

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, December 12, 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
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
Jordan Creel	BrightView
Terry Glynn <i>by phone</i>	GMS Landscape Consultant
Corey Roberts <i>by phone</i>	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the December 12, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the November 14,
2023 Regular Board Meeting**

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the minutes of the November 14, 2023 meeting were approved as presented.

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FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-06, Ratifying, Confirming and Approving the Actions of the Board and Staff Regarding the Closing of the Series 2023 Note

Ms. Gentry stated that resolution 2024-06 ratifies all actions that were taken to close on the note, including the opinion by counsel and any actions the District Manager and Chairman took in signing the final documents.

On MOTION by Ms. Murphy seconded by Mr. Robinson with all in favor Resolution 2024-06, ratifying, confirming and approving the actions of the Board and staff regarding the closing of the Series 2023 note was approved.

FIFTH ORDER OF BUSINESS

Consideration of Disclosure of Public Financing and Maintenance of Improvements

Ms. Gentry stated that the disclosure of public financing and maintenance of improvements is required to be recorded in the public records and it describes the types of improvements the District is undertaking and responsible for, and the way that it's financing those improvements. Included is a brief history of all the bonds and information on the Series 2023 note.

On MOTION by Mr. Thomas seconded by Mr. Robinson with all in favor the disclosure of public financing and maintenance of improvements was approved in substantial form with the Chair authorized to sign the document.

SIXTH ORDER OF BUSINESS

Consideration of Phase 1 Roadway Contract

Ms. Gentry stated that the contract included in the agenda package is a draft contract pending information Mr. McCranie is working on obtaining, including unit pricing for the subsurface pipe repairs or any unknowns and a schedule for the project. The form of contract is based on forms put out by the EJCDC, which is an organization that produces standard construction documents used throughout the industry. Ms. Gentry's firm makes changes to customize it to the project and the District.

Mr. McCranie stated that the subcontractor for Duval Asphalt inspected every pipe within the limits and has recommended their repair method. Duval will be providing that information to

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Mr. McCranie and he will then have solidified costs. The preliminary numbers show that the cost for the extra work is less than the estimated amount and includes the concrete work around the roundabouts that is starting to crack. The work is expected to begin in January.

Ms. Gentry noted that liquidated damages for scheduled delays may be stricken from the contract as it's likely to be a very short project and it's likely to drive up the price considerably if those type of liquidated damages are included.

On MOTION by Mr. Thomas seconded by Ms. Murphy with all in favor the Phase 1 roadway contract with Duval Asphalt Products, Inc. was approved in substantial form with the Chair authorized to approve any changes.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals / Estimates

A. Playground Mulch

Ms. Mullins presented a proposal from BrightView for replenishing the playground mulch totaling \$2,701.54.

Mr. Thomas asked that quotes from other providers be compiled.

B. Palm Root Drenching

Ms. Mullins presented a proposal from BrightView to treat the palm trees remaining in the pool area totaling \$492.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from BrightView for palm root drenching was approved.

C. Pavers for Pool Area

Ms. Mullins presented a proposal from BrightView for installing pavers in the empty space where the palm tree was removed totaling \$1,242.30.

Mr. Thomas requested additional quotes from other providers be compiled.

D. Pavers for Flagpole Area

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Ms. Mullins presented proposals from BrightView and Salomon General Service Corp to install pavers around the flagpole totaling \$4,859.70 and \$5,300. She noted a proposal is also expected from Liberty, but it has not yet come in. Salomon's proposal includes construction of paver benches.

Ms. Murphy stated that she'd like to see renderings.

Mr. Creel recommended not installing lights in the pavers as they become a tripping hazard.

On MOTION by Mr. Thomas seconded by Mr. Robinson with all in favor BrightView's proposal for installing pavers around the flagpole was approved at an amount not to exceed \$4,859.70 with pavers inside the lights.

E. Tree Trimming Around Amenity Center

Ms. Mullins presented proposals from BrightView to trim the oak trees in the pool area, parking lot and by the tennis courts, together totaling \$3,408.

On MOTION by Mr. Swan seconded by Mr. Robinson with all in favor three proposals from BrightView for trimming the oak trees in the pool area, parking lot and tennis court area were approved.

F. Sod in the Playground Area

Ms. Mullins presented a proposal from BrightView to install St. Augustine sod around the playground area totaling \$12,169.20.

Ms. Murphy asked if there is appropriate irrigation in the area to keep the sod well maintained.

Mr. Robinson stated that an inventory of the irrigation system is in process, and he'd like it to be finished before the next meeting.

This item was tabled to the next meeting.

Ms. Mullins stated that she was asked to get proposals to alleviate the parking problem at the roundabout on Majestic Walk Boulevard where people are waiting on the school bus and parking in the grass. Liberty and BrightView submitted proposals totaling \$15,419.87 and \$18,527.42 to install ornamental grasses and boulders.

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Mr. Robinson stated that he would discuss the bus stop further under supervisor requests.

Mr. Creel stated that he believes even if just ornamental grasses were installed it may alleviate the problem.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Mr. Creel stated that he believes from the feedback he's received that everything is trending in the right direction. He added that weed control will be an ongoing focus and he is meeting with Mr. Glynn to discuss some other items that need to be addressed.

Ms. Murphy stated that weed control in the sidewalk cracks needs to be an ongoing priority.

Mr. Robinson asked Mr. Creel to inform his team to not turn the irrigation on in the entrance center isle because it will trip the GFIs for the Christmas lights.

B. District Counsel

Ms. Gentry reminded the Board that the \$7,000 enhancement credit agreed to by BrightView is available for future projects.

She also provided an update on the neighboring development that has requested use of the haul road for a utility easement stating that staff has not yet met with Mr. Matovina on the matter, but it's been reported to her that the zoning change from one lot per acre to two lots per acre has been approved and it's also her understanding that they don't have alternative access to water and sewer so that may enhance the District's negotiating position. The intention is to meet with Mr. Matovina prior to the next meeting so there is something for the Board to consider either at the January or February meeting.

Mr. Robinson stated that he intends to hold an open forum at the January meeting and inform every resident that would back up to the area in which construction would take place to discuss whether the District should grant the easement and what to ask for in return.

Connie Philip asked how the new development would affect Amelia Walk residents' water pressure.

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Mr. McCranie responded that JEA has to approve a connection and they would increase their pump sizes or maintain whatever pressures they're required to provide, so it should not impact Amelia Walk residents' water pressure.

Lorraine Clapper asked if it would be possible to get a map prior to the January meeting that shows what areas are going to be impacted.

Mr. Robinson responded that he will include it in the package for the January meeting.

C. District Engineer

Mr. McCranie stated that he investigated the complaint of standing water in the gutter at 85197 Fall River Parkway. He found that the low point is directly across the street from the other gutter, so water sits in that curb until it flows to the inlet. He will be asking a concrete contractor to price grinding the area to see if it will improve the downhill flow.

Additionally, Mr. McCranie stated that he sent the pictures of the Phase V common area issues and sent them to Lennar.

D. District Manager

There being nothing to report, the next item followed.

E. Amenity / Field Operations Manager – Report

A copy of the amenity and field operations report was included in the agenda package for the Board's review. Ms. Mullins reported that the installation of the solar panels to heat the pool will begin tomorrow. The storage building permit request has been approved by fire and is now under review by the planning and zoning department. Next, she reported that a homeowner has requested additional speed limit signs be installed. Lastly, she reported there were three landscaping improvement projects that were previously approved by the Board; however, she's run into issues getting irrigation for those projects as JEA will no longer put in a new irrigation meter upon request. JEA now requires a qualified professional draw up the plans and a backflow prevention system must be installed. Ms. Mullins is working with Mr. Glynn to come up with some alternative solutions.

Mr. Glynn added that he has been working on getting pricing for wells and/or pond irrigation.

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Ms. Gentry noted that pulling from the stormwater ponds usually requires approval from the water management district and asked if the Board wants to look into all the different options for irrigation in the area or just look into irrigation engineering.

Mr. Robinson responded that the Board wants to look at everything.

Mr. Robinson stated that HOA matters are taking up about 20% of Ms. Mullins time. He proposed the CDD purchase a lockbox for around \$100 for documents that are awaiting pickup by the HOA. He also proposed entering into a cost sharing agreement with the HOA for an internet directory page. There were no objections from the Board.

NINTH ORDER OF BUSINESS

Consideration of Proposal to Clean and Repair Pond 14 Banks

Ms. Mullins presented a proposal from Aquagenix totaling \$92,050 to remove vegetation, repair the slope and replace sod to the water's edge on pond 14.

Mr. Laughlin added that something to consider is runoff from surrounding residents' properties is causing part of the problem.

Mr. Robinson stated that the capital reserve plan needs to be discussed before considering this proposal.

Joyce Ellenson asked if anyone has talked to Lennar about contributing.

Mr. Laughlin responded that he has reached out to them, and they are not taking any fault.

Ms. Gentry stated that there is a lack of documentation from that time and legally it will be a long battle to hold anyone accountable. Having the proof needed to hold up in court and then convincing the court of the damages will be difficult. The District's engineer is saying the ponds are still functioning according to the permit.

Mr. Laughlin stated that he could reach back out to Lennar and request they pay a percentage of the cost of the repair now that there is a firm estimate.

Connie Philip asked that the Board further consider whether drawing water from the ponds for irrigation could cause more issues for the ponds.

TENTH ORDER OF BUSINESS

Discussion of Phase IV and V Common Area

Mr. Laughlin stated that Mr. McCranie has indicated the Phase V common areas will be addressed by Lennar.

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Mr. Robinson stated that he's reviewed the landscape contract from 2021 and it included .45 acre hydroseed and five live oaks. Some of those trees have since died, however that is what was done, although he stated he could not get the developer to confirm that those services were paid for and it's questionable whether some of the areas in Phase V have been done.

ELEVENTH ORDER OF BUSINESS Discussion of Capital Reserve Plan

Mr. Robinson presented a list of potential projects with estimated costs, noting some of them, such as the solar panels for the pools, have already been approved by the Board. It is his goal to start saving money in the capital reserve fund for future road resurfacing projects, although the contribution may need to change depending on the projects the Board chooses to take on.

Connie Philip stated that it would be helpful to understand the maintenance expenses related to each project.

TWELFTH ORDER OF BUSINESS Audience Comments

Connie Philip commented that she went to a meeting in which amending rules regarding provisions for golf carts was brought up and asked if the District needs to consider that.

Mr. Laughlin responded that the District is not a golf cart community, so any golf carts driven must be street legal.

Connie Philip asked who is doing the pond maintenance as the pond behind her home (pond number 11) is not the healthiest.

Mr. Laughlin responded that the lake maintenance vendor is Solitude.

Ms. Mullins stated that if there are any grasses, those can be treated.

Mr. Robinson stated that ponds 11 and 12 were checked by one of the Solitude engineers and the consensus was the water is in excellent shape.

Connie Philip commented that there are two-foot grasses in the water.

Mr. Laughlin stated that they can be treated.

Connie Philip asked if consideration is put into whether a community event was effective enough to be worth the money spent on it.

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**THIRTEENTH ORDER OF BUSINESS Consideration of Resident Club Policies;
Resolution 2024-07**

Ms. Gentry stated that there are infinite different ways that communities approach resident clubs. The policy was started with the goal of documenting the way it's been functioning up to this point. The idea in the policy in the agenda package is that patrons/residents can gather a group of fellow residents/patrons or their allowed number of guests, and as long as they are doing something recreational and not commercial, they can use the amenities and host a club event without having to pay a rental fee. Unlike a rental, they are not allowed to bring unlimited guests.

Ms. Mullins stated that the main concern has been resident clubs being advertised to people outside the community.

Ms. Gentry pointed out that the policy includes a facility use application and a club registration form where the club leader has to provide their information and if there is an issue with their use, staff can get in contact with them. They will also be made aware they are expected to abide by all laws.

Mr. Thomas asked what enforcement would look like.

Ms. Gentry responded that if they violate the club policies they would no longer qualify for courtesy rentals.

A resident commented that she was concerned this policy is a slippery slope.

Mr. Robinson recommended approval of the policy, noting it can be adjusted if needed in the future.

Connie Philip stated that she has a problem with the rental schedule being so full that there isn't room for events.

Ms. Mullins stated that currently no resident clubs are meeting on the weekends, which is the prime time for event rentals. She also noted that paid rentals would take priority and resident clubs would be moved if needed to accommodate a paid rental.

A resident commented that in the monthly newsletter the clubs are being advertised to make it sound like they're community-run events when they are advertised by outside organizations.

Mr. Laughlin stated that this policy would address that. Ms. Gentry clarified that under the policy clubs would not be allowed to represent that they are endorsed by the District.

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On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor Resolution 2024-07, Adopting Policies for Patron Clubs approved.

Mr. Laughlin stated that Ms. Mullins will need to contact any clubs currently on the rental schedule, notify them of the policy, and have them fill out the necessary paperwork.

Ms. Gentry added that to the extent there are groups using the facilities outside of this policy, such as a group advertising to the general public, that is not permitted, and Ms. Mullins will communicate the policies to those groups.

Ms. Mullins stated that the District's current rental policy includes a minimum four-hour limit and asked if the Board would like to offer two hours and possibly not require a deposit.

Ms. Gentry stated that the clubs are not subject to the four hours rental policy, so they can rent it for just one hour if desired.

Mr. Swan asked about the vendors, such as yoga, that are using the space for 30 minutes for free.

Ms. Gentry responded that those are considered vendors and the District has vendor agreements with them.

Mr. Swan questioned if those vendors should be paying to use the facility if they're using it to make money.

Ms. Gentry stated that the vendor agreements can be added to the next agenda for discussion, but generally the vendors are providing a service to the District and are permitted to keep the fees they charge as compensation.

Ms. Murphy stated that she does not think they should have to pay as it may not be worth it to instructors to hold the class if they must pay a fee and the community may lose an amenity.

FOURTEENTH ORDER OF BUSINESS Supervisor Requests

Mr. Robinson stated that people have expressed a desire to participate in the installation of the holiday lights and while there were a number of residents that volunteered to put them up, there is an opportunity to volunteer to remove the lights from January 3rd through January 7th.

Mr. Swan informed Mr. Robinson that the lights on the trellis went out.

Mr. Robinson stated that the GFI needs to be reset.

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Mr. Robinson addressed the parking in the grass around the roundabout stating that he’s identified an alternate location for the bus stop and suggested a covered shelter for the bus stop.

Mr. Thomas asked if there are plans for more than one bus stop in the community.

Mr. Robinson responded that he’s aware of three bus stops in Amelia Walk: one on Spruce Run, one in front of the amenity center and the roundabout.

Mr. Thomas asked how that can be revisited for Phase 5 students.

Mr. Robinson responded where Champlain and Majestic Walk connect towards the Phase 4 entrance, there are common areas across the street where there is plenty of space for a decent sized structure on the other side of the sidewalk. If the school board is amenable to a bus stop in that area, a three-point turn around would be necessary, or a left turn on Champlain to the roundabout.

FIFTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of November 30, 2023

B. Approval of Check Register

Copies of the financial statements were included in the agenda package for the Board’s review, as well as a copy of the check register totaling \$97,279.82.

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

**SEVENTEENTH ORDER OF BUSINESS Next Scheduled Meeting – January 16, 2024
at 6:00 p.m. at the Amelia Walk Amenity
Center**

EIGHTEENTH ORDER OF BUSINESS Adjournment

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

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Amelia Walk CDD

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Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Jeffrey E Robinson
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Chairman/Vice Chairman