 or 2019 there were a few severe storms that almost flooded a few homes adjacent to the haul road and the developer was supposed to fix the issue. He added if work is going to be done in the area, engineering work needs to be done to make sure another flooding situation is not caused. He also asked if the Board would consider allowing the residents located adjacent to the haul road to build fences such as six-foot vinyl privacy fences.

Mr. Robinson stated that the HOA would need to change the CC&Rs related to fencing, or create an exception for those residents.

Ms. Kayla Neary stated that she doesn't understand why the District is not simply posting what the purpose of the haul road is for, because now it's getting into needing consent to put the access points in and receiving consent from those adjacent residents should be a priority, as should being considerate moving forward with these types of projects that are invasive and impacting people's privacy.

Mr. Robinson stated that he would have Ms. Mullins add an excerpt to the newsletter regarding the trail, and noted this item has been included on the agenda since January.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor Resolution 2023-05, adopting policies for use of the District trail was approved as revised with access points 3, 4 and 5 to be removed.

May 16, 2023

Amelia Walk CDD

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-06,
Approving a Proposed Budget for Fiscal
Year 2024 and Setting a Public Hearing for
Adoption**

Mr. Laughlin noted the public hearing is set for the July 18, 2023 meeting at 6:00 p.m. and provided an overview of the proposed budget. The budget includes an 11% increase in assessments, with some of the larger line-item increases being the landscape maintenance and property insurance items.

Mr. Robinson went over the capital project items being considered, including landscaping improvements and tennis court resurfacing / pickleball court conversion. He added that it was always the plan to save enough money in capital reserves over the years to pay for the road resurfacing, however that has not happened. He also recommended making some changes to the budget including reducing the landscaping line item from \$195,000 to \$175,000, reducing the capital reserves from \$125,625 to \$100,000, and reducing repairs and maintenance from \$30,000 to \$20,000. With those changes, the percentage of the assessment increase would reduce to about 7%.

There were no objections from the Board members on the recommendations made by Mr. Robinson.

A resident asked that a reservation system be used for the tennis/pickleball courts.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor Resolution 2023-06, approving the proposed budget for Fiscal Year 2024 and setting a public hearing date for July 18, 2023 at 6:00 p.m. was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-07,
Adopting Revised Fishing Policies**

Mr. Laughlin noted this item is to correct the map attached to the policies to remove an access point that goes through a wetland area. Ms. Gentry noted that additional clean-up changes were made to the text but they were not substantive.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor Resolution 2023-07, adopting revised fishing policies was approved.

NINTH ORDER OF BUSINESS

Update on Pond 14

May 16, 2023

Amelia Walk CDD

Mr. Laughlin stated that he and Ms. Graham have been in contact with Lennar regarding the shallow areas in pond number 14. Ms. Graham will obtain the pond maintenance company’s opinion on the pond to take it back to Lennar. The Board and residents also discussed landscape improvements needed around the ponds.

TENTH ORDER OF BUSINESS

Consideration of Proposals

A. Flagpole

Ms. Graham presented proposals for satin aluminum and black anodized flagpoles totaling \$8,434 and \$9,024.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal for the black anodized flagpole totaling \$9,024 was approved.

Ms. Graham stated that she has talked with some contractors regarding a masonry wall to surround the flagpole. She also asked the Board and residents to consider whether they’d like to use bricks that could be engraved as memorials for veterans.

B. Painting of Community Entry Signs

Ms. Graham presented three proposals ranging from \$3,000 to \$10,297.01 for painting the community signs. No action was taken on this item.

C. Cleaning, Repair and Painting of Monument Signs

Ms. Graham presented a proposal from HuGus Group for cleaning, repairing, and painting monument signs at various locations through the community for a total of \$8,575.

On MOTION by Mr. Thomas seconded by Mr. Robinson with all in favor the proposal from HuGus Group to clean, repair and paint the monument signs totaling \$8,575 was approved.

D. Tennis Court Improvements

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

May 16, 2023

Amelia Walk CDD

\$31,598. She noted Taylor Tennis was referred by the North Hampton community and added that Taylor Tennis has provided an update quote totaling \$21,900 which includes converting one of the tennis courts to a pickleball court.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from Taylor Tennis to resurface the tennis courts and convert one tennis court into a pickleball court was approved.

Ms. Mullins informed the Board that only one contractor provided a quote for removing the short side of the fence on the tennis court and installing a 10-foot fence in its place totaling \$3,100. She also informed the Board that replacing the small plastic bench on the tennis court with a six-foot bench and an eight-foot canopy would cost \$2,990 without shipping included.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor replacing the tennis court fencing at a total of \$3,100 was approved.

Mr. Swan will work with Ms. Mullins on finding an alternate bench.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor purchasing a covered bench at an amount not to exceed \$3,500 was approved.

Mr. Swan informed the Board he has received a quote from Bates Security totaling \$7,561 to add fob access to the two gates in the front of the tennis courts.

A resident asked if the existing access cards would work on the tennis court gates.

Mr. Swan responded yes.

On MOTION by Mr. Swan seconded by Mr. Robinson with all in favor adding a key fob access system to the tennis courts gates at an amount not to exceed \$8,000 was approved.

E. Landscape Improvements

May 16, 2023

Amelia Walk CDD

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

Mr. Robinson stated that all landscape proposals will be rejected and added that all the projects will get done, but with other landscape companies.

F. Storage Shed

Ms. Graham presented quotes for storage sheds ranging from \$2,000 to \$5,098 noting she believes an 8x10 should meet the storage needs. She also stated that she spoke to the county and was told there should not be any issues with approving the installation.

This item was tabled to allow for bringing final costs on shipping to the next meeting and obtaining final documentation from the county.

Mr. Robinson asked Ms. Mullins for an update on street sweeping.

Ms. Mullins stated that she spoke with a street sweeping vendor about the curbs and was told they would sweep the same area twice, which should cover the curbing.

Mr. Robinson suggested sweeping quarterly or on demand.

A resident stated that if the Board is looking to clean up the build of products, a street sweeper would not do that and pressure washing would be needed instead

Ms. Graham stated that she would ask Nassau Pressure Washing to quote cleaning the curbs.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. District Counsel – Update on Easement Request

Ms. Gentry presented the Board with a diagram received from Mr. Matovina regarding his request to use an easement area to extend water and wastewater lines into a new development which shows the proposed location. He is still working on determining the appraised value of the easement.

She also informed the Board that the latest legislative session ended on May 5th. The bill that would have increased the limitation of liability for government liability did not pass. However, the bill that requires ethics training for special district supervisors did pass, and her firm will follow up with the Board with more information on that.

May 16, 2023

Amelia Walk CDD

B. District Engineer

Mr. Robinson asked that a meeting be set up with Mr. McCranie on the beaver activity discovered by North Hampton.

C. District Manager – Report on the Number of Registered Voters (1,378)

Mr. Laughlin reported that there are 1,375 registered voters residing within the District's boundaries as of April 15, 2023.

He also informed the Board that the Amelia Concourse CDD board approved installation of bollards on their property to prevent vehicles from using the haul road. Ms. Gentry stated that she will draft an easement agreement for the bollard installation. She also stated that the Florida Bar requires her to disclose that she also represents the Amelia Concourse CDD, and that a conflict waiver form will be required. She does not believe there is a conflict that would prevent her from adequately representing both parties in the drafting of the easement agreement.

Mr. Robinson asked if FPL and JEA cannot find the “ghost meters” that the District is being charged for, if the District can stop paying for that portion of the bills.

D. Amenity Manager – Report

A copy of the operations report was included in the agenda package for the Board's review. Ms. Mullins noted that the community would be notified via eblast of the fitness center closure on Friday, May 19th for a deep cleaning and the clubhouse closure on Tuesday, May 30th for pressure washing. Lastly, she informed the Board she is working on making sure the access card system is up to date.

E. Field Operations Manager

Ms. Graham informed the Board that the lights on the mailboxes on Fallen Leaf will be on by May 17th.

Mr. Robinson stated that Trim All needs to be contacted to request they trim Phase 4 common areas.

May 16, 2023

Amelia Walk CDD

Ms. Graham stated that she has contacted them regarding the mowing on Fall River Parkway, River Birch, Stonehurt Parkway, around Pond 14 and other areas in that section where she has received complaints.

Mr. Robinson also asked Ms. Graham to mention the need to maintain the haul road.

TWELFTH ORDER OF BUSINESS Audience Comments

Ms. Luanne, 84919 Fall River Parkway stated that in the last couple of days, a large amount of construction trash has blown into the woods across the street at the corner of Stonehurst and Fall River Parkway. She also asked if anything will be done about the trash that has blown into the pond.

Mr. Laughlin stated that if it is along the pond bank, the pond maintenance company will clean it up. If it is has sunk into the pond, a company would have to be contracted to come clean it out.

Ms. Kayla Neary, 85622 Fall River Parkway, asked when the minutes from the last meeting would be amended.

Mr. Laughlin responded that the minutes would not come back before the Board as they were approved as amended. The minutes are posted to the website once finalized.

THIRTEENTH ORDER OF BUSINESS Supervisor Requests

Mr. Jentz addressed recent car burglaries stating that the person that was responsible for the neighborhood watch has retired, and the new person in charge is Captain Graham. He added that it might be a good idea to set up a meeting in the clubhouse if someone wants to take on that effort. He also advised that residents not leave valuables or firearms in their car.

FOURTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

FIFTEENTH 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 \$65,636.54.

May 16, 2023

Amelia Walk CDD

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

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – June 20, 2023 at 2:00 p.m. at the Amelia Walk Amenity Center

SEVENTEENTH 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
9C1E3C72731D4B3...
Chairman/Vice Chairman