

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, August 15, 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
Lynne Murphy	Supervisor
Brad Thomas	Supervisor

Also present were:

Daniel Laughlin	District Manager
Dan McCranie <i>by phone</i>	District Engineer
Lauren Gentry	District Counsel
Kelly Mullins	Amenity & Operations Manager
Rhonda Mossing <i>by phone</i>	MBS Capital Markets
Corey Roberts	Kilinski Van Wyk
Darrin Mossing <i>by phone</i>	Governmental Management Services

The following is a summary of the discussions and actions taken at the August 15, 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

Christine Musial expressed concern over the large pothole causing a safety concern and suggested covering it with some kind of temporary structure until a permanent fix can be made.

Mr. Laughlin stated that it turned out to need a more extensive repair than previously anticipated, so there is a proposal that will be presented to the Board at this meeting.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 18, 2023 Meeting

There were no comments on the minutes.

August 15, 2023

Amelia Walk CDD

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

FOURTH ORDER OF BUSINESS**Update on the Road Resurfacing Project and Financing Options; Consideration of Engineer's Report**

Mr. McCranie presented an engineer's report specific to the Phase 1 roadways that gives an overview of the age of the roads and the cost estimates for Phase 1A, which is Majestic Walk Boulevard, and Phase 1B, which would be the ancillary roads in Phase 1.

Mr. Robinson stated that the contingency should be increased from 10% to 50%.

Mr. McCranie stated that he could not justify 50% as he believes it would be too much, but it could possibly be increased to 20% and the base repair amount could be increased.

Mr. McCranie also informed the Board the pothole on Majestic Walk has been investigated and it was determined the type of pipe that was used in the area is no longer allowed to be used or manufactured because it gets very brittle if it ever gets damaged. The pipe has cracked, so a proposal has been provided to remove the Hardy pipe and install a reinforced concrete pipe. That proposal totals almost \$77,000. Included in that proposal are costs for mobilization, maintenance of traffic while the repair is being done and asphalt paving, so Mr. McCranie is trying to coordinate a patch of the area until the District is ready to mill and resurface the roadway in the next few months. Doing so could hopefully save \$30,000 to \$40,000 of the proposal amount for the repair work.

Ms. Murphy asked if a temporary repair can be made to the pothole.

Mr. McCranie responded that there's not just a hole in the ground, it goes all the way into the pipe drainage system.

Ms. Murphy suggested a steel plate to place on top of the hole.

Mr. McCranie stated that could be done, it's just a matter of finding a contractor that would rent the plate.

Mr. Laughlin stated that staff will coordinate that with Mr. McCranie.

Mr. McCranie asked that the Board approve the engineer's report in substantial form with the base repair estimates to be tripled and the contingency moving to 20%.

August 15, 2023

Amelia Walk CDD

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor the engineer's report was approved in substantial form.

Ms. Mossing stated that she has been running some models and will update those to include the changes to the project cost just outlined in the engineer's report discussion. Originally, she and Mr. Robinson were discussing paying the capitalized interest out of the capital reserve account, but if not, it can be built into the proceeds of the bonds so the district won't be paying debt service on the bonds until the next year. Additionally, she's discovered that in order to issue new debt on the property subject to the 2018 bonds, 90% of the assessable units within each assessment area must have certificates of occupancy. That has been met for area 3A, but not for 3B. About 17 more homes need to be closed for that condition to be met prior to the issuance of the new debt.

Mr. Robinson asked to defer answering the question of whether the capitalized interest should be paid out of the capital reserve account until the Board considers the proposals under section five of the agenda to see what the impact is on the capital reserve budget.

FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Pothole Repair

This item was discussed under item four. The intention is to cover the pothole temporarily until the road resurfacing project can begin.

B. Pond Aeration Systems

Ms. Mullins informed the Board that the pond maintenance vendor recommended aerating ponds 11 and 12 instead of installing fountains. Two proposals were provided to the Board totaling \$33,522 and \$39,002.

Mr. Robinson added that neither location has electrical, so the Board would be looking at \$10,000 to \$15,000 per pond to add electrical service.

Ms. Murphy stated that she recommends aeration because it is very important to the ecosystem and life span of the ponds.

Mr. Jentz stated that he thinks the ponds are large enough that there should be enough movement and aeration may not be needed.

This item was tabled for now and may be considered in the future.

August 15, 2023

Amelia Walk CDD

C. Fish Stocking

Ms. Mullins presented proposals from Solitude Lake Management for Gambusia totaling \$15,080, barrier installations at \$400 per barrier, \$220 for a permit amendment, and carp stocking at \$9,811. The proposal is based on seven barriers.

Mr. Jentz suggested holding off on adding mosquito fish until the Spring.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal for grass carp was approved.

D. Park Benches

Ms. Mullins stated that park benches have been requested by residents and presented pricing for three benches at \$2,154.43 or five benches at \$3,172.69.

On MOTION by Mr. Thomas seconded by Mr. Swan with all in favor purchasing five benches at an amount not to exceed \$3,400 was approved.

E. Entrance Signs, Trellises and Monument Signs

Ms. Mullins stated that cleaning, repairing and painting the signs and monuments was previously approved by the Board, however she discovered the two main entrance signs, and two trellises were left out of the original proposal. She presented a revised proposal for this work totaling \$11,850.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor the proposal from HuGus Group totaling \$11,850 was approved.

F. Irrigation Repairs

Ms. Mullins presented a proposal from BrightView for irrigation repairs totaling \$7,512.12, which was included in the agenda package, and handed out a separate proposal for additional repairs needed totaling \$2,076.

August 15, 2023

Amelia Walk CDD

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from BrightView for extra irrigation repairs totaling \$2,076 was approved.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor the proposal from BrightView for irrigation repairs totaling \$7,512.12 was approved.

FIFTH ORDER OF BUSINESS

Update on Road Resurfacing Project and Financing Options; Consideration of Engineer’s Report (continued)

The Board continued the discussion on whether to use the capital reserve funds to pay a portion of the bond debt, or factor capitalized interest into the bond issuance, as well as what term to proceed with for the bonds.

Mr. Robinson noted the balance of the capital reserve account would be reduced to \$75,000 to \$85,000 if it is used to pay the first year of the bond debt. Without capitalized interest, the assessments would be about \$230 a year versus \$243 with it.

The Board agreed to use capitalized interest, use a term of 20 years, and use an equal-per-unit assessment allocation. GMS was authorized to prepare a methodology report.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor authorizing preparation of an assessment methodology report for the bond issuance related to the road resurfacing project on an equal per unit assessment basis was approved.

SIXTH ORDER OF BUSINESS

Discussion of Removal of Marketing Signs

Mr. Robinson stated that there have been a number of signs installed advertising for the builders and developer and asked that they be removed before November 23, 2023.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor removing the marketing signs was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Gentry informed the Board that her firm sent a letter to put Trim All on notice that payment is being withheld for services that the District did not receive, including failure to

August 15, 2023

Amelia Walk CDD

provide service on the haul road as well as other deficiencies. The letter also stated that they did not honor the warranty on the oak tree that failed. Trim All has since responded that they will honor that warranty and replace the oak tree. On the other deficiencies, they asked for documentation that they didn't provide the services.

Ms. Gentry also informed the Board that she is working to resolve the issues with the fill dirt on Pond 14. A letter has been drafted to Lennar and a meeting will be set up with Green Pointe to discuss a resolution to this issue.

B. District Engineer – Acceptance of the 2023 Annual Engineer's Report

Mr. Laughlin noted the annual engineer's report was done as part of the requirements of the bonds. The report details the condition of the CDD's infrastructure.

Mr. Robinson noted that one item that Mr. McCranie has included in his reports as far back as 2020 is the concrete work around the bricks on the roundabout being in need of repair. Ms. Mullins is working to get proposals for the repair, although it's been recommended to not make the repair until the road resurfacing project is complete.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the 2023 annual engineer's report is accepted.
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C. District Manager

There being nothing to report, the next item followed.

D. Amenity / Field Operations Manager – Report

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

Ms. Mullins informed the Board the raised fence has been installed on the tennis court and the fob access will be installed in the next few weeks. She has also scheduled Sitex to inspect the fountains on Ponds 3 and 15 and see if the repairs needed would be covered under warranty.

Mr. Robinson added that he has a meeting set up with BrightView management regarding landscaping issues.

August 15, 2023

Amelia Walk CDD

TENTH ORDER OF BUSINESS Audience Comments

Jennifer Hatten asked if more family activities can be incorporated into community events.

Bob Rosia asked why the mailbox near his property has not been removed in the six years since he's been asking. He also commented on the ponds being filled with trash and the area across from his house not being mowed.

Mr. Robinson responded that there is a plan in place for the landscaping issues and he will come out to review the area of concern. As far as the mailboxes, the builder installed the mailboxes on private property so the CDD cannot touch it.

Joyce Ellenson commented that Pond 14 is getting considerably worse and is collecting all sorts of things. She also stated that she asked about the plans for the common area at the corner of Fall River Parkway and River Birch over a year ago as it's never looked halfway decent. Additionally, nothing has been done to the area on the south side of Fall River Parkway despite building being completed.

Mr. Robinson stated that there are several common areas in Phase 4 and 5 that need enhancements. Ms. Murphy has agreed to work on coordinating those enhancements with staff.

A resident asked how the homeowners in the back of the community are going to get out once the road is torn up for the resurfacing project.

Mr. Robinson responded that there will always be one lane open.

Mike Dusia asked how many signs are being earmarked for neighborhood watch.

Mr. Robinson responded four unless more are needed. He asked that the neighborhood watch group work with Ms. Mullins on locations.

Ms. Jennifer Hatten stated that the check registers do not give any meaningful information and it would be more helpful if they listed current period expenses and year to date expenses.

Mr. Laughlin responded that the purpose of the check register is just to list the payments made for invoices received. The financial statements provide the monthly totals for each line item.

Ms. Jennifer Hatten stated that she noticed invoices containing sales tax.

August 15, 2023

Amelia Walk CDD

Mr. Laughlin responded that many times the accountant will cut the check in the amount of the invoice with the sales tax excluded, and then will send a sales tax exemption certificate to the vendor along with the check. He will look into the charges in question.

Richard Phillipp asked for clarification on whether the ponds were being sprayed on Thursday.

Mr. Laughlin responded that they treat the water and will spray some vegetation. He also noted they assess each pond during their visit and determine what needs to be treated. They are only allowed to treat the ponds once every two weeks by law.

Perry Peterson stated that he is from the North Hampton community and was attending the meeting to discuss the area between North Hampton and Amelia Walk that is very wet. He asked when CritterPro will be onsite.

Ms. Mullins responded that they were doing some beaver removal last week and the work included in the approved proposal will be scheduled soon.

NINTH ORDER OF BUSINESS Supervisor Requests

Mr. Robinson stated that Ms. Murphy will be taking the lead on the Phase 4 and 5 landscape projects.

Ms. Gentry asked that the Board authorize Ms. Murphy to do so through a formal motion.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor authorizing Supervisor Murphy to work with staff to coordinate the Phase 4 and 5 common area landscape projects was approved.

Mr. Robinson stated that in the past there have been issues where specs were defined and not communicated in writing so proposals would come in for different requirements. He asked that moving forward one board member work with staff on any projects before quotes are requested.

Mr. Robinson also stated that he would no longer be responding to comments on Facebook. He also clarified that none of the Facebook groups are associated with the CDD.

Mr. Swan asked for an update on the Fallen Leaf landscape project.

Mr. Robinson responded that a revised proposal from BrightView is expected, but no decision has been made yet.

August 15, 2023

Amelia Walk CDD

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Reports

- A. Financial Statements as of July 31, 2023**
- 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 \$68,243.18.

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

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – September 19, 2023 at 2:00 p.m. at the Amelia Walk Amenity Center

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman