

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, May 21, 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
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 May 21, 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**

Lisa Siegfried requested a variance to the request made by the CDD to move her fence from the easement, noting the fence installation was approved by the ARB. She also added that she lives on Pond 16, which has other unobstructed areas on lots of homeowners that have not yet installed fences.

Joyce Ellenson stated that the water level and the sand in Pond 14 is the same, which means the weeds are going to grow back.

Yoav Arkin requested a variance to the request made by the CDD to move his and his neighbors' fences from a drainage easement as they were approved by the ARB.

Jill Coscia stated that Pond 14 is a disaster. There are weeds growing in the pond and she feels it is affecting her property value.

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Jason Thornton requested a variance to the request made by the CDD to move his and his neighbor’s fence from the easement.

Chuck Rolph requested a variance to the request made by the CDD to remove landscaping from the easement on his property.

Jim Haigh asked for clarification on the variance process in terms of the request made by the CDD to clear any obstructions from the District’s easements. He also asked what the urgent need is at this point and requested that a variance be granted in his case as well.

A resident at 85408 Stonehurst requested a variance be granted to him by the District for the request to clear any obstructions from the District’s easement.

Maxwell Carlos asked who is issuing the letter regarding the easement obstructions as he received a letter from the St. Johns River Water Management District. He also requested a variance so long as the fence does not impede any drainage.

Chuck Rolph stated that he has seen the lake maintenance contractor crossing his property, so it does not seem they are having trouble accessing the property.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 16, 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 April 16, 2024 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Update on Landscape Projects**

- **CDD Common Area Between 85248 and 85254 Champlain**
- **CDD Common Area Between 85273 and 85254 Champlain**
- **CDD Common Area on Fallen Leaf Drive**

Mr. Robinson stated that for the past eight or nine months the District has been trying to obtain a water source for the landscape projects listed above, which were approved by the Board. However, JEA has refused to approve the requests for additional water. The current contracts for these projects with Down to Earth are going to need to be terminated, and the District will request proposals for landscaping improvements that can be accomplished without water. A proposal from Coastal Greenery was included in the agenda package for the Fallen Leaf project totaling almost \$38,000. Installation of wells is also being considered as a water source.

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Ms. Gentry stated that she would draft a letter to terminate the agreement with Down to Earth.

**FIFTH ORDER OF BUSINESS**

**Discussion of Phase 4 and 5 Areas**

Ms. Mullins stated that the common area on Apple Canyon is coming along nicely. The small area on Fall River across from the marsh looks good, but needs a few spots treated. The corner of Fall River and Stonehurst has an area that needs to be filled in.

Ms. Murphy asked if drought resistant landscaping can be used in the Poplar Breeze common area.

Mr. Glynn responded in the short term he's looking to hydroseed the sand area, but he will be looking at plants that do well with intermittent waterings since there is no irrigation source.

Mr. Robinson asked if the proposed work in the preserve area near 84767 Fall River Parkway can be combined with the overall plan for the Poplar Breeze common area.

Mr. Jentz suggested looking at ground cover that would cut down on mowing in area number 45 since it is a larger area.

**SIXTH ORDER OF BUSINESS**

**Update on Pond 14 Work**

Mr. Robinson stated that the \$92,000 work approved for Pond 14 dealt with just one side of the pond. The contractor went out a distance of twelve feet and removed the plant life. The remainder of the plant life in the pond will have to be removed by hand. Addendum number one, included in the agenda package for the Board's review, would accomplish this at a cost of \$11,250. Addendum number two is to remove the vegetation and repair the slope around the loop at a cost of \$37,752.50.

Tony Coscia stated that the French drains were damaged during the repair work, and they no longer work.

Mr. Laughlin asked Ms. Mullins to discuss the French drains with the contractor.

This item was tabled to address the drain concerns first.

**SEVENTH ORDER OF BUSINESS**

**Update on CDD Easement Encroachments**

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Ms. Gentry stated that it was recently discovered the ARB, under different leadership, had approved many fences, primarily in Phase 5, in what were supposed to be unobstructed easement areas for the CDD. Those easements are most often used for access to maintain the ponds and pond banks, however there may also be drainage pipes in those easements that may require maintenance as well. The ARB did not have legal rights to give people permission to encroach on the CDD's easements and that is where the letters to the homeowners came in. She recommended if any variances are granted, that agreements be put in place where the homeowner agrees to move their fence if access is needed also agrees that if they do not cooperate and the District has to go to court to get an injunction to get the fence moved that the homeowner will pay attorney's fees to do that. Each agreement would be recorded so that it is tied to the property in the event the home gets sold. Ms. Gentry explained that it is not a perfect solution, as remaining access points could be over-burdened, and the District would have to go to the courts if homeowners do not comply to grant access when the District needs it, but it does provide some protection for the District and could be a middle-ground solution.

Mr. Robinson stated that he was uncomfortable with only having one access point on Pond 17, so that pond may need to be treated differently.

The Board agreed that they were willing to allow certain variances.

Ms. Gentry stated that there is a form the property owners can fill out so there is a record of the variance request, and then a form of agreement for the variance requests that get approved by the Board. She asked which variances the Board were willing to grant, subject to the engineer confirming there are no issues with allowing the variances.

The Board responded they would consider variances to existing encroachments for the marsh area and pond 16. The variance requests around Pond 17 are still being considered and the deadline will be extended for those property owners.

Mr. Robinson asked that letters be sent to property owners that have not yet encroached on the easements to make them aware of the easements and explain that they are not authorized to install any improvements within the easements.

On MOTION by Mr. Swan seconded by Mr. Jentz with all in favor authorizing variances for existing encroachments at Pond 16 and the marsh access was approved subject to agreements and recording
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fees. Additionally, an extension to the deadline for properties on Pond 17 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-09,  
Approving the Proposed Budget for Fiscal  
Year 2025 and Setting a Public Hearing Date  
for Adoption**

A copy of the proposed budget was included in the agenda package for the Board’s review.

Mr. Robinson noted the current year’s prorated budget is over by around \$30,000, so he suggested adding \$30,000 to the repairs and maintenance budget for fiscal year 2025.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor Resolution 2024-09, approving the proposed budget as revised and setting a public hearing for August 20, 2024 at 2:00 p.m. was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposals / Estimates**

**A. Installation of a New Fountain in Pond 6**

Ms. Mullins stated that pond 6 is not operational and presented three proposals for replacement all priced around \$14,000.

Mr. Robinson recommended going with Solitude Lake Management.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor the proposal from Solitude Lake Management totaling \$14,166 to replace the fountain in Pond 6 was approved.

**B. Watering of Hydroseeded Areas**

Ms. Mullins presented a proposal from BrightView to use a water truck to water the hydroseeded areas for a total of \$1,094.40. She noted the areas are doing well with the rain so far. This item was tabled until it’s needed.

**C. Woodline Cut Back**

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Ms. Mullins presented a proposal from BrightView to cut back the wood line up to 10-feet behind the clubhouse.

Mr. Robinson stated that Jason indicated he would begin cutting some of the foliage back at no additional cost so the branches are not hitting the motors. He asked to defer this proposal.

This item was tabled.

**D. Removal of Dead/Declining Trees**

Ms. Mullins presented multiple proposals from BrightView to remove dead or declining trees throughout the community, together totaling \$2,247.50.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposals from BrightView totaling \$2,247.50 were approved.
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**E. Replacement of Declining Turf at Amenity Center**

Ms. Mullins presented a proposal from BrightView totaling \$2,439.78 to replace declining turf at the left side of the front of the amenity center.

Mr. Robinson suggested deferring this item until the fall so that some other issues can be addressed first that might require that area being dug up.

This item was tabled.

**F. Clearing Ditch Banks Along Haul Road**

Ms. Mullins presented a proposal from BrightView to clear the ditch along the haul road for a total of \$21,052.45.

This item was tabled to allow staff time to gather more quotes.

**G. Landscaping Work in Preserve Area Near 84767 Fall River Parkway**

This item was discussed earlier in the meeting. Mr. Robinson asked that this work be combined with any landscaping work to be done to area number 45.

**H. Beaver and Debris Removal in Wetland**

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Ms. Mullins presented a proposal from Critter Pro totaling \$6,750 per year to monitor for beaver activity and removal debris as needed.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the proposal from Critter Pro totaling \$6,750 per year was approved.

**ELEVENTH ORDER OF BUSINESS                      Staff Reports**

**A.    Landscape Report**

Mr. Glynn stated that he had just completed a drive-through inspection of the landscaping in the community and he will be addressing any issues with BrightView.

**B.    District Counsel**

Ms. Gentry reminded the Board their Form 1 financial disclosures are due by July 1<sup>st</sup>. She also reminded the Board that the qualifying period for the general election begins on June 10<sup>th</sup> through noon on June 14<sup>th</sup>.

**C.    District Engineer**

Mr. Robinson stated that the engineer has not shown up for the punch list meetings for the road project and asked that District staff issue a request for qualifications for engineering services.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor authorizing staff to issue an RFQ for engineering services was approved.

**D.    District Manager**

**1.    Report on the Number of Registered Voters (1,559)**

Mr. Laughlin informed the Board there are 1,559 registered voters reported to be residing within the District’s boundaries.

**2.    Reminder of the Qualifying Period for the General Election**

This item was covered under District Counsel’s report.

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**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.

**ELEVENTH ORDER OF BUSINESS Audience Comments**

Jennifer Hatten stated that she’s been reporting issues with maintenance of the open tract off her property since 2021 and it has not been addressed. She also commented on privacy issues with the haul road.

A discussion of the haul road access will be added to the next agenda.

**TWELFTH ORDER OF BUSINESS Supervisor Requests**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS Financial Reports**

- A. Financial Statements as of April 30, 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 \$108,797.78.

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

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

A proposal was provided to the Board for additional security cameras and monthly monitoring of those cameras totaling \$2,107 for installation and \$20 for monthly monitoring.



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On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal for camera installation and monitoring was approved.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – June 18, 2024 at 2:00 p.m. at the Amelia Walk Amenity Center**

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Jeffrey Robinson*  
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Chairman/Vice Chairman