

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, March 19, 2024 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
Red Jentz	Vice Chairman
David Swan	Supervisor
Lynne Murphy	Supervisor

Also present were:

Daniel Laughlin	District Manager
Dan McCranie	District Engineer
Lauren Gentry	District Counsel
Kelly Mullins	Amenity & Operations Manager
Chip Dellinger	GMS
Mary Grace Henley	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the March 19, 2024 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

Jennifer Marajolola asked if the proposal for hydroseeding areas on Fall River Parkway includes area number 62. She commented that the area is becoming an almost regular dumping ground because it's gone unattended for so long. John Marajolola added that a portion of the area has sunken in, so he is hoping the quote includes filling dirt in to level the ground.

Tom Willerton added that the back part of the area across the street from area 62 needs to be addressed as well.

Mr. Laughlin stated that District is running into issues with irrigation and is looking into multiple options including adding a well and installing sod that would not require irrigation.

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John Marajolola asked how Lennar was able to get out of the neighborhood without completing the landscaping in areas they were responsible for.

Mr. Laughlin stated that the District is working on some items with Lennar, however the contracts are between the developer and the home builders, so the CDD is not a part of that process.

Connie Philipp stated that she recalls when Phase 4 and 5 were in process there was a discussion of reassigning lot sizes to reduce the amount of common ground.

Mr. Robinson stated that the PUD was modified by the developer and the county to extend property lines, mostly to the lots along Stonehurst in the marsh, but there were a few others that back up to wetlands to take out any common space that the CDD would be responsible for.

Connie Philipp asked if the Board would allow audience comments at the end of the discussion regarding capital reserves.

Don DeCanio asked what will be done with the vegetation currently in the areas in which hydroseeding is proposed as the weeds would just come back if they're not killed.

Mr. Robinson responded that staff would follow up with BrightView on that.

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 20, 2024 Regular Board Meeting

There were no comments on the minutes.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor the minutes of the February 20, 2024 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Ratification of Requisition No. 1

Mr. Laughlin stated that this requisition is the first of the payments to Duval Asphalt, totaling \$111,724.84. Duval Asphalt will submit pay applications as they reach certain points of completion, Mr. McCranie will inspect the work done and will draft a requisition to provide for payment of the invoice.

Mr. Jentz asked if 10% was held per the contract.

Mr. Laughlin responded yes.

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On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor requisition #1 payable to Duval Asphalt was ratified.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-08,
Expanding No-Parking Zones for Phases 4
and 5**

Mr. Robinson suggested expanding the no-parking zones to include Phases 4 and 5 and those phases were not complete when the zones were originally set.

Mr. Jentz asked if the roundabout should be a no-parking zone as well per the State law.

Mr. Laughlin stated that the resolution can be revised to include the roundabout.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor Resolution 2024-08, expanding no-parking zones for Phases 4 and 5 was approved subject to the exhibit being revised to include the roundabout as a no-parking zone.

SIXTH ORDER OF BUSINESS

Discussion of Phase IV and V Common Areas

Mr. Robinson stated that a proposal to address area 44 on the map of common areas has been approved, but the work has not yet been done. Areas 41, 47 and 62 will be discussed later during this meeting.

Mr. Jentz asked Ms. Mullins to send an e-mail blast asking recipients not to dump in the common grounds. He also asked that when the HOA is reviewing architectural changes request that they ask what the plan is for disposal of any materials.

Ms. Mullins asked if Ms. Murphy has an update on the Greyhawk area.

Ms. Murphy responded that the area has been cleaned out and resodded, but there is a section that was not done well, and there is a preserve area that needs to be addressed.

Ms. Gentry asked if further legal action is needed with Ryan Homes, or if the Board feels that adequate progress is being made with informal discussions.

Ms. Murphy stated that she sent pictures of what the sod looks like and the area that has not been sodded, but she has not yet heard back.

Mr. McCranie stated that he walked the area with _____ and his understanding is they needed to put Bahia sod down in the areas that they disturbed and it appears that they've done that. He advised that the sod may be dormant for the winter.

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Ms. Gentry suggested having Brightview confirm the correct type of sod was used. The Board did not direct any further legal action at this time.

SEVENTH ORDER OF BUSINESS

**Continued Discussion of Capital Reserve
What-If Planning Model**

Mr. Robinson presented an update planning model for the capital reserve funds to determine how much money is needed in the budget. An irrigation well pump was added to the plan. He also moved the playground equipment allowance up the schedule as there is a lot of rust underneath the structure, so it may not last the four years the capital reserve study anticipated it would. The planning model estimates the annual contribution for fiscal year 2025 should be \$185,000.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals / Estimates

A. Hydroseeding Areas on Fall River Parkway

A proposal from BrightView totaling \$5,967 to prepare and hydroseed both areas next to 85475 Fall River Parkway and 84986 Fall River Parkway was included in the agenda package for the Board’s review.

Mr. Glynn explained that in his experience, any weeds and undergrowth in the area are sprayed and then the seed and hay are applied. The areas will be watered by truck, or from a gas-powered submersible pump.

Mr. Laughlin stated that the Board can approve the proposal contingent on confirming that the weeds in the area will be killed first.

Don DeCanio asked if it would make sense to install irrigation in the area if there is a water meter available.

Mr. Robinson responded that there is no backflow on the site and the District has now been waiting over nine months for approval for backflow. There are no plans for long-term irrigation at this time.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the proposal from BrightView to hydroseed areas on Fall River Parkway totaling \$5,967 was approved.

B. Park Benches for Flagpole Area

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Ms. Mullins presented a proposal for two six-foot benches for the flag pole area totaling \$1,449.60.

Mr. Robinson reminded the Board that they approved a not to exceed amount of \$6,000 for the flagpole project at a previous meeting, however two park benches would push the budget over by around \$300.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from OCC Outdoors totaling \$1,449.60 for two park benches was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Mr. Swan asked if there is an update on the Fallen Leaf area.

Ms. Mullins responded that Down to Earth submitted landscape plans, however they were rejected by JEA. She has received another proposal for drought resistant landscaping, however since the District is under contract with Down to Earth she wants to see what they can do.

B. District Counsel

Ms. Gentry reported that the legislative session ended earlier in the month and her firm is still monitoring to make sure various bills are signed by the Governor. The one of most interest is a new special district reporting bill that requires annual adoption of goals and objectives with performance measures each year and an annual report on whether the district has met those goals and objectives. If the bill is signed by the Governor, that first report will be due October 1st. Another bill of interest is a cyber security bill that provides for limitation of liability for special districts and other local governments if they comply with certain State cyber security protocols so her firm is looking into that further to see if there are any policies that would be beneficial to adopt. She will report back at the next meeting with any recommendations.

Mr. Robinson stated that last month he sent Ms. Gentry a note about three properties on Champlain and Babcock that had trees planted on CDD property. The HOA has no records available from the time they would have been installed. He suggested the CDD send the residents letters letting them know the trees may need to be removed in the future should the CDD require use of the stormwater tracts. Additionally, two properties on Balsam Court have fences installed

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within CDD easements that should not have been approved by the HOA architectural review board. He recommended sending a letter informing the residents at 84667 and 84659 Balsam Court that the fences should not have been approved and the fences need to be moved.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor directing staff to send letters to the residents at 84667 and 84659 Balsam Court asking them to move their fences out of the district's easement was approved.

Ms. Murphy asked how she can access the necessary ethics training courses for CDD board members.

Ms. Gentry responded that she would circulate a few links.

C. District Engineer – Update on Phase 1 Roadway Project

Mr. McCranie stated that the milling and resurfacing project has begun and comments regarding traffic control have been relayed to Duval Asphalt. He has reviewed the pipe video, and all the pipework looks good. The roundabout has some minor paver work and repair work to the concrete ribbons left to do once the asphalt work is done.

Mr. Robinson stated that there are some sidewalks that need to be addressed on Majestic Circle, so the subcontractor has been asked to repair those areas.

D. District Manager

Mr. Laughlin reported that there are two seats, numbers 3 and 5 up for election this November. The qualifying period is from noon on June 10th through noon on June 14th. He noted an email blast will be sent out with that information as it gets closer.

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 of a request from a resident to teach a fitness class.

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Kodie Slivosky requested use of the club room for a fitness class and/or personal training sessions in the fitness center for residents only two to three days a week. He was not sure of specific times or days yet. He's estimating \$10 per group class but does not have a set amount for personal training sessions yet.

Mr. Laughlin informed Mr. Slivosky that a license agreement would be needed and he would need to provide proof of insurance.

Ms. Gentry stated that if the Board is interested, she would work with Ms. Mullins and bring back more details at the next meeting.

Jennifer Hatten stated that she's not sure allowing use of the gym is a line the community should cross due to the cost to maintain the fitness equipment.

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

Mr. Robinson stated that as the repair work is being done at the Amelia Concourse entrance where the fence was torn down, he'd like to get quotes for a removable barrier such as bollards.

Mr. Swan asked if Sheriff's officers can drive the haul road during their shifts.

Mr. Laughlin stated that he will reach out to the Sheriff's Office to see what they can do.

TENTH ORDER OF BUSINESS

Audience Comments

Connie Philipp asked if the cost share funds from an adjacent community will be included in the financial statements.

Mr. Laughlin responded that the \$27,000 a year received from the community is already included in the financials.

Mr. Robinson stated that the county has shut down the construction project at the front. Where they were planning to put the road to connect from the back of the parking lot to Village Walk was going to go right through electrical, sewage and water facilities, so there will be \$100,000 to \$200,000 of construction rework, so they are looking at rerouting the second exit onto Amelia Concourse where there is a break in the median. He added that the Board can look at installing a berm with some fast-growing trees to build a natural landscape fence. He and Ms. Gentry have also been discussing the possibility of a cost share agreement with the daycare if they're going to be using the District's roads to exit.

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Tom Willerton asked if there has been any discussion about putting dog waste stations around the community.

Mr. Robinson responded that it has been discussed, but the Board can look at it again.

ELEVENTH ORDER OF BUSINESS Supervisor Requests

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Financial Reports

- A. Financial Statements as of February 29, 2024**
- 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 \$64,308.74.

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

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

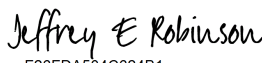
FIFTEENTH ORDER OF BUSINESS Adjournment

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

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman