

**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, June 18, 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
Bradley Thomas	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Kelly Mullins	Amenity & Operations Manager
Mary Grace Henley	Kilinski Van Wyk
Terry Glynn	GMS

The following is a summary of the discussions and actions taken at the June 18, 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

Don DeCanio asked if the engineer's report on the road resurfacing project could be posted on the District's website. He also commented on the tree pruning and sidewalk repair proposals stating that he hopes competitive bids are sought, and that they include removal of the Spanish moss from the trees. Next, he asked if the hours for which the District is paying the Sheriff's office to patrol the community could be reduced now that construction is complete. Next, he stated there is an FPL meter that appears to not be supplying power, so he suggested disconnecting it if it's not in use. Lastly, he commented on the travel expenses for District Counsel costing \$17,000.

June 18, 2024

Amelia Walk CDD

Jennifer Hatten stated that she does not believe the last month’s minutes reflected her comments correctly and she was not just referring to the haul road, she was also referring to the walking path next to her home. Next, she asked for clarification on what the purpose is of the discussion of the haul road and trails signage and access.

Chuck Rolph asked about the status of the easements for access to the ponds.

Mr. Laughlin responded that staff is still working on the forms to be circulated to residents, so there is no update as of now.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 21, 2024 Meeting

A motion to approve the minutes as revised to expand Ms. Hatten’s comments was made below.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the minutes of the May 21, 2024 meeting were approved as revised.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

A representative from BrightView reported that they will be performing another irrigation audit, and flowers will be installed soon.

Ms. Murphy stated that the JEA left station in Phase V has been mowed, but not been maintained well in terms of weeds.

B. District Counsel

Ms. Gentry reminded the Board their Form 1 financial disclosures are due by July 1st. She also stated that at the last meeting the Board approved grandfathering in the existing encroachments for the pond 16 properties and the marsh access. Those are still in progress, and the pond 17 encroachments are still under review and will be brought back to a future meeting.

Mr. Robinson stated that he and Ms. Mullins inspected the marsh access, and the drainage swale access is no longer unobstructed as one of the homeowners began installing

June 18, 2024

Amelia Walk CDD

shrubs. He also stated that he's asked BrightView if a couple feet of wetlands can be trimmed back off Balsam Court to provide enough room

C. District Engineer

Mr. Laughlin stated that he received an email from Mr. McCranie resigning as the District's engineer effective June 21st, however the agreement requires 90 days' notice.

Mr. Robinson stated that the punch list of items needed to finalize the road resurfacing project still needs to be completed.

Ms. Murphy asked how the Riverside Homes curb repairs will be dealt with.

Mr. Laughlin responded that he could reach out to them and ask them to direct all communications to the new engineer. He will also mention the dead sod as a result of some curb repairs.

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 residents have asked about turning the solar panels on the pool off.

Mr. Robinson recommended leaving them on.

Ms. Mullins stated that due to comments on the parking availability she began tracking the parking and found that the parking lot was only full once. Most of the time it's half to two-thirds full. She also reported she received a request from a homeowner to pressure wash the sidewalks on Spruce Run. The Board took no action on that request.

FIFTH ORDER OF BUSINESS

Consideration of Proposals / Estimates

A. Tree Pruning

Ms. Mullins presented multiple proposals from BrightView for tree pruning work, together totaling \$14,518.

June 18, 2024

Amelia Walk CDD

Mr. Glynn stated that he will inspect a drainage ditch that has been flooding off Majestic Walk Boulevard in addition to meeting with BrightView and Ms. Mullins to review the trees to be pruned and lifted.

On MOTION by Mr. Thomas seconded by Ms. Murphy with all in favor the proposals from BrightView for tree pruning were approved at an amount not to exceed \$14,518 subject to review and approval by Terry Glynn.

Mr. Thomas asked if Mr. Glynn should look at the drainage ditch on the haul road as well.

Mr. Robinson responded that now that the water is gone, it will be easier to clear out. A motion was made below to approve a proposal to clean the ditch out.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from BrightView totaling \$13,050 to clean out the drainage ditch on the haul road was approved.

B. Sidewalk Repairs

Ms. Mullins presented a proposal from Precision Sidewalk totaling \$46,225 to \$48,034 to repair trip hazards on the sidewalks along Majestic Walk Boulevard, Majestic Walk Circle, and the clubhouse and the tennis court areas. She noted Precision has a patent on the type of work that they do, but she could also obtain proposals for companies that will grind the sidewalks down if desired.

Mr. Laughlin added that Precision saw cuts the sidewalks instead of grinding, which is cleaner and allows them to take the concrete down further than grinding. Precision will also review the entire community and come up with a list of areas that need to be addressed rather than requiring District staff provide a list.

Mr. Robinson asked to see a detailed map of areas they're proposing be addressed and a list of the most severe to less severe. He recommended tabling the proposal for further discussion.

Ms. Gentry asked that the Board authorize staff to spray paint the tripping hazards. There were no objections from the Board.

June 18, 2024

Amelia Walk CDD

SIXTH ORDER OF BUSINESS

Update on Landscape Projects

- **CDD Common Area Between 85248 and 85254 Champlain**
- **CDD Common Area Between 85273 and 85277 Champlain**
- **CDD Common Area on Fallen Leaf Drive**

Ms. Mullins provided revised proposals from Down to Earth to the Board which include Bahia instead of St. Augustine sod due to the lack of irrigation.

Mr. Robinson recommended approving the proposal but holding off on installment for a few months due to the lack of rain an irrigation.

The Board discussed alternative sources for watering the sod.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Down to Earth totaling \$5,566.24 for the Champlain common areas was approved contingent on water being available.

Mr. Swan asked for a rendering of what the Fallen Leaf area will look like.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from Down to Earth totaling \$23,071.92 for the Fallen Leaf common areas was approved contingent on water being available.

SEVENTH ORDER OF BUSINESS

Discussion of Haul Road / Trails Signage and Access

Mr. Robinson informed the Board that a trespass case related to the haul road was dismissed due to improper signage.

Ms. Gentry stated that she will work with staff on getting the specifications for the signs and proposals will be brought back to the Board. She then asked the Board if they would like to discuss modifying the access points for the haul road trail following a resident’s comment at the last meeting.

Mr. Robinson stated that in addition to signage, if the Board wants to open a secondary access point, some quotes for trimming down the vegetation would be needed.

June 18, 2024

Amelia Walk CDD

The Board directed staff to inform the homeowners adjacent to the secondary access point of the plan to clear the vegetation for use of the area, and to obtain proposals to trim the vegetation.

NINTH ORDER OF BUSINESS

Discussion of Phase 4 and 5 Areas

Ms. Mullins stated that the three hydroseeded areas have been reviewed and she is still waiting on BrightView to fill in a couple of areas on Fall River and Stonehurst. She is also still awaiting a proposal for area number 45 on North Field and Poplar Breeze.

Ms. Murphy stated that there needs to be a water source prior to area number 45 being addressed. The Board asked for Mr. Glynn’s assistance with looking into a well and pricing out various options.

NINTH ORDER OF BUSINESS

Update on Pond 14 Work

Ms. Mullins stated that the work on Pond 14 was supposed to be completed the day of the meeting. She also noted the sod does not look good, and while the contractor made it clear the homeowners would be responsible for watering the new sod, she does not believe any of them are.

Mr. Thomas suggested Mr. Glynn look at the sod as it appeared to be dead when it was first installed.

Mr. Laughlin stated that Bahia sod is typically brown as it is in hibernation, however it is possible that it died.

Mr. Robinson suggested Ms. Mullins talk to the HOA to ask them to remind the homeowners of their requirements to maintain the pond banks. He also informed the Board that Aquagenix was asked to defer the work until a decision could be made on the two addendums presented at the last meeting.

Ms. Gentry stated that their reasoning to complete the project was concern that heavy rain could wash away the slope and incur additional expenses.

TENTH ORDER OF BUSINESS

Discussion of Request from the HOA to Enforce Vehicles Blocking the Sidewalks and Parking on the Grass

June 18, 2024

Amelia Walk CDD

Mr. Robinson stated that there have been a couple of residents and an HOA board member ask him for assistance in addressing the issue of vehicles parking on sidewalks and the grass. He does not believe there is much the CDD needs to do in terms of the existing parking policy given that the CDD has no enforcement capability. The State of Florida has also signed legislation that says HOAs are not allowed to have any covenants that restrict parking unless the city or county has a similar ordinance.

Ms. Gentry stated that the CDD could send a letter stating that to the extent permitted by law, the CDD does not object to the HOA enforcing parking on sidewalks and grass.

There were no objections from the Board on sending the letter to the HOA.

ELEVENTH ORDER OF BUSINESS Consideration of Responses to Request for Qualifications for Engineering Services

Mr. Laughlin informed the Board there were two responses to the request for qualifications for engineering services from Yuro & Associates and Alliant and went over the evaluation criteria.

The Board scored the firms as follows: ability and adequacy of professional personnel – Alliant, 25 points and Yuro & Associates, 25 points; consultants past performance and experience – Alliant, 29 points and Yuro & Associates, 30 points; geographic location – Alliant, 20 points and Yuro & Associates, 20 points; willingness to meet time and budget requirements – Alliant, 15 points and Yuro & Associates, 15 points; certified minority business enterprise – Alliant, 0 points and Yuro & Associates, 0 points; recent, current and projected workloads – Alliant, 5 points and Yuro & Associates, 5 points.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor ranking Yuro & Associates #1 with 95 points and Alliant #2 with 94 points was approved with staff authorized to begin negotiating a contract with Yuro & Associates.

Ms. Gentry asked if the Board would like to engage Yuro & Associates on an interim basis on some of the more pressing matters, such as the punch list for the road resurfacing project and close-out items for the developer.

June 18, 2024

Amelia Walk CDD

On MOTION by Mr. Swan seconded by Mr. Jentz with all in favor authorizing Yuro & Associates as interim engineer and authorizing the Chair to approve the final agreement was approved.

TWELFTH ORDER OF BUSINESS**Audience Comments**

Jennifer Hatten stated that it was touched on earlier that when the haul road ditch is cleared, they are not to go into personal property as a lot of residents, including herself have not messed with the natural habitat currently there. She asked if the contractor will be informed where the CDD property begins and ends.

Mr. Laughlin responded yes.

Jennifer Hatten stated that she is not understanding why there are five access points zoned for the haul road per the property appraiser but the one near her home is being used and advertised on the website.

Mr. Robinson responded that in April of last year, the staff presented seven different access points, two being end points and five being inside the community, and the Board asked them to eliminate three access points. The one that was selected was chosen because it is an open space tract to the haul road.

Jennifer Hatten asked the Board to reconsider the access points at the next meeting.

Bruce Weigel stated that he was thrilled that Pond 14 was being cleaned up, however the work stopped prior to his property. He added that he would be willing to allow access to the pond from the side of his property if the District pays to move the fence off the end of the yard and put it back and re-sod it.

Mr. Robinson stated that area should have been in the original quote for the pond work, however it was not. Due to access issues, completing that area of the pond will have to wait another few months.

Don DeCanio asked how he can obtain permission to trim trees.

Ms. Mullins stated that she would speak to Mr. DeCanio about it.

Ms. Gentry stated that any tree trimming would need to be coordinated through Ms. Mullins.

Mr. Laughlin cautioned against volunteer work that would involve items such as ladders, electrical work and chainsaws.

June 18, 2024

Amelia Walk CDD

Don DeCanio asked that the Board consider including removal of the Spanish moss in the tree trimming proposal.

THIRTEENTH ORDER OF BUSINESS Supervisor Requests

Mr. Robinson asked to add an item on the next agenda for starting the process of installing a well for the tennis court irrigation. He also requested staff look into an FPL meter that is billing the District, but not being used.

Ms. Murphy requested that landscape improvements be priced out for the Poplar Breeze commons area.

FOURTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of May 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 \$57,307.76.

Supervisor Jentz left the meeting at this time.

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

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – July 16, 2024 at 6:00 p.m. at the Amelia Walk Amenity Center

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Thomas seconded by Mr. Robinson 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