



**Community Development District**

**Homeowners Association**

**Roles and Responsibilities**

October 14, 2024

## Table of Contents

|   |   |
|---|---|
| 1. OVERVIEW .....                                   | 1 |
| 2. CDD .....  | 2 |
| A. CDD Definition .....                             | 2 |
| B. CDD Roles and Responsibilities .....             | 2 |
| 3. HOA .....  | 3 |
| A. HOA Definition .....                             | 3 |
| B. HOA Roles and Responsibilities .....             | 3 |
| 4. CDD & HOA Homeowner Joint Responsibilities ..... | 4 |
| A. Sidewalks .....                                  | 4 |
| B. Grass Strips between Sidewalk and Road .....     | 4 |
| C. Grass on Pond Banks .....                        | 4 |
| D. Access to Common Areas .....                     | 5 |
| 5. Exhibit "A" - Amelia Walk Subdivision Map .....  | 6 |

## 1. OVERVIEW

The Amelia Walk Community Development District (the “District” or the “CDD”), encompasses approximately 563 acres within the unincorporated area of the Eastern part of Nassau County, Florida. The District was established for the purpose of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for the community development within the District. The Amelia Walk Homeowners Association (HOA) is a separate organization from the Amelia Walk CDD. The two entities work side-by-side to ensure that the community complies with all applicable standards.

Exhibit “A” is the Nassau County Property Appraisers map of the entire subdivision of 749 parcels by phases.

This document is intended to be a quick, informal reference to the joint responsibilities of the CDD, the HOA, and individual homeowners. However, please be aware that this is not a legal document and should not be relied on as such. CDD, HOA, and Homeowner responsibilities are governed by various legal documents, including but not limited to the Covenants, Conditions, and Restrictions, By-laws, Articles of Incorporation, Architectural Review Committee Architectural Planning Criteria, Covenant Enforcement Committee Policies and Procedures, and other rules and regulations. In the event of a conflict between documents, the legal documents will control. Homeowners should familiarize themselves with applicable governing documents.

You can also visit [www.ameliawalk.info](http://www.ameliawalk.info) which is a guide for CDD or HOA responsibilities.

## **2. CDD**

### **A. CDD Definition**

The Amelia Walk Community Development District is a local, special purpose government entity authorized by Chapter 190 of the Florida Statutes and created by ordinance of Nassau County as an alternative method of planning, acquiring, operating and maintaining community-wide improvements in planned communities. The CDD will never “sunset”. It has ongoing maintenance responsibilities for the public infrastructure and improvements within the community.

### **B. CDD Roles and Responsibilities**

The CDD provides multiple administrative and operational management functions, including but not limited to:

- Issuance of the amenity fob keys
- Mailbox key administration
- Operating and maintaining certain infrastructure within the Amelia Walk community, including but not necessarily limited to the pool, tennis court, pickle ball courts, clubhouse, playground, soccer field, roadways, surface water management (ponds and public drainage), trails, various common landscape areas, and other open space tracts.

The CDD administrative and operational management is provided by Governmental Management Services (“GMS”). The District Manager, Daniel Laughlin, may be reached at 904-940-5850 or email [dlaughlin@gmsnf.com](mailto:dlaughlin@gmsnf.com). The onsite Amenity and Operations Manager, Kelly Mullins, may be reached at (904) 225-3147 or by email at [ameliawalkmanager@gmsnf.com](mailto:ameliawalkmanager@gmsnf.com). Please note that under Florida Law, emails to and from Community Development Districts are public record. For more information, please see <http://www.myflsunshine.com/>.

The CDD has reviewed this document as to accuracy of CDD responsibilities only, and makes no representations as to HOA responsibilities or obligations contained in HOA documents.

### **3. HOA**

#### **A. HOA Definition**

The Amelia Walk Homeowners Association (HOA) is a private entity not-for-profit Corporation. Amelia Walk HOA is separate organization from the Amelia Walk CDD.

#### **B. HOA Roles and Responsibilities**

The HOA is responsible for enforcement of the governing documents of the association, which include but are not limited to the Covenants, Conditions, and Restrictions, By-laws, Articles of Incorporation, Architectural Review Committee Architectural Planning Criteria, Covenant Enforcement Committee Policies and Procedures, and other rules and regulations. The operation of the HOA is managed through its Board of Directors.

The HOA property management company is Plaza Property Services LLC. Julie Davis, an employee of Plaza Property Services, LLC, is the licensed Community Association Manager assigned as the property manager. She may be reached at: Office: 904-265-5252, or [jdavis@plazapropertyservices.com](mailto:jdavis@plazapropertyservices.com).

The HOA is responsible for oversight of the private property within Amelia Walk as provided in the governing documents.

The HOA Board of Directors has reviewed this document as to the accuracy of the HOA responsibilities only, and makes no representations as to the CDD responsibilities or obligations contained in the CDD documents.

#### **4. CDD & HOA Homeowner Joint Responsibilities**

Generally, the CDD is responsible for the common property and public improvements within the Amelia Walk community, and the HOA is responsible for regulating private homeowner lots. The CDD does not control homeowner actions on private property, unless homeowner actions are impacting CDD property, or if homeowners obstruct or impair CDD easements on private lots.

In some cases, homeowners have joint responsibility for maintenance of certain areas, which are described in more detail below and in the governing documents for the community.

##### **A. Sidewalks**

The CDD owns the sidewalk and is generally responsible for structural maintenance; however, homeowners have certain maintenance obligations as well. For example, the homeowner is responsible for removing any staining caused by their well-based irrigation systems, and must repair any changes in elevation caused by pavers driveway aprons or other damage caused by homeowner actions. Homeowners should notify the CDD if they notice sidewalk hazards such as dips or tripping hazards so that the CDD may inspect the area and take any corrective action, if necessary.

##### **B. Grass Strips between Sidewalk and Road**

The CDD owns the right-of-way, which includes the sidewalks, the road, and the grass strip between the sidewalk and the road. However, the homeowner is responsible for mowing/trimming and irrigation of this grass strip. The grass strip must match that of the grass on the homeowner's property, which is St. Augustine. HOA, ARB, and CEC rules and procedures apply to homeowner's maintenance and use of the grass strip. No parking is permitted on the grass strip.

##### **C. Grass on Pond Banks**

The CDD owns the stormwater ponds and is responsible for mowing the grass from the water edge to the homeowner property line. Grass trimming is done at the water edge, and the CDD's landscape service provider's best practice is to keep clear of private property fences when the fence is on the property line. The grass allowed is St. Augustine or Bahia. In some cases, the CDD may leave natural vegetation around the water edge to promote pond health or as required

by applicable laws, permits, or regulations. The homeowner is responsible for irrigation of the grass on the pond banks.

#### **D. Access to Common Areas**

Phases 1, 2, 3, and 4 all have open space CDD-owned tracts that allow access to common areas, for which the CDD is responsible for mowing and trimming. In many locations the tract is between two private homeowner lots. These tracts are primarily used by CDD vendors for maintenance of landscaping, ponds, drainage systems, but the CDD may use them for other purposes as permitted by law.

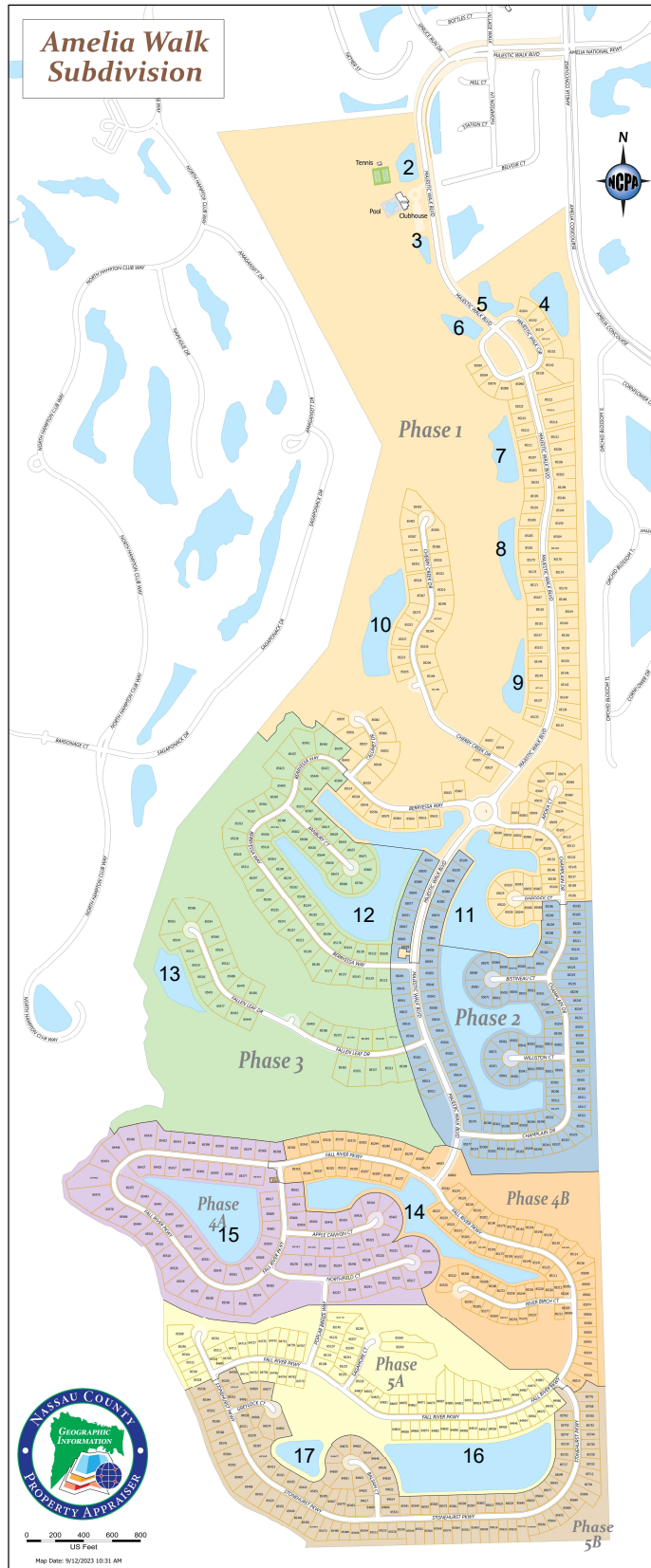
Phases 1, 2, and 3 open space tracts have St. Augustine grass, and the homeowner is responsible for irrigation.

Phase 4 common area tracts mainly have Bahia grass and do not have an irrigation system installed.

Phase 5 was designed to have unobstructed drainage/access easements on private lots instead of CDD-owned, open space tracts. These easements provide CDD access for the maintenance and landscaping of ponds, pond banks, drainage swales, and other infrastructure, and must not be obstructed by the homeowner. In some cases, there may be drainage structures such as pipes within the easement. The homeowner is responsible for mowing, trimming, and irrigation of the easement. The homeowner is not authorized to install fences, landscaping, or other obstructions in a CDD easement unless the CDD approves a variance in writing. The HOA Architectural Review Board should be versed in the location of such easements to assure no plan is approved that would result in obstructions being placed in the unobstructed easements.

Homeowners should be aware that an easement is a legal right that allows a particular party to use land owned by another person in a particular manner. The easements are indicated on plats of the property or in other legal documents recorded in the Official Records of Nassau County, Florida. When in doubt, homeowners should contact the CDD to determine if there is a CDD easement on their property. If an easement is obstructed without CDD permission, the homeowner may be subject to legal action to remove the encroachment.

## 5. Exhibit “A” - Amelia Walk Subdivision Map



CDD & HOA Shared Responsibilities – October 14, 2024