

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, October 24, 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
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 <i>by phone</i>	GMS Landscape Consultant
Rhonda Mossing <i>by phone</i>	MBS Capital Markets
Corey Roberts <i>by phone</i>	Kilinski Van Wyk
Peter Dame <i>by phone</i>	Akerman

The following is a summary of the discussions and actions taken at the October 24, 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**

Don DeCanio stated that it appears the District is waiting until the roads are resurfaced to make any drainage repairs and asked if there is an idea of how many repairs are necessary.

Mr. Laughlin responded that the number will not be known until the road project is underway and noted there is a large contingency included in the bond issue to cover any of those repairs.

Don DeCanio asked how it will be determined whether a pipe is damaged.

Mr. McCranie stated that he will need to be onsite while construction is underway to verify if a repair needs to be done.

Don DeCanio asked if use of a scope camera has been considered.

Mr. McCranie responded that looking at the pipes once the roads are opened up will be the least expensive and most timely.

Don DeCanio asked why the District is waiting to fix the damaged pipe on Fall River Parkway.

Mr. McCranie stated that he is not aware of a pipe failure on Fall River.

Mr. Laughlin stated that he will follow up with Mr. DeCanio.

Pat Gamba stated that it is like going through a maze when going down Majestic Walk because of the cars parked on the road.

Mr. Laughlin responded that parking issues are the HOA's responsibility as the CDD cannot police the roads. The HOA was provided a map of the District roads that identified areas that are designated as no parking zones.

**THIRD ORDER OF BUSINESS** **Approval of Minutes**

**A. September 11, 2023 Special Meeting**

There were no comments on the minutes.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor the minutes of the September 11, 2023 special meeting were approved as presented.

**B. September 19, 2023 Meeting**

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the minutes of the September 19, 2023 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS** **Consideration of Bids for Phase 1 Road Resurfacing Project**

Mr. McCranie informed the Board that two bids were received, one from DL Holland and one from Duval Asphalt. Duval Asphalt's bid came in at \$726,408, which included everything but pipe repair, and DL Holland's bid came in at \$1,085,490. Mr. McCranie estimates the pipe

repair to be \$60,000 and there are additional contingency funds available. He recommended approval of Duval Asphalt's bid. Once the project begins, Mr. McCranie will oversee the project and can provide recommendations for any pipe repairs needed. Ms. Gentry stated the contract award would be contingent upon securing sufficient funding, through the upcoming bond issuance or otherwise.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor contracting with Duval Asphalt for the Phase 1 road resurfacing project was approved contingent on securing sufficient funding for the project.

**FIFTH ORDER OF BUSINESS**

**Discussion of Term Sheets for the Series 2023 Bonds**

Ms. Mossing presented two proposals, one from Seacoast Bank and one from Valley Bank. Seacoast Bank provided the lowest interest rate; however, they originally had a no-callable provision in their documents which meant the bonds would be outstanding for 20 years at that rate and could not be refinanced in the future should interest rates come down. Seacoast Bank was asked to provide a proposal with a provision that the bonds could be called. They would not remove the no-callable provision, but they did offer a 5-year call provision at a slightly higher rate of 6.35%. Ms. Mossing recommended approval of the proposal from Seacoast Bank with the 5-year call protection provision. She noted another provision of the proposals is that the District maintain their general fund account at Seacoast Bank.

Mark Moskowitz asked why the Board would proceed with a 20-year bond when a road's useful life is estimated at 17 years.

Mr. Laughlin stated that based on information from the District Engineer, the roads are expected to last 20 years.

Mr. Robinson added that the intention is to save capital reserve funds over time to pay for future repairs.

Donna Moskowitz stated that the amortization schedule sent to the homeowners appears to be for 11 years rather than 20 years.

Mr. Laughlin stated that at the next meeting there will be a methodology report presented which finalizes the numbers.

Mr. Robinson stated that he estimated a little under \$4,000 in interest would be paid over the 20 years at a 6% interest rate.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from Seacoast Bank with the 5-year call provision at 6.35% interest was approved.

**SIXTH ORDER OF BUSINESS**

**Update on RFP for Landscape and Irrigation Maintenance Services**

Mr. Laughlin noted the landscape and irrigation proposals would be considered by the Board at the next meeting.

Mr. Robinson informed the Board that the informal RFP packages were sent to 25 companies in addition to a notice being published in a newspaper. Five proposals were received in response to the RFP. One of the bidders did not answer all the questions asked for in the project manual.

Ms. Gentry stated that the threshold for maintenance services that triggers a formal bid process is \$195,000 for the year and at least one of the bidders in one of the future renewal terms exceeded that, so if that vendor is chosen, once that threshold is hit, the District would need to go out for a formal bid. She also noted that sometimes when there are different vendors performing different pieces and something goes wrong, there could be finger pointing and it's a little harder to maintain accountability. However, the Board has the authority to divide the work into phases and award multiple contracts if it chooses to do so.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Village Walk Cost Share**

Mr. Laughlin stated that the CDD was contacted by a representative of the HOA for Village Walk regarding questions about the cost share. The maintenance scope has recently changed. Previously the District maintained all of the grass on Spruce Run, however now it is only responsible for mowing the grass between the sidewalk and the road. Village Walk has stated that they incurred extra landscaping expenses due to that change and is asking to lower the cost share portion. Mr. Laughlin noted the change comes to \$434 a month.

The Board agreed the cost share should stay as-is because maintenance costs have increased.

**EIGHTH ORDER OF BUSINESS                      Discussion of Tag Camera on Spruce Run**

Mr. Laughlin informed the Board that North Hampton has requested to install a tag reader camera on District property at the corner of Spruce Run and North Hampton Club Way. The District will not be responsible for any related expenses.

Ms. Gentry stated that, if approved, a short easement agreement would be drafted that would include language that North Hampton acknowledges they are responsible for compliance with all laws and will cover the District if damages are incurred because of their actions.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor authorizing North Hampton to install a license plate reader camera on CDD property was approved subject to an easement agreement.

**NINTH ORDER OF BUSINESS                      Consideration of Proposals**

**A. Replacement Glass for Doors**

Ms. Mullins presented a proposal totaling \$1,625.75 to replace the glass in the amenity center doors due to seal damage causing the current glass to look foggy.

On MOTION by Mr. Swan seconded by Mr. Thomas with all in favor the proposal from Lee & Cates totaling \$1,625.75 was approved.

**B. Storm Drain Cleaning**

Ms. Mullins presented three proposals to clean the storm drains. She noted Wind River Environmental provided a day rate but did not say how long they anticipated it to take them. All Weather Contractors proposed using a remotely operated a vehicle to inspect all of the drains by camera.

This item was tabled to give Mr. McCranie a chance to review the proposals and weigh in on whether he thinks it's necessary to clean all the storm drains.

**C. Landscaping for Flagpole**

Ms. Mullins presented three proposals to install a paver base and plants around the flagpole.

Mr. Robinson stated that he was comfortable approving a not to exceed amount to install pavers and possibly a simple walkway with some benches.

Mr. Thomas suggested offering the ability for residents to donate to have an engraved memorial paver or something similar.

Ms. Gentry noted if the District is going to charge a fee for a brick, the rate hearing process would be necessary.

On MOTION by Mr. Swan seconded by Mr. Robinson with all in favor authorizing an amount not to exceed \$6,000 for landscape improvements to the flagpole area was approved with Supervisor Thomas authorized to work with staff on the project.

**D. Pool Area Tree Removal**

Ms. Mullins presented a proposal to remove the other palm tree in the pool area if desired. Alternate plans such as replacing the palm tree that was removed, or putting pavers over the area were also discussed.

Mr. Robinson stated that maintenance of the palm trees has been included in the landscaping contract, but it has not been managed properly over the years. He also suggested replacing the pine bark with mulch and adding lawn curbing.

The Board stated their preference for keeping the tree. Mr. Robinson asked Ms. Mullins to come up with a plan for the empty space where the tree was removed to present at the next meeting.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Gentry informed the Board that the solar power contract for heating the pool has been finalized and signed. The project is estimated to be completed in 90 to 95 days.

**1. Discussion of Request for Haul Road Easement**

Ms. Gentry stated that a survey and sketch of the specific area that the request for the easement covers has been provided and it is contiguous with the existing JEA utility easement.

On MOTION by Mr. Jentz seconded by Mr. Thomas with all in favor authorizing Supervisor Robinson to work with staff and the requesting party on the easement request was approved.

Don DeCanio stated that this would be the perfect opportunity to work out an agreement for a second emergency exit out of the community that would be beneficial for both communities.

Ms. Gentry noted that area is not currently designated as a right of way so if that were to be changed there would be a lot of permitting involved.

Mr. Robinson added that the intent with the easement is to tap into the existing sewer/water line underneath the haul road and extend it up until the edge of their property line.

**2. Bond & Assessment FAQ**

Ms. Gentry provided a brief overview of the bonds and assessments frequently asked questions and answers sheet. It has been posted to the website for residents to view.

**B. District Engineer**

Mr. McCranie stated that he has driven the Phase V roadways with Mr. Robinson as Lennar has now completed that phase. Additionally, GreenPointe has walked the curbing and other areas and marked areas that were impacted during construction. Mr. McCranie noted he did not see any other areas except for a little bit of concrete spilled in one section and bald spots of grass that need to be sodded. Additionally, the ditch system needs some maintenance about once every six months.

Ms. Murphy stated that there is also rebar sitting on the sidewalks along with the concrete on Fall River approaching Stonehurst Parkway. She added that she would not be in favor of signing off and closing out Lennar unless those items are fixed.

Ms. Gentry suggested creating a District aesthetics punch list of items to be addressed, specifically for areas that the District is being asked to take responsibility of.

Mr. Robinson commented on the need for Pond 14 to be cleaned up.

Mr. Thomas added that the northeast corner of the pond needs to be addressed as the pond bank repair that was supposed to be done has not taken place.

Ms. Gentry stated that the agreements for the project will need to be reviewed.

Mr. Jentz added that it appears the grading for the storm drain is wrong.

Mr. McCranie and Mr. Laughlin discussed meeting onsite to inspect the areas in question.

**C. District Manager**

Mr. Laughlin informed the Board that a letter was sent to the HOA requesting payment for Ms. Mullin's time spent dealing with HOA related issues. The HOA responded that they are denying the request.

**D. Amenity / Field Operations Manager – Report**

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

Mr. Robinson asked that Ms. Mullins gather proposals for repainting or refurbishing the tower.

**ELEVENTH ORDER OF BUSINESS Audience Comments**

Laura Davis asked that for the lights on the tower and the amenity center building, the lights be made solid white during non-holiday times and during holidays the lighting be consistent.

Don DeCanio asked when Phase 4 will be walked and stated that on the pond banks, there is supposed to be St. Augustine grass installed to the water's edge, however some grass has been put in up to the top of the slope, but it is not St. Augustine and none of it has been irrigated.

Mr. Robinson stated that the common area is from the property line down to the water's edge and it is up to the developer and the contract with the builders as to what grass is installed. There is no requirement to irrigate the common area. The contracts between the developer and builders will have to be reviewed to see what was required in Phases 4 and 5.

Ms. Gentry stated that staff can work on trying to get those contracts between the developer and builder and letting them know if it was contracted to be done and hasn't been done.

Don DeCanio stated that there are sections of Apple Canyon, Fall River and North Field where there are no curbs, areas with missing curb ramps or curb breaks, broken sidewalks, and a pile of debris. He asked if there is any recourse to go after the developer.



Ms. Gentry stated that she believes those are the contracts that were done under the District’s name and those areas have been deeded over to the District. If there are structural issues with the roadways, Mr. McCranie can inspect them.

Mr. Laughlin stated that he will look at that area while he is onsite with the District Engineer.

**TWELFTH ORDER OF BUSINESS                      Supervisor Requests**

Ms. Murphy stated that she is working on prioritizing landscaping issues with Ms. Mullins for eight areas in the community and will be submitting proposals for board consideration.

Mr. Robinson stated that there is an access to the trail that needs to be gated so he will work with Ms. Mullins on that.

Ms. Gentry stated that it would be helpful in the discussions with Mr. Matovina to have a proposal for what it would cost to do the wish list of items related to the haul road.

**THIRTEENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS      Financial Reports**

- A. Financial Statements as of September 30, 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 financials show the District to be over budget by \$30,000. A copy of the check register totaling \$124,565.90 was also included.

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

Mr. Robinson suggested moving the December meeting from the 19<sup>th</sup> to the 12<sup>th</sup>.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor changing the December meeting date to December 12, 2023 was approved.

**FIFTEENTH ORDER OF BUSINESS      Consideration of Security Camera Proposals**

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 8:22 p.m. The public portion of the meeting resumed at approximately 8:24 p.m. and the following motion was made.

On MOTION by Mr. Swan seconded by Mr. Thomas with all in favor the proposal for security cameras was approved.

The Board discussed withholding payment from BrightView for the months of August and September.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor authorizing staff to draft a letter to notifying BrightView of withholding of partial payment for the months of August and September was approved.

**SIXTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – November 14, 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. Thomas with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman