

**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, August 20, 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
Mike Yuro	District Engineer
Kelly Mullins	Amenity & Operations Manager
Terry Glynn	GMS
Chip Dellinger	GMS
Jen Mabus	Brightview Landscape

The following is a summary of the discussions and actions taken at the August 20, 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

Laura Taylor stated that she sent an email to all board members regarding the bus stops, and she hopes that the Board remembers the parents when they discuss the agenda item.

Sue Regan stated that Phase IV and V make up 49.2% of all the homes and she feels those phases are being grossly neglected. She asked the Board to consider installation of irrigation and new grass in that area so it's not just a bunch of open fields. She also suggested that BrightView work from the back of the community to the front, so those phases do not go over two weeks without the common areas being mowed.

August 20, 2024

Amelia Walk CDD

Don DeCanio suggested that before any money is spent on ADA requirements as it relates to the sidewalk repairs, he'd like to hear from counsel because as he understands it, the ADA requirements apply to commercial or government facilities. He also stated that according to the budget, \$27,900 has been spent on fountains this year, so before spending another \$2,000 to repair the fountain in Pond 3, spending of money needs to be prioritized and consider fountains one of the lower items. Next, he asked if he could review the engineer's reports.

Mr. Laughlin stated that he could send them to him.

Don DeCanio stated that \$1 million has been spent fixing Majestic Walk Boulevard and it looks like crap. He asked why it's not being addressed.

THIRD ORDER OF BUSINESS **Consent Agenda**

- A. Approval of Minutes of the July 16, 2024 Meeting**
- B. Financial Statements as of July 31, 2024**
- C. Check Register**

Copies of the minutes, financial statements and check register totaling \$220,964.23 were included in the agenda package for the Board's review.

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

FOURTH ORDER OF BUSINESS **Consideration of Proposals**

A. 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. The proposal was tabled to this meeting to allow Board members to review the areas that were marked for repairs and to allow for submission of an addendum to the proposal that leaves out Majestic Walk. The addendum totals around \$12,000.

Mr. Jentz stated that the sidewalk gaps that are listed as being 2/8 of an inch are barely noticeable, so he recommended forgoing those.

Mr. Laughlin added that as a governmental entity, the District is required to comply with ADA requirements.

Ms. Gentry recommended at least recommended addressing the areas marked as severe and violating the ADA.

August 20, 2024

Amelia Walk CDD

Mr. Robinson recommended holding off on the sidewalk repairs until fiscal year 2025 due to lack of funding.

This item was tabled.

B. Pond 14 Erosion

Ms. Mullins stated that there is an area on the corner of 85614 and 85606 Fall River Parkway that has eroded, so Aquagenix has submitted a proposal to add backfill and new Bahia sod at a cost of \$2,755.50.

Mr. Robinson stated that this repair needs to be made, however it is not an immediate need. He suggested holding off until the next fiscal year.

This item was tabled.

C. Pond 3 Fountain Repair

Ms. Mullins stated that the fountain in the pond at the back of the parking lot has been damaged by some fishing line and the motor needs to be replaced at a cost of \$1,995.

Mr. Robinson stated that fishing is not allowed in Pond 3, so a sign may need to be installed in the future. He recommended deferring this repair.

This item was tabled.

D. Gate at Amelia Concourse Haul Road / Trail Entrance

Ms. Mullins stated that the gates that lead to the haul road off Amelia Concourse were damaged by a fallen tree. Gaines Fence submitted a quote totaling \$975 to install two new gates.

On MOTION by Mr. Robinson seconded by Mr. Thomas with all in favor an amount not to exceed \$975 for installation of two new gates at the haul road was approved.

E. Sidewalk Repair at 85475 Fall River Parkway

Ms. Mullins presented a proposal from Site Savvy totaling \$1,274 to repair a section of sidewalk at 85475 Fall River Parkway.

August 20, 2024

Amelia Walk CDD

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Site Savvy for a sidewalk repair was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Ms. Mabus reported that the tree work approved at the last month’s meeting has been completed.

Ms. Mullins presented a proposal to prune a live oak that is located in a common area, but growing into a resident’s property at a cost of \$280. There is also a pine tree that is declining due to being struck by lightning. BrightView has recommended removing the tree at a cost of \$435.

Ms. Gentry stated that the tree growing into the homeowner’s yard is typically a homeowner responsibility and they are allowed to trim the trees as needed.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal to remove the declining pine tree at a cost of \$435 was approved.

Next, Ms. Mullins presented a proposal to create a berm through the common area along North Field and Poplar Breeze and install a variety of plants to provide color.

Ms. Murphy asked for more detail on the price breakdown per item and also asked for an alternate proposal that would cut the cost in half. She also recommended drought resistant plants due to the lack of irrigation.

This proposal was tabled.

B. District Counsel

Ms. Gentry informed the Board that staff was made aware of a resident that was clearing in a wetland buffer area, so the resident has been sent a cease-and-desist letter.

C. District Engineer – Update on Road Resurfacing Project Punchlist

August 20, 2024

Amelia Walk CDD

Mr. Yuro stated that all of the bird bath areas on the road were at least patched by the contractor, so they are better, but they have not all been eliminated. There did not appear to be any work done around the roundabout

Mr. Robinson stated that Duval is scheduled to be onsite the day after the meeting.

Ms. Gentry stated that a 5% retainage is being held, and that will not be released until the punch list items have been resolved, and the engineer signs off on the completion.

Mr. Robinson stated that there is a list of recommendations in the annual engineer's report. He asked that Ms. Mullins use that as her punch list for requesting proposals for repairs. Some of them will be addressed through the change order to Duval's contract.

Mr. Yuro stated that he was asked to look into a complaint of flooding in a wetland behind some homes. He did not see anything that the CDD could address at this time. The wetland does have a drain that connects to another wetland and his assumption is after a recent storm, the wetland built up and it couldn't drain it fast enough. He was also asked to look at some driveways on Champlain that appear to be settling. He suspects that is due to soft soils under the driveways. His opinion is that would be more of a builder/homeowner issue.

Mr. Robinson questioned if it's worth sending someone in to the wetland to see if an animal has built a dam and asked Ms. Mullins to add that to the list of things to look at.

Ms. Gentry stated that she agrees with Mr. Yuro that the paver driveways are the homeowner's responsibility.

D. District Manager

1. Consideration of Resolution 2024-13, Designating a Regular Meeting Schedule for Fiscal Year 2025

Mr. Laughlin presented a proposed meeting schedule including meetings on the third Tuesday of each month at 2:00 p.m., with exception to the months of October, January, April and July, which will be held at 6:00 p.m.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the fiscal year 2025 meeting schedule was approved as presented.

2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025

August 20, 2024

Amelia Walk CDD

Mr. Laughlin informed the Board that the legislature recently passed a bill requiring special districts to adopt goals and objectives for each fiscal year and report whether the goals have been achieved at the end of each year. A proposed reporting form was included in the agenda package for the Board’s review.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the performance measures/standards and annual reporting form was approved as presented.

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. She also stated that she has received a few requests for replacement keys for their mailboxes.

Mr. Robinson suggested entering into a contract with a locksmith.

Ms. Gentry stated that she would not advise the CDD interfere with mailboxes until there is something in writing from the U.S. Postal Service. She will reach out to ask them to confirm the CDD has the authority to modify the mailboxes.

SIXTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing to Adopt the Fiscal Year 2025 Budget; Consideration of Resolution 2024-11, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Mr. Laughlin provided an overview of the budget, noting there is an increase in assessments proposed at \$208 per year, largely due to the increase in the capital reserve contribution and an increase in the repairs and replacements line item.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearing was opened.

Don DeCanio stated that the capital reserve fund activity disbursements show \$118,000 in other capital projects and that is a very large number to be classified as other.

Mr. Laughlin stated that \$92,000 of that amount was the Pond 14 bank repair.

August 20, 2024

Amelia Walk CDD

Joseph Carlino stated that he has been in the community two years, and this is the second time he's seen an increase in assessments. He asked if the budget is increased arbitrarily, or if it goes out to the public to vote on it.

Mr. Robinson responded that this increase is referring to the operations and maintenance assessment, and it can go up or down each year.

Joseph Carlino asked if the builder was still responsible for the roads while they were still building homes in the development.

Mr. Robinson responded that they were not.

Joseph Carlino asked if the county or state have anything to do with the maintenance of the roads.

Mr. Laughlin that Nassau County will no longer accept roads.

A resident stated that the increases and expenditures seem to be cavalier and also commented that the main part of Majestic Walk is crumbling and seems to be worse than it was before the repaving, and he does not feel the residents are getting value for their money.

Jennifer Hatten asked what the trustee fees are for.

Mr. Laughlin stated that the trustee handles all of the trust accounts and bond funds, and that line item increased this year due to the new bond issuance.

Sheri Carlino asked if the police presence in the community is paid for by the District.

Mr. Laughlin responded yes.

A resident commented that he does not believe that cost is warranted.

Donna Moskowitz asked what kinds of cost savings are being put in place and commented that 20%+ increases per year is not sustainable. She asked that the Board look carefully look at the budget to see what can be cut back and look at any vendors that need to be replaced.

Marie Clapper stated that she thinks the Board needs to consider how the budget is proposed so that it is more informative to the community, such as descriptive text about certain line items.

Don DeCanio stated that he's not happy with the increase in fees when in the last few years, thousand have been spent on a shed, ten thousand has been spent on the lighting of the community center and tower, almost ten thousand was spent on the flagpole, forty thousand for the pool heater, and a big screen TV.

August 20, 2024

Amelia Walk CDD

Joshua Kroll stated asked if the upgrades and improvements paid for in 2024 were under a set number, or if they were additional.

Mr. Robinson stated that there are several things in the capital reserve plan, some of which were planned for fiscal year 2024 and some of which will be pushed to 2025.

Joshua Kroll stated that for the 2025 budget the board members decide on a set amount, and for any improvements that are voted on or approved, they make sure it's in the budget before the money is spent, so the budget doesn't go over like last year.

Mr. Robinson stated that the board doesn't money that is not there. The increase for 2025 is due to expenses that are forecasted.

Glen Gilmore asked what the percentage increase was just for insurance.

Mr. Laughlin responded that insurance went up about \$7,000.

Mark Moskowitz stated that better scrutiny of expenditures versus what could possibly come up or is reasonably expected is needed and commented that possibly if the solar pool heating, shed, or flagpole were installed, the increase could have been less.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearing was closed.

Ms. Murphy stated that the board receives a lot of requests from the community, such as for the pool heater so the board takes those items into consideration.

Mr. Robinson stated that money was put into the capital reserve funds to build up enough funds to pay for the road resurfacing and the only time money was spent out of it was if something was broken. After it was decided special assessments would be used to fund the road improvements, funds were available for enhancement type things.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor Resolution 2024-11, relating to annual appropriations and adopting the budget for fiscal year 2025 was approved.

B. Public Hearing to Consider Imposing Special Assessments for Fiscal Year 2025; Consideration of Resolution 2024-12, Imposing Special Assessments and Certifying an Assessment Roll

August 20, 2024

Amelia Walk CDD

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearing was opened.

A resident asked what the assessment is for and what it is.

Mr. Laughlin responded that an assessment roll broken out into debt service and operations and maintenance based on the budget just approved will be sent to the county to assess the homeowners via the property tax bills. Ms. Gentry explained that these assessments will be used to fund the budget that was just approved. Although the law calls them “special assessments,” they are the routine operations and maintenance assessments that will fund the annual budget.

A resident asked for a more defined version of the budget showing is being funded, rather than just line items.

Mr. Laughlin stated that he would speak with a resident that stated that her payoff amount for the bonds appears to have gone up over time.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearing was closed.

On MOTION by Mr. Swan seconded by Mr. Jentz with all in favor Resolution 2024-12, imposing special assessments and certifying an assessment roll was approved.

SEVENTH ORDER OF BUSINESS Update on Landscape Projects

Ms. Mullins stated that a water source has been identified for the three pending landscape projects on Fallen Leaf and Champlain, although the details are still being worked out, so that should be installed within the next few months.

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

Ms. Mullins stated that three areas in Phases 4 and 5 have been hydroseeded and the next area to be address is at North Field and Poplar Breeze. BrightView will be adjusting their proposal to reduce the cost and bring it back to the next meeting.

NINTH ORDER OF BUSINESS Discussion of Easement Variance Requests

August 20, 2024

Amelia Walk CDD

Ms. Gentry reminded the Board that variances for the encroachments around Pond 16 were approved at a previous meeting and the ones remaining to be considered are around Pond 17 and the miscellaneous encroachments. Ms. Gentry reminded the Board that allowing easement encroachments always comes with some risk, as the Board would be giving up some of the rights it has to unobstructed access to these areas, but that the Board previously discussed a desire to balance that with practical considerations for residents. The Pond 17 accesses could be approved under the same rationale as with Pond 16 variances as there are two alternate access points. The two encroachments to the marsh access are neighboring houses that share a common fence line and that easement is for a drainage pipe rather than for access purposes, so that one could be approved as well, if that is the Board's direction. The drainage swale access encroachment is the only access that is available, and a homeowner has shrubs blocking the access to that swale. There was no ARB approval for those shrubs. Due to that property being the only access to the drainage swale, Ms. Gentry recommended sending that homeowner another letter requiring that they move the shrubs.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the variances for lots 60, 61, 141, 142 and 163 were approved.
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TENTH ORDER OF BUSINESS**Update on Bus Stop Location**

Mr. Robinson stated that the Board has looked at deterrents for parking in the roundabout such as shrubbery or boulders, however there would be no parking issue if the bus stop location was moved. The bus stop has been moved, however there are still people parking on the grass on Majestic Walk Boulevard. The bus transportation department stated that they would like to see the District build a swing road off of Majestic Walk Boulevard just prior to Fall River Parkway. He recommended if there is a desire to pursue that, the District ask the county to provide detailed specifications and a significant amount of the funding. The Board will need to consider suggesting alternative locations for the bus stop, whether they're willing to install no parking signs, and whether a bus shelter should be installed.

Mr. Jentz recommended involving the parents in the discussions, and also asking the transportation department for more bus stops.

August 20, 2024

Amelia Walk CDD

The Board’s consensus was to install no parking signs, and to put together a working group to discuss a number of locations to bring to the Board to ultimately present them to the bus transportation department for their consideration.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor authorizing Ms. Mullins to circulate information regarding a resident fact-finding group for data collection on the bus stops was approved.

ELEVENTH ORDER OF BUSINESS Public Facilities Report Revision with CDD / HOA Roles and Responsibilities

Mr. Robinson stated that District counsel has recommended separating the public facilities report from a document that outlines the HOA roles and responsibilities versus the CDD’s. Ms. Gentry stated that the public facilities report is due to be updated as it is to be updated every seven years per Florida Statute.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor authorizing Mr. Yuro to update the public facilities report was approved.

TWELFTH ORDER OF BUSINESS Discussion of Water Drainage on Majestic Walk Boulevard

Mr. Robinson stated that after the heavy rains last month, significant water drainage was coming off people’s front yards, mostly in the areas where Pond 7 and Pond 9 are. The engineer put together a report, which includes four or five actions items that the District would need to take to address the root of the issue.

Mr. Yuro stated that there is clear evidence of a high-water table and the typically way to correct it, would be to install underdrains, however due to the elevation of the ponds, they would always be underwater, so another solution would be a stormwater pump system. He also stated that the outfall structures need to be routinely maintained. He found many of the structures were clogged during his inspection.

Mr. Robinson asked Ms. Mullins to look at getting the outfall structures cleaned out starting with ponds 7, 8, 9, and 10.

August 20, 2024

Amelia Walk CDD

THIRTEENTH ORDER OF BUSINESS**Discussion of Irrigation Water Source to Replace JEA Irrigation Meters for Majestic Walk Boulevard and Unused JEA Commercial Water Meter**

Mr. Robinson stated that the District is spending anywhere from \$50,000 to \$100,000 a year on JEA water for irrigation of the common areas. One of the irrigation controllers waters everything from the entrance down to Amelia Circle. There is a water source that can be leveraged by pulling water out of the pond to potentially save \$25,000 to \$50,000 per year on that zone alone. That would be a capital expense of around \$60,000, so it would take a year or two to see a return on investment. There is also a water meter that has shown zero use in the last ten years, however the District is paying a \$19 monthly fee for the meter. He proposed disconnecting the pool water from the amenity center meter, which pays sewer fees, and move it to this other meter, which just pays for water. He estimates this would cost a few thousand dollars. There were no objections from the Board.

FOURTEENTH ORDER OF BUSINESS**Audience Comments**

Ligia Faria stated that she has lived on Majestic Walk Boulevard for two years, and she's never had an issue with standing water until the last two years or so. She asked if there is a way to see if an adjacent neighborhood's drainage is affecting Amelia Walk.

Mr. Yuro stated that during his inspection he did not notice any water coming across into Amelia Walk. The stormwater pond drains south, away from Amelia Walk. He did note there is a wetland in Amelia Concourse that is connected by a pipe to a wetland that flows toward Amelia Walk and it was flowing pretty heavily.

Mr. Laughlin stated that Amelia Concourse residents are having drainage issues as well.

A resident asked if there has been any discussion about the commercial property at the front of the development.

Mr. Laughlin stated that the property will be used for a daycare.

The resident asked if Amelia Walk's entrance will be used for the daycare.

Mr. Laughlin responded yes, and that was approved by the county so the District had no part in it. He added that the Board has discussed a cost share to help pay for the roads.

August 20, 2024

Amelia Walk CDD

Don DeCanio stated that the previous engineer was asked to look at the curb and the water issues, so he thinks there is recourse against the prior engineer.

Ms. Gentry stated that there is a lot of leeway when you're talking about a recommendation based on someone's professional judgment. If the Board would like to explore whether there is cause for action, she recommends special counsel.

A resident thanked the Board for their service.

Jennifer Hatten stated that sprinklers are still going off when it's raining.

Mr. Robinson stated the rain gauge on the roundabout has been broken off, but there are rain gauges on other controllers.

Lorraine Clapper asked for clarification on whether the previous engineer was let go, as opposed to him resigning.

Mr. Laughlin responded that the previous engineer's contract was not officially terminated as he was on the call for the meeting in which qualifications from other companies were considered and he sent an email resigning from his position during the meeting.

Joshua Kroll stated that there is lot of debris on the haul road and asked if it will officially be made a trail, or if no trespassing will be enforced. He also asked that the authorization for use of the haul road be communicated to the HOA.

Mr. Robinson stated that the HOA doesn't have anything to do with the haul road, it is strictly CDD. He also noted there is a policy for the haul road that can be re-advertised.

Joshua Kroll stated that he wants to make sure that when landscaping is done, the Board is focusing a percentage of the budget for the following year on maintenance of existing landscaping and shrubs versus beautification projects in areas that already have landscaping. Next, he asked when a bike rack can be placed at the bus stop.

Ms. Mullins stated that a bike rack is a minimal cost.

Joshua Kroll stated that safety is not about moving the bus stop, it's about minimizing the number of people at each bus stop, which decreases the number of cars.

Mr. Swan stated that's why more bus stops will be proposed.

FIFTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Swan stated that the supervisors received an email from Tony Williams regarding putting alligator signs in the pond areas.

August 20, 2024

Amelia Walk CDD

Mr. Laughlin stated that the FWC provides a sign template and asked Ms. Mullins to look into the cost.

Mr. Robinson suggested increased communication regarding wildlife in the ponds instead of adding more signage.

Mr. Jentz asked staff to look at a portable bike rack with room for 10 bikes.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor purchasing a bike rack at an amount not to exceed \$500 was approved.

SIXTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

SEVENTEETH ORDER OF BUSINESS Next Scheduled Meeting – September 17, 2024 at 2:00 p.m. at the Amelia Walk Amenity Center

EIGHTEENTH ORDER OF BUSINESS Adjournment

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

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Jeffrey Robinson
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Chairman/Vice Chairman