

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, January 16, 2024 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
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
Mary Grace Henley	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the January 16, 2024 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 commented that he objects to the order in which the meeting is conducted as it is difficult for the attendees to comment on the agenda items that they have limited information on.

Mr. Laughlin stated that the agenda package is posted on the website, so the information for each agenda item is available for the public to view in advance.

Mr. Robinson commented that until the Board goes through the capital reserve model under item VIII, some of the proposals on the agenda may want to be revisited.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the December 12, 2023 Regular Board Meeting

Mr. Jentz stated that he was not present at the December meeting.

Mr. Robinson stated that on the last page in the paragraph in which the school bus stop is discussed, it should also mention that a left-turn onto Champlain can be made.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the minutes of the December 12, 2023 meeting were approved as revised.

FOURTH ORDER OF BUSINESS

Consideration of Proposals / Estimates

A. Playground Mulch

Ms. Mullins presented three proposals for replenishing the playground mulch totaling ranging from \$1,275 from Mulch Masters to \$2,701.54 from BrightView.

Mr. Thomas pointed out that Mulch Masters would be using EWF as opposed to wood chips.

On MOTION by Mr. Thomas seconded by Mr. Swan with all in favor the proposal from Mulch Masters totaling \$1,275 was approved.

B. Pavers for Pool Area

Ms. Mullins presented two proposals for installing pavers in the empty space from which the palm tree was removed totaling \$1,242.30 from BrightView and \$1,500 from Paver Repair Plus.

On MOTION by Mr. Thomas seconded by Ms. Murphy with all in favor the proposal from BrightView installation of pavers totaling \$1,242.30 was approved.

C. Sod in Playground Area

Ms. Mullins presented a proposal from BrightView to install St. Augustine sod around the playground area totaling \$12,169.20. Since the last meeting, Mr. Robinson verified that the irrigation is working in the area.

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Mr. Robinson suggested deferring this proposal until the discussion on the capital reserve funds can be had.

D. Pond Maintenance

Ms. Mullins stated that Aquagenix is the company that has submitted a quote for repairing the pond banks on pond 14, so they have also submitted a proposal for maintenance of all the ponds. Their proposed rate is \$2,520 per month.

Mr. Robinson stated that the proposal is pricey and does not include fountain maintenance. He recommended remaining with the current vendor. Ms. Murphy concurred.

There was no action taken on this item.

E. Irrigation Repairs

Ms. Mullins stated that BrightView performed an irrigation inspection and provided quotes for multiple repairs needed, together totaling \$3,743.

Connie Philipp asked if there is anything that can be done to prevent the sprinklers from turning on after it has rained.

Mr. Glynn stated sometimes when sprinklers are running while it's raining it just may mean that there is not enough moisture to trigger the rain sensor to turn the irrigation off. He noted the issue has been pointed out to BrightView.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposals from BrightView for irrigation repairs totaling \$3,743 were approved.
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F. Fountain Light Replacement

Ms. Mullins presented a proposal totaling \$3,800 to replace the fountain lights, which are down due to lightning damage. The fountain itself has already been repaired as it was covered under warranty.

This item was tabled to the next meeting. Mr. Robinson and Ms. Mullins will solicit input from residents surrounding the fountain on whether they'd prefer the lights be repaired immediately.

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G. Fence/Gate for Haul Road

Ms. Mullins presented estimates for adding a black aluminum fence and gate at the Phase 4/5 entrance to the haul road (\$3,500), replacing the PVC fence that has been torn down on the Concourse with a black chain link fence (\$1,300), and adding a black aluminum fence in the area behind the haul road entrance on Amelia Concourse (\$4,500).

Mr. Robinson recommended approving the \$1,300 fence repair on the Concourse.

Connie Philipp asked if no trespassing notices will be included.

Mr. Robinson responded that there are at least six signs on the haul road currently that say No Trespassing and No Motor Vehicles, but more could be put up.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from LV Fences & Gates totaling \$1,300 was approved.
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Mr. Robinson stated that now that Lennar has finished Phase 5, the time has come to make improvements to deal with pedestrian and vehicle access. A proposal was included in the agenda package to match the black aluminum fencing and it would include a pedestrian swing gate and a vehicle gate that could be used for emergencies.

Mr. Jentz asked that removable bollards be priced as an alternative solution. This item was tabled to the next meeting to allow presentation of pricing for removable bollards.

FIFTH ORDER OF BUSINESS**Staff Reports****A. Landscape Report**

A copy of BrightView's quality site assessment report was included in the agenda package for the Board's review.

B. District Counsel

Ms. Gentry introduced Mary Grace Henley as a new attorney in Kilinski | Van Wyk's office. She also reminded the Board of the requirements to complete four hours of ethics training by December 31, 2024, and added that the Form 1 will be submitted electronically as of this year. Lastly, Ms. Gentry informed the Board the Phase 1 roadway contract has been signed and the total amount with the subsurface drainage repairs was \$850,547.80, which is about \$45,000

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under budget. Those funds are being kept for contingencies and if there is any left over at the end of the project, staff can look at whether there is anything else that could be included in the scope of the engineer's report that it can be used on. If not, that money would go back to repay the bond principal. The contractor has up to 90 days for substantial completion and 120 days to final completion from start. Staff is working on getting the commencement documents completed to get the project underway.

A resident asked if there is a plan regarding traffic pattern changes and hours of operation and if there is contingency for those parking on Majestic Walk while there is a lane closed.

Mr. McCranie responded Duval will have cones and flaggers out as needed. Only one lane will be closed at a time. Mr. Robinson added that a message can be sent out to residents asking that they not park on the street while the opposite lane is closed.

Mr. Thomas suggested warnings be issued now regarding the street parking issue during the project.

Ms. Gentry stated that the District has the authority to tow vehicles if proper notice is given. She will work with Ms. Mullins and Mr. Laughlin on that.

Connie Philipp commented that commercial vehicles parking on the street may be an issue as well.

Mr. McCranie stated that he can have the contractor put up a large sign that says no parking on the street for the next mile.

Don DeCanio asked if the engineer will assess the underground drainage piping when the project is started and asked if it's possible all of the pipes will need to be replaced due to them being the same material.

Mr. McCranie responded from looking inside the pipe with video and knowing what is going on with the outside, there is a strong hypothesis as to the cause and how it will be fixed and that is all included in the contract. The project unknowns are things that happen above and beyond that and that is what the contingency money is for.

Don DeCanio asked if the roundabout is also included in the proposal.

Mr. Robinson responded yes, as the roundabout is considered part of phase one.

Mr. Thomas asked if anyone has reached out to the builder or developer about a cost share opportunity for the Pond 14 issues.

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Ms. Gentry responded that a letter was sent to Lennar, but not since the current proposal has come in, however she can reach out again.

Mr. Robinson stated that the pond proposal will be discussed in more detail later in the meeting.

C. District Engineer

Mr. McCranie stated that he would keep the Chairman up to date on the schedule for the roadway project so that the community can be made aware. He also informed the Board that he reached out to Lennar regarding the Phase 5 repairs they are responsible for and their response was that they are still in the process of curb and sidewalk replacements and they will provide an update once the date is firm.

Mr. Thomas asked for an update on the storm drain leveling issue at 85197 Fall River.

Mr. McCranie responded that once Duval is onsite and doing concrete work, he is going to have them look at the site to see if there's anything they can do to get water to flow to the inlet.

Don DeCanio stated that he has pictures of the developer piling debris and concrete in the road at the location just mentioned, which damaged the road.

Mr. Laughlin stated that Mr. McCranie is aware of some of those issues, and it is on the list.

Ms. Gentry stated that the Phase 4 roadways were turned over in 2021.

Mr. Robinson explained that more money could be spent on legal fees trying to get the repairs made.

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 informed the Board that the trial period for the amenity reservation system has ended. The fee to continue using the system is \$39.20 per month for the first year and \$47.04 per month for the second year.

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On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor continuing the subscription calendar/reservation program was approved.

Next, Ms. Mullins informed the Board some lounge chairs will need to be replaced or repaired before spring, so she is working on estimates to be brought to a future meeting for consideration.

Ms. Mullins relayed some homeowner requests, the first of which is a request to allow a free mammogram service called Buddy Bus to park on District property for a day while they take their appointments.

Ms. Gentry stated that her firm can draft a license agreement if the Board is open to allowing the request.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the request to allow the mammogram program to park on District property was approved subject to an agreement.

Next, Ms. Mullins related a request from a resident to allow her church to hold a free community outreach event at the District that would include activities such as a bounce house, slides, snack and games.

Ms. Gentry stated that an outside organization can host an event at the District through a license agreement so long as they have the proper insurance and they agree to indemnify the District, however in the past the Board has not wanted to do events where those outside the community would be invited.

Ms. Murphy and Mr. Robinson stated that they would not recommend allowing the request.

Lastly, Ms. Mullins stated that Down to Earth is still working on some pending landscaping projects on Champlain and Fallen Leaf. Mr. Robinson stated that JEA is now asking for a 150-page document in order to consider approving a new water meter and just the engineering plans and documentation is in the neighborhood of \$4,000 to \$5,000.

Mr. Robinson stated that the solar panels for the pool have been installed.

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SIXTH ORDER OF BUSINESS**Consideration of Proposal to Clean and Repair Pond 14 Banks**

A copy of the proposal from Aquagenix previously discussed totaling \$92,050 to remove vegetation, repair the slope and replace sod to the water's edge on pond 1 was included in the agenda package for continued discussion. The Board deferred the discussion until the capital reserve plan can be discussed.

SEVENTH ORDER OF BUSINESS**Discussion of Phase IV and V Common Area**

A summary of landscape projects planned for Phase 4 and 5 was included in the agenda package for the Board's review along with a proposal the Board approved in 2021 that the developer was responsible for funding.

Ms. Mullins stated that she has requested a proposal for the Apple Canyon lot.

Ms. Murphy suggested including irrigation water in the capital reserve budget plan assuming the areas are completed. She also added that one of the items on the list of landscape projects includes the Greylock Court area, which belongs to Riverside Homes so the Board needs to understand what they plan to do with that area before their section is closed out, which would also possibly include irrigation.

Mr. Laughlin stated that staff can reach out to Riverside Homes.

EIGHTH ORDER OF BUSINESS**Interactive Display and Discussion of the Capital Reserve Financial What If Planning Model**

Mr. Robinson presented a spreadsheet that provides a what-if scenario depending on the annual contribution to the reserve fund, the annual interest gained, the annual inflation rate and various known projects.

NINTH ORDER OF BUSINESS**Discussion of Utility Easement Request**

Mr. Robinson stated that the homes affected by the construction in the utility easement, if the easement were granted, would be between 85166 Majestic Walk Boulevard and 85132 Majestic Walk Boulevard. It's anticipated the project would take around 90 days. About 1,200-feet of road would be dug up for sewer and water lines. The developer requesting the easement has planned for 250+ homes in an adjacent community. He noted if Amelia Walk does not grant the easement, it just means the District will not see any benefit. The development will still move

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forward, just on another timeline. The District is in the process of negotiating somewhere between \$50,000 and a couple hundred thousand dollars in phases in exchange for the easement.

The Board and meeting attendees discussed the concerns and benefits with accepting the utility easement request. With most comments in opposition to accepting the easement request, the Board made the motion below.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor authorizing staff to communicate to the developer that the community is opposed to the utility easement request was approved.

An update on this topic will be added to the next agenda.

Mr. Robinson asked the Board to think about whether future milling and resurfacing of the roadways should be included in the capital reserve plan, or if the preference is to issue special assessments when those projects are needed.

TENTH ORDER OF BUSINESS

Audience Comments

Don DeCanio asked if anybody has looked at the bench placed at Pond 14 and the liability of placing a bench on a pond slope as he believes it's unsafe.

Ms. Mullins stated that the idea was to have benches on the ponds. Mr. Robinson added that possibly adding a platform or step-down off the bench has been mentioned.

Donna Moskowitz commented that the pond by the roundabout and Berryessa is not being maintained properly as there is garbage in the ponds.

Mr. Laughlin asked Ms. Mullins to contact the pond maintenance company about the issue and noted providing pictures to her or Ms. Mullins is helpful.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Jentz thanked Mr. Robinson for taking the lead in various community concerns.

Mr. Robinson recommended installing a sign near 85648 Stonehurst Parkway stating that the haul road ends at that location and/or constructing a black wrought iron fence across the haul road at that location for a total of \$2,350 to prevent unauthorized usage of the haul road in that area.

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On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor the proposal to install a fence at the end of the haul road totaling \$2,350 was approved.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Financial Reports

- A. Financial Statements as of December 31, 2023**
- B. Assessment Receipts Schedule**
- C. 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 \$76,328.28.

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

**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – February 20, 2024
at 2:00 p.m. at the Amelia Walk Amenity
Center**

Mr. Swan asked if a fee schedule can be discussed at a future meeting for vendors using the amenity facility.


FIFTEENTH ORDER OF BUSINESS Adjournment

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

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman