

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, July 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

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro <i>by phone</i>	District Engineer
Kelly Mullins	Amenity & Operations Manager
Mary Grace Henley	Kilinski Van Wyk
Terry Glynn	GMS
Andrew Anderson	Precision Sidewalk
Jen Mabus	Brightview Landscape

The following is a summary of the discussions and actions taken at the July 16, 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

Connie Philipp stated that she was concerned about the amount of activity at the amenity center on Monday and the cars parked along the roadway. She suggested looking at the activities that were planned for that day to offset that.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of Minutes of the June 18, 2024 Meeting
- B. Financial Statements as of June 30, 2024

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C. Check Register

Mr. Robinson suggested posting the engineer’s report on the website. He also added that there was one error in the report that has since been corrected.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the consent agenda was approved.

FOURTH ORDER OF BUSINESS

Discussion of Sidewalk Repairs

A proposal ranging from \$62,492 to \$64,895 for sidewalk repairs was included in the agenda package, along with a map of the areas to be repaired.

Mr. Anderson stated that Precision Sidewalk has a software they use with GIS information of all the coordinates with the hazards throughout the community and the process they use follows ADA guidelines in regard to the slope of the sidewalk. Additionally, their process minimizes dust during the repairs, which only take three to seven minutes. They’ve categorized each area based on severity.

The proposal was tabled until the next meeting. The Board members would like to look at the areas that were marked for repairs.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Ms. Mabus reported that summer annuals were recently installed, and the majority of the approved tree work has been completed.

Ms. Murphy asked Ms. Mabus to ask the mowers to give more attention to the back of the Phase IV and V areas.

Ms. Mullins went over some proposals provided by Brightview the day prior to the meeting. The first is to create a gap in the wood line to form a path to the haul road from access point number two behind what were the model homes for a total of \$900.29.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal to clear vegetation for access to the haul road in the amount of \$900.29 was approved.

The next proposal is to trim twelve trees just past Majestic Walk Circle.

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On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal to trim twelve oak trees in the amount of \$1,714.29 was approved.

The last proposal is to remove a dead pine tree on Majestic Walk Boulevard near Cherry Creek for a total of \$571.43.

On MOTION by Mr. Swan seconded by Mr. Jentz with all in favor the proposal to remove a dead pine tree in the amount of \$571.43 was approved.

B. District Counsel

Ms. Gentry stated that her firm is still working on easement variance agreements.

Ms. Murphy asked about the status of two remaining obstructions that were postponed.

Mr. Robinson stated that he has been looking at accessing Pond 17 from behind the Phase V mailboxes

An item will be added to the next agenda for to discuss this matter further.

Mr. Robinson stated a letter has been sent on behalf of the CDD to the HOA regarding the request for permission to tow vehicles parking in the grass.

Ms. Gentry stated that the letter essentially said to the extent parking is prohibited and to the extent the HOA is allowed under the law to tow, the CDD does not object to towing on the CDD's property.

C. Interim Engineer

1. Ratification of Agreement with Yuro & Associates for Interim Engineering Services

Mr. Laughlin stated that the interim engineering services agreement with Yuro & Associates was signed between meetings to allow Mr. Yuro to begin immediately.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor the interim engineering services agreement with Yuro & Associates was ratified.

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2. Ratification of Work Authorization No. 1 with Yuro & Associates

Mr. Laughlin stated that the work authorization number one is to authorize Mr. Yuro to prepare the annual engineer’s report to ensure it was completed by the deadline and to work on other time-sensitive engineering matters.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor work authorization number one with Yuro & Associates was ratified.

3. Consideration of Agreement with Yuro & Associates for District Engineering Services

Mr. Laughlin stated that this agreement will serve as the ongoing master contract with Yuro & Associates.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the agreement for District engineering services with Yuro & Associates was approved.

4. Acceptance of the Annual Engineer’s Report

A copy of the engineer’s report was included in the agenda package for the Board’s review.

On MOTION by Mr. Swan seconded by Mr. Jentz with all in favor the annual engineer’s report for 2024 was accepted.

D. District Manager

Mr. Laughlin informed the Board that his office is working with counsel to develop a set of goals and initiatives to comply with a new State requirement. This item will be added to the next agenda for consideration.

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 the fans on the outdoor patio are broken.

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Mr. Robinson recommended approving an amount not to exceed \$3,000, to cover purchasing four new fans, and the cost of installing the fans.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor purchasing and installing four new fans for the covered patio at an amount not to exceed \$3,000 was approved.

Ms. Mullins also reported that the fountain in Pond 6 has been ordered and the fountain in the small pond is out and the repair will likely not be covered under warranty as a fishing line was the cause of the damage.

Mr. Robinson stated that Ms. Mullins has been monitoring the parking issues at the amenity center and it's typically only full on Mondays, the occasional Wednesday, or if there is an event occurring.

SIXTH ORDER OF BUSINESS

Update on Landscape Projects

Ms. Mullins reminded the Board that at the last meeting the Champlain and Fallen Leaf projects were approved subject to a temporary water source being identified. A permit will be sought for a fire hydrant.

Mr. Glynn added that GMS can use their pressure washing truck as a water truck.

SEVENTH ORDER OF BUSINESS

Discussion of Haul Road / Trails Signage and Access

The Board discussed adding signage for the haul road as fencing the entire area in is cost prohibitive.

Ms. Gentry stated that the requirement is that the signs be placed along the boundary line in a manner and position that they are clearly noticeable from outside the boundary line no more than 500 feet apart and at each corner.

EIGHTH ORDER OF BUSINESS

Discussion of Phase 4 and 5 Areas

Ms. Mullins stated that she should have a proposal for area number 45 on North Field and Poplar Breeze by the next meeting.

Ms. Murphy stated that she's been in communication with Riverside Homes regarding the curb repairs and they are still in the process of completing that as well as replacing dead sod.

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NINTH ORDER OF BUSINESS

Update on Pond 14 Work

Mr. Robinson stated that the original contract with Aquagenix has been completed. He also reported that he and Ms. Mullins have received correspondence from a homeowner that lives on the end of the pond where work has not yet been done that has asked to move the project forward, however there is no plan to move forward for at least a few months.

Ms. Murphy stated that the sod initially installed with the project was dead and only weeds are growing out of it.

Mr. Laughlin stated that staff can look into what can be done.

TENTH ORDER OF BUSINESS

Discussion of Well Installation for Irrigation

Mr. Glynn reported that GMS has been working with Pumps Done Right on using pond irrigation rather than well irrigation, which could be a major cost savings. The company is currently putting specifications together.

Mr. Robinson stated that there is a JEA meter near the dumpster that has read zero water usage since he has been a supervisor. He recommended Ms. Mullins and Mr. Glynn investigate running that water to the pool and disconnect the pool water from the amenity center water meter because that meter is being charged for sewer service.

ELEVENTH ORDER OF BUSINESS

Discussion of Roundabout Safety

Mr. Robinson stated that the Board has looked at proposals for landscape improvements in the past to prevent parking around the roundabout, however the parking is only an issue because of the school bus stop. He met with the school bus transportation department early in the year and asked that before the next school year, they move the bus stop to another location, and if the preferred location is chosen, the Board will consider adding a covered stop and/or a bike rack. The committee has not committed to a new stop, and has not responded to his emails.

Mr. Laughlin added that the police department is also pushing to move the bus stop and has indicated they will keep him updated on the results.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2024-10, Re-Designating the Principal Headquarters and Local District Records Office

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Mr. Laughlin stated that the current registered office and local records office is the prior engineer’s office. The amenity center will be designated as the principal headquarters and local district records office going forward.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor resolution 2024-10, re-designating the principal headquarters and local district records office was approved.

THIRTEENTH ORDER OF BUSINESS Audience Comments

Connie Philipp stated that she’s getting a feeling that expenses are increasing significantly and asked that the Board provide an update on where the capital improvement budget is at and where the funds for all of the expenditures discussed are coming from.

Mr. Robinson stated that there is a budget for maintenance repairs, which is over budget for this year. The budget for maintenance repairs has been increased for fiscal year 2025. He also provided an example of the capital improvement plan items stating that there was just a minor repair to the HVAC system, and that HVAC system was in the capital plan to be replaced three years ago.

Connie Philipp stated that she would like to see when expenditures are designated as maintenance expenditures, or capital improvement expenditures.

Mr. Robinson stated that the financial reports contain the capital expenditures.

Mr. Laughlin added that the check register summaries in the agenda packages are broken out into general fund and capital reserve fund.

FOURTEENTH ORDER OF BUSINESS Supervisor Requests

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

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

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SEVENTEENTH ORDER OF BUSINESS Adjournment

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

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

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Jeffrey Robinson
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Chairman/Vice Chairman