

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, April 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
Bradley 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
Mary Grace Henley	Kilinski   Van Wyk

The following is a summary of the discussions and actions taken at the April 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**

Connie Philipp stated that she is adamantly opposed to adding dog waste stations, regardless of cost.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 19, 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 March 19, 2024 meeting were approved as presented.

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**FOURTH ORDER OF BUSINESS**

**Consideration of Approval of Fitness Class and Personal Training**

Ms. Gentry stated that an individual is getting his insurance policy in place and assuming it meets the District’s requirements, he is proposing to hold small group exercise classes in the club room two to five times per week and is hoping to offer one-on-one training sessions in the gym for residents only. He is planning to charge \$10 per person, per class for group classes, and \$40 an hour for personal training sessions.

Mr. Laughlin noted this matter can be revisited if any issues arise.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor authorizing a license agreement for one-on-one sessions and group classes was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Change Order No. 1**

Mr. Laughlin stated that change order number one for Duval Asphalt is related to extra pipe repairs during the roadwork on Majestic Walk. The increase totaled \$7,860.31.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor change order number one to Duval Asphalt’s contract was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Requisition No. 2**

A copy of requisition number two payable to Duval Asphalt in the amount of \$620,806.21 was included in the agenda package for the Board’s review. Mr. Laughlin noted that Mr. McCranie has inspected the work done so far and has signed off on the invoice. He also added that there is \$125,000 remaining that is being held until the final-walk throughs are completed.

Mr. Jentz asked if the blue reflectors were part of the original scope.

Mr. McCranie responded that the final striping is done after the asphalt has cured for over 30 days, so that has yet to be done and at that same time, those reflectors will be installed.

On MOTION by Mr. Jentz seconded by Mr. Thomas with all in favor requisition number two was ratified.

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The next item was taken out of order of the agenda.

**EIGHTH ORDER OF BUSINESS                      Discussion of Phase 4 and 5 Areas**

Ms. Mullins stated that the three areas being hydroseeded are almost complete. The work on Pond 14 is scheduled to begin at the end of the week.

Don DeCanio stated that there have been ruts left in the ground from when the hydroseeding work was done in area 47 and it has not been watered.

Mr. Robinson stated that's something that can be followed up on.

**SEVENTH ORDER OF BUSINESS                      Acceptance of the Fiscal Year 2023 Audit Report**

Mr. Laughlin informed the Board the Fiscal Year 2023 audit report is a clean audit report with no findings or recommendations to report.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the Fiscal Year 2023 audit report was accepted.
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**NINTH ORDER OF BUSINESS                      Discussion of the Fiscal Year 2025 Budget**

Mr. Laughlin informed the Board that the budget is scheduled to be approved at the May meeting. The current plan is to increase the capital reserve contribution from \$100,000 to \$185,000, which will require an increase in assessments. The remaining increases in the budget are normal contract increases or inflationary increases.

Jennifer Hatten commented on the lack of irrigation on CDD property next to her house.

Ms. Murphy stated that the Board is focusing on addressing three common areas, and she believes that is one of them.

Jennifer Hatten asked why irrigation is running when it's raining.

Mr. Robinson stated that the roundabout irrigation station no longer has a rain sensor, and the tennis court irrigation controller has one, but it doesn't seem to read correctly.

Mr. Glynn added if the moisture reading in the sensor is below a quarter of an inch or whatever it's set at, it will continue to run until it reaches that reading.

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**TENTH ORDER OF BUSINESS                      Consideration of Proposals / Estimates**

**A.    Dog Waste Stations & Waste Removal Service**

Ms. Mullins presented proposals for both dog waste stations and waste removal service. The waste stations start at \$200 a piece, and the waste removal service is priced at \$10 per station, per week.

Mr. Robinson estimated it would cost around \$2,000 per year, plus the cost of bags to supply the waste stations. He also noted Village Walk is in the process of removing their waste stations because of maintenance issues.

Ms. Murphy commented that she would not want a waste station near her home.

Mr. Jentz stated that he thinks this is the dog owner’s responsibility.

There was no action taken on this item.

**B.    Fence and Gate at Phase 4/5 Haul Road Entrance**

Ms. Mullins presented two proposals priced at \$3,100 and \$3,500 for black aluminum fencing and two gates for the Phase 4/5 entrance to the haul road.

Mr. Robinson stated that removable bollards were looked at, however they would be more expensive, and it would be hard to find a company willing to install them.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Gaines Fence totaling \$3,100 was approved.

**ELEVENTH ORDER OF BUSINESS                      Staff Reports**

**A.    Landscape Report**

Mr. Robinson stated that all the original fountains have failed in the past 18 months, the last one being in pond 16.

A resident asked about the status of the Fallen Leaf landscape project approved several months ago.

Ms. Mullins stated that no one has had any luck getting irrigation from JEA and Down to Earth has stopped responding to emails, so the project is at a standstill.

The resident asked about the possibility of a well.

Mr. Glynn responded that electricity would be needed, so between the electric and the well, that project could cost around \$30,000.

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Tim Wright asked if the Fallen Leaf project can be added to future agendas for status updates.

Ms. Mullins asked if the Board would like to look at more proposals and move forward with a different company for the project.

Ms. Gentry stated that there should be a 30-day termination clause in the contract, however the District would be responsible for paying them for any work done so far.

Mr. Laughlin stated that he will add an update on landscape projects to future agendas.

Ms. Murphy commented that the landscape company could do a better job edging.

**B. District Counsel**

Ms. Gentry updated the Board on the childcare facility that is being constructed stating that Mr. Laughlin is working on a cost share allocation so that staff can reach out to a representative for the development regarding entering into a cost share agreement if the development uses the District's roads for access.

She also reported that letters were sent to some Babcock homeowners who have fences installed in the stormwater easements. Additionally, informational letters were sent to homeowners who have trees on the District's property within the pond banks. Lastly, she asked the Board how they'd like to deal with partial encroachments on pond bank easements with landscaping and hardscaping improvements.

Mr. Robinson recommended treating partial encroachments the same as the fences. There were no objections from the other Board members.

Mr. Robinson asked staff to look into whether there is a requirement to access the marsh.

Next, Ms. Gentry reported that her firm is continuing to monitor the bills that will affect CDDs that are awaiting the Governor's consideration.

**C. District Engineer**

Mr. Laughlin stated that staff has been keeping a list of items to be addressed on the roadway project. There is a walk-through meeting scheduled for Friday to go over those items.

**D. District Manager**

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Mr. Laughlin reminded the Board that there are two seats up for election this November. The qualifying period is from noon on June 10<sup>th</sup> through noon on June 14<sup>th</sup>. 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.

Mr. Robinson asked if a quote has been received for the storm drain replacement.

Ms. Mullins responded that the vendor has stated they will send it to her.

Mr. Robinson stated that the thermostat for the pool is going to have to be fixed and if that doesn't work, the solar pump may need to be upgraded to continue to be able to see the water temperature.

## **TWELFTH ORDER OF BUSINESS**

### **Audience Comments**

Jennifer Hatten commented on the entrance that may be used by the future daycare planned to be developed in the area. She later asked that Mr. Robinson send her the plans from the county for this development.

Mr. Robinson showed Ms. Hatten a map of the area in which the entrance, parking lot and the CDD's berm would be located.

Connie Philipp commented that with the plan to create a berm next to the future daycare facility, she wants to ensure a hazard is not being created in which predators could lurk.

Ms. Gentry stated that the responsibility is on the daycare, but the District can look into best practices to help make it as safe as possible.

## **THIRTEENTH ORDER OF BUSINESS**

### **Supervisor Requests**

Mr. Jentz asked if the dumping issue on an empty lot has been resolved.

Ms. Mullins responded that it has, and she has not received any more complaints.

Ms. Murphy stated that there is a blue pipe in a pond that is exposed most of the time at the end of Fallen Leaf and asked if it could be painted.

Mr. Laughlin stated that he would speak to Mr. McCranie to see what can be done.

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Mr. Swan stated that there was a request from members of the community to provide instructions on how to pay off the bonds for the road project.

Mr. Laughlin stated that they can email him.

**FOURTEENTH ORDER OF BUSINESS      Other Business**

There being none, the next item followed.

**FIFTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Financial Statements as of March 31, 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 \$60,149.74.

Mr. Robinson asked about the percentage of assessments that have not yet been collected.

Ms. Gentry responded that the county would sell tax certificates for those properties and the District will get their portion of the assessments from that.

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

**SIXTEENTH ORDER OF BUSINESS      Discussion of Security Matters**

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 7:37 p.m. The public portion of the meeting resumed at approximately 7:53 p.m. and the remainder of the meeting followed.

**SEVENTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – May 21, 2024 at 2:00 p.m. at the Amelia Walk Amenity Center**

**EIGHTEENTH 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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*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Jeffrey E Robinson*  
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Chairman/Vice Chairman