

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, September 19, 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
Terry Glynn	GMS Landscape Consultant
Rhonda Mossing <i>by phone</i>	MBS Capital Markets
Corey Roberts	Kilinski Van Wyk
Tim Bramwell <i>by phone</i>	Akerman

The following is a summary of the discussions and actions taken at the September 19, 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

Connie Philipp asked what the status is on the solar panels for the swimming pools.

Mr. Robinson responded that it was ranked number two on the survey and the cost turned out to be lower than anticipated at around \$35,000. An update will be provided later.

Connie Philipp also asked about the status of the budget.

Mr. Laughlin responded that the Fiscal Year 2024 budget was adopted, and it is available on the District's website.

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THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 15, 2023 Meeting

There were no comments on the minutes.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the minutes of the August 15, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Financing Matters

Item A was taken later in the meeting.

B. Consideration of Preliminary Master Special Assessment Methodology Report

Mr. Laughlin noted the methodology report details the amount of funds being financed and how they will be paid back. Table 1 provides the breakdown of the cost estimates for the roadway project taken from the engineer’s report. The total estimated construction cost is \$1,398,000. Table 2 provides the sources and other uses of the funds. The par amount of bonds is \$1,705,000. Table 3 provides the projected gross annual assessment per unit of \$213.12. Table 4 includes the preliminary assessment roll.

Mr. Robinson stated that a bid has come in at \$26,000 for the brick and concrete work at the roundabout and one is expected for the arbors and asked if those costs can be covered by the bonds.

Ms. Gentry responded that it would depend on the final bid for the roadway work. The amounts in the Engineer’s Report, on which these assessment numbers are based, are the maximum amounts for financing. The engineer included a contingency in the estimate. The numbers in the assessment report may go down based on actual terms of financing, but could not go up.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the preliminary master special assessment methodology report was approved.

C. Consideration of Resolution 2023-12, Declaring Special Assessments and Setting a Public Hearing Date to Levy Assessments

Mr. Laughlin noted the public hearing will be set for October 24, 2023 at 6:00 p.m.

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Ms. Gentry stated that two notices will be sent regarding the public hearing; a notice published in the newspaper, and a mailed notice that goes to every homeowner that will be subject to the assessments. She also provided an overview Resolution 2023-12 stating that it makes findings including that the benefits from the improvements will accrue to the property improved, the amount of those benefits will exceed the amount of the assessments and the assessments are fairly and reasonably allocated.

On MOTION by Mr. Thomas seconded by Mr. Robinson with all in favor Resolution 2023-12, declaring special assessments and setting a public hearing for October 24, 2023 at 6:00 p.m. was approved

D. Consideration of Engagement Letter from Akerman LLP for Bond Counsel Services

Mr. Bramwell gave a brief overview of the engagement letter noting it assumes a \$25,000 fee if the bonds are placed with a bank.

Ms. Gentry added that the fee is paid out of the cost of issuance for the bonds. Mr. Bramwell clarified that payment of the fee is contingent upon issuance of the bonds.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the engagement letter from Akerman LLP for bond counsel services was approved.

Ms. Gentry asked the Board to send her any questions the community has about the bond issuance that should be addressed in an informational document to put out to the community. Included in the document will be information on prepayments, the need for the project, as well frequently asked questions about bonds.

SIXTH ORDER OF BUSINESS

Discussion on Request for Funding from HOA to Cover Productivity Impact on the Amenity/Operations Manager

Mr. Robinson stated that Ms. Mullins is spending about 20% of her time dealing with HOA related items and made the motion below to submit a request to the HOA for \$50,000 to be used for future projects.

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On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor requesting \$50,000 from the HOA to be used for future projects was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Signage and Other Actions Related to Parking on Grass at Majestic Walk / Champlain / Berryessa Roundabout

Mr. Robinson stated that \$7,000 has just been spent to fix irrigation and a lot of it was in the roundabout area. The school bus stops in the roundabout and there have been several cars parked in the grass. The Board discussed various solutions such as landscaping the area to prevent parking, painting curbs, or adding signage.

This item will be added to the next agenda for further discussion.

FOURTH ORDER OF BUSINESS

Financing Matters (Continued)

A. Update on Bid Documents for 2023 Project

Mr. McCranie informed the Board that he put together a revised bid package to show Phase 1 to include all roadways within Phase 1 and sent the package to five contractors and asked that bids be submitted within two weeks.

FIFTH ORDER OF BUSINESS

Discussion of Solutions for Potholes and Manhole Covers

Mr. McCranie stated that he drove through the community and reviewed the settlement around the sewer manholes that have been reported. The areas will need to be monitored, however none of them will cause any damage to vehicles at this time. He explained the roadway was not compacted enough when the manholes were installed, and the asphalt settled around the manholes. If it continues to get worse, it will be repaired, however if it stays the same now that everything has settled, it can remain until the milling and resurfacing of those roadways is scheduled in the future.

Mr. Robinson asked if the pothole around the storm drain on Fall River was inspected.

Mr. McCranie responded yes. He does not expect it to be as catastrophic as the pothole on Majestic Walk because it is different pipe material than what was used in Phase 1. Once the contractor is chosen for the Phase 1 roadways, that will be a good time to figure out what areas require patches while they're onsite.

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Mr. Thomas asked if 85197 Fall River Parkway is on the list of areas that were inspected as there is sediment buildup against the curb line due to a grading issue.

Mr. McCranie stated that he would inspect the area.

Mr. Robinson asked him to inspect areas at Fall River and Stonehurst as well.

EIGHTH ORDER OF BUSINESS

Discussion of Proposed Enhancements to Landscaping in the Pool Area

Mr. Robinson stated that he'd like to look into getting rid of the pine bark around the pool or installing raised beds to stop it from blowing toward the pool.

There were no objections from the other board members.

This item will be discussed further when a plan and quotes are available.

NINTH ORDER OF BUSINESS

Consideration of Proposals

A. Electric Service – Lighting for Flagpole and Light Switches for Poolside Restrooms

Ms. Mullins informed the Board that the sensors need to be updated in the pool restrooms. A proposal including replacing the sensors as well as adding flood lights to the flagpole totaling \$2,363 was included in the agenda package.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from Peacock Electric totaling \$2,363 was approved.

B. Landscaping for Flagpole

Ms. Mullins presented a proposal from Brightview to install pavers and landscaping around the flagpole for a total of \$14,627.54. A second proposal from Imetry for just the pavers totaling \$5,300 was also included in the agenda package for the Board's review.

This item was tabled in order to obtain more proposals.

C. Entrance Signs, Trellises and Monument Signs

Mr. Laughlin stated that a proposal was approved for this work in the past, however after beginning the work, it was determined more than touch up work is needed. A change order totaling \$16,100 was included in the agenda package for the Board's review.

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On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor the change order from HuGus Group totaling \$16,100 was approved.

Charlie DeFilippo asked if the builder/developer signs will be removed.

Mr. Robinson responded that the Board voted to remove all marketing signs at the last meeting.

D. Trash Removal for Amenity Center

Ms. Mullins stated that the bill for the current trash removal contractor continues to increase so she has provided a proposal for an alternate provider.

Mr. Robinson stated that the monthly fee for Meridian should be around \$197 for a two-yard dumpster. The current contractor is charging close to \$1,000 per month.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Meridian Waste was approved.

E. Clean Up Fallen Trees in Preserve Area

Ms. Mullins stated that one of the homeowners on Cherry Creek has had two trees fall on her fence and there is another hanging low that needs to be removed before it falls as well. A proposal from The Tree Surgeons totaling \$450 was included in the agenda package for the Board's review.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from The Tree Surgeons to clean up fallen trees off Cherry Creek totaling \$450 was approved.

F. Pool Area Tree Removal

Ms. Mullins stated that there are a couple of issues. A palm tree in the pool area was struck by lightning and needs to be removed, however the vendor that submitted a proposal for removal is not comfortable removing the stump as it will cause damage to the patio area. Also

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included on the proposal from The Tree Surgeons is to trim down the back fence line and pull vegetation back to the grass line.

Mr. Glynn stated that the first option would be removing the trunk and root ball, which will more than likely damage the footer base for the pavers and will require three or four yards of fill dirt to backfill, in addition to repairs likely needed to irrigation and lighting in the area. The second option would be to stump grind it as deep as desired and either spend around \$16,000 on a replacement Medjool Palm, or paver over the stump area.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from The Tree Surgeons to cut the dead palm tree, grind the stump, and trim the back fence line was approved at an amount not to exceed \$3,000.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Gentry informed the Board that the solar power contract for heating the pool is underway and should be finalized in the next few weeks. The total for that work is \$33,750.

Ms. Gentry also stated that the public notice for the informal landscape bid was published, and proposals are due October 20, 2023.

Mr. Robinson added that a brief summary of the proposals will be provided at the October 24th meeting, however the evaluation will take place at the November 14th meeting to provide proper review time.

Mr. Robinson asked if there has been a response from Lennar on Pond 14.

Ms. Gentry responded that there has not.

Mr. Robinson asked that a professional proposal be obtained to fix the pond.

Ms. Mullins was directed to seek proposals to remove the dirt in the pond and Mr. Laughlin asked Mr. McCranie to inspect the pond banks to determine if any repairs are necessary.

B. District Engineer

There being nothing to report, the next item followed.

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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 presented a proposal for fire ant treatment for the pool area totaling \$300 per year.

Mr. Laughlin stated that the BrightView contract includes spot treatments for fire ant control.

Ms. Mullins informed the Board that the fob access system for the tennis courts will be installed October 4th through the 6th. She also informed the Board that the wetlands are being monitored and debris removal will be scheduled once the temperature drops as recommended.

Mr. Robinson suggested looking into sanding and repainting the picnic table.

ELEVENTH ORDER OF BUSINESS Audience Comments

A resident asked what the due diligence is for allowing businesses to use the amenity center for profit and making sure they’re following the rules.

Mr. Laughlin stated that the District is mainly concerned with ensuring there is an agreement in place that states they have to follow the District’s rules, and they have to provide proof of insurance.

Ms. Gentry added that if there are classes being held at the amenity center, they need to be coordinated through Ms. Mullins as an amenity to the residents, so a business cannot just rent the facility to host whatever class they want. Commercial activities are generally not allowed at the clubhouse, but the Board can choose to engage vendors to offer classes.

Connie Philipp stated that there are a number of clubs that use the amenity center and there will be one resident and the rest of the attendees are friends of that resident and that has to be monitored better. She also stated that there are people from adjacent communities using the District’s facilities.

Mr. Thomas recommended reporting that type of information to Ms. Mullins and she is within her right to confirm if they are residents.

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Ms. Gentry stated that the club policies could be reviewed to see if there is anything that can be optimized.

William Knudsen stated that the article written in the newsletter explaining the background of the roads was very well written and suggested explaining the upcoming special assessments in the newsletter as well.

William Knudsen also asked why the areas between the marsh and homeowner's yards can't be deeded so that the District does not have to mow those areas.

Mr. Robinson stated that the developer, with board approval, changed the property line to move it to the edge of the marsh for the Riverside homes and that had to be approved by the county.

Mr. Jentz added that transferring property would likely be difficult to do and would take a lot of legal time.

Stephen Thornton stated that the easement area near his home had dirt put in, but then it was taken back out and it has not been sodded or irrigated. He asked if there is an update on if the area will be improved. Additionally, he stated that the drain is backed up with plastic bottles and the barrier is now in the drain.

Mr. Robinson stated that there are a number of storm drains that need to be cleaned out so Ms. Mullins is seeking proposals to do so. He also stated that according to the landscape vendor, it looks like the easement area near Mr. Thornton's home might have been seeded with Bahia. He also added that Ms. Murphy is working on addressing several common areas.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Ms. Murphy stated that there are a number of areas throughout Phase 4 and 5 that require landscaping improvements and she's working with Ms. Mullins and the landscaping vendor on recommendations for each area.

Mr. Robinson stated that revised proposals from BrightView and Down to Earth for an area off Falling Leaf to change the grass. Down to Earth's price did not change and BrightView's reduced. Staff will proceed with Down to Earth and remain under the approved amount.

Mr. Swan requested data from the Sheriff's Department such as the number of tickets issued so the Board is aware of what is being done.

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Mr. Laughlin stated that the budgeted amount for that expense has been depleted, so services will resume after the beginning of the new fiscal year. He added that he will request the data.

Mr. Jentz asked if the Sheriff’s officers can be provided access to the amenity center to use the restroom during patrols.

Mr. Laughlin responded that they would just need to be given fobs.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Financial Reports

- A. Financial Statements as of August 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 \$73,283.25.

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

**FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – October 24, 2023
at 6:00 p.m. at the Amelia Walk Amenity
Center**

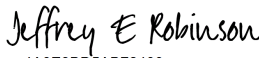
SIXTEENTH ORDER OF BUSINESS Adjournment

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