

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, November 19, 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
Steve Cook	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Kelly Mullins	Amenity & Operations Manager
Terry Glynn <i>by phone</i>	GMS
Chip Dellinger	GMS
Jen Mabus	BrightView Landscape

The following is a summary of the discussions and actions taken at the November 19, 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 proposed speeding up the process in cleaning out the culverts and outfall areas for Ponds 7, 8 and 9 to minimize the damage to the road. He also suggested delaying payment to the vendor providing fountain maintenance services until they complete the current warranty work prior to giving them more work.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Laughlin, being a notary public of the State of Florida, administered an oath of office to Mr. Jentz, Mr. Cook and Ms. Murphy.

B. Consideration of Resolution 2025-02, Designating Officers

The Board made the motion below to keep the slate of officers the same, with the addition of Mr. Cook as an Assistant Secretary.

On MOTION by Mr. Swan seconded by Mr. Robinson with all in favor Resolution 2025-02, designating officers was approved with Mr. Cook added as an Assistant Secretary.

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the October 15, 2024 Meeting

B. Financial Statements as of October 31, 2024

C. Check Register

Copies of the minutes, financial statements and check register totaling \$187,396.96 were included in the agenda package for the Board’s review. Mr. Laughlin noted the check register includes a payment for the 2025 liability and property insurance.

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

FIFTH ORDER OF BUSINESS

Staff Reports

A. Landscape

Ms. Mabus provided an overview of landscaping items completed between meetings.

B. District Counsel – Discussion of Applicability of Sunshine Law and Public Records Law to Social Media and Internet

Ms. Gentry provided a brief overview of the Sunshine, Public Records, and Ethics Laws to Mr. Cook. She also presented a memorandum regarding best practices for social media and internet, summarizing that if a Supervisor does desire to create a social media post regarding district business, it’s advised to turn off commenting to avoid another supervisor commenting on

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the post, to screenshot the post and send it to the District Manager, and to put a disclaimer on their page stating that it is a personal page, and all opinions expressed are their own.

Next, she offered the possibility of an aged invoice policy that the Board could adopt to request invoices be submitted within a certain period of time, or they will have to go before the Board for approval prior to payment and anything submitted after that timeframe could be deemed an improper invoice and the District could refuse payment. A draft policy will be placed on the agenda for the next meeting.

C. District Engineer – Public Facilities Report

Mr. Yuro presented the public facilities report, noting it will be submitted to the county.

Mr. Robinson asked Mr. Yuro to occasionally inspect the pond off Spruce Run that was deeded to Village Walk to ensure it's being maintained.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public facilities report was accepted.
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Next, Mr. Yuro informed the Board that he has an email out to check on the status of the road borings. He has not received a response yet, so he will continue to follow up.

Next, Mr. Yuro stated that he met with the Chairman a week after the last meeting to inspect some of the items brought up at the meeting and a summary of the findings are included in the agenda package under the water drainage agenda item.

Lastly, Mr. Yuro reached out to Duval Asphalt about the ribbon curbing at the roundabout. It is their position that they have done all they could do, but because traffic cannot be kept off of it for the full time the concrete needs to cure, it gets damaged and cracks easily. They feel they have exhausted all of their capabilities to make it any better than what it is.

Ms. Murphy asked if there's another way to fix it if Duval will not come back out.

Mr. Yuro responded that a concrete company would need to be found that could put plates on the ground for a couple of weeks.

Mr. Jentz suggested asking Dallapiazza Construction to look at the curbing.

D. District Manager

There being nothing to report, the next item followed.

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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.

Ms. Mullins address the comment made earlier in the meeting regarding the fountain maintenance company, stating that the vendor has taken the fountain out and sent it off to the manufacturer, however they are having to wait for the manufacturer to make the repairs.

Next, Ms. Mullins informed the Board that a local Xfinity representative has offered to sponsor a community event.

Ms. Gentry stated that legally they can donate things for events, however she cautioned about setting a precedence.

Mr. Robinson stated that quotes will need to be requested to open up the dips forming on Fall River Parkway to inspect them at the recommendation of Mr. Yuro.

Lastly, Ms. Mullins stated that a patron has requested to provide a self-defense class at the amenity center once or twice a year.

Ms. Gentry stated that her firm will draft the license agreement to be brought to the Board for approval.

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Pond 3 Fountain Repair

Ms. Mullins presented a proposal totaling \$1,995 to replace the motor in the fountain in Pond 3.

Mr. Robinson added that the repair is not covered under warranty due to fishing line being the cause of the motor damage. He also noted that the District has had a lot of issues with the Otterbine motors. The Board can choose to not replace the fountain, or replace the fountain with a different vendor, which would cost around \$2,800 to \$3,500.

The Board’s direction was to not replace the fountain.

SEVENTH ORDER OF BUSINESS

Update on Water Drainage Issues

A corrective action report regarding the water drainage and road issues was included in the agenda package for the Board’s review. Mr. Robinson informed the Board that since the report has been issued, Shenandoah has inspected the storm drains and pipes leading to the

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outflows on Pond 7 and it looked okay. A quote will be obtained to have Shenandoah come back to inspect Pond 9. The sinkhole forming by Pond 8 was also inspected. The box is compromised in the storm drain, however the pipe under the road is okay. The road is starting to crack by the road, so they are in the process of preparing a repair quote. Shenandoah did not make it down to Majestic Walk Boulevard and Fallen Leaf, so they will have to come back to do that. Coastal Greenery was authorized to address the drainage swale behind Poplar Breeze, however it was found they are not licensed in the State of Florida. Ms. Mullins has had three other vendors submit bids for the project and copies of those were included in the agenda package. That drainage swale is somewhat tied to the Champlain/haul road issue. The plan for that area is to move the soil from Poplar Breeze to the haul road to build a berm to hold the water in.

Mr. Cook suggested ditch the east side and use that to berm up to control the slope as it goes down.

Mr. Robinson continued stating that the outflows for Ponds 6 and 10 were inspected and there are no issues with the control structure. The issue is in both locations the ground as eroded so the water sits and ponds around the control spreader. The recommendation is to go in with hand shovels and knock down the high spots into the wetlands.

Mr. Yuro recommendation reaching out to the water management district to inform them of what the District wants to do.

Ms. Mullins went over all of the proposals for cleaning the culvert out on Poplar Breeze.

Mr. Robinson stated that there have been reports of homeowners going into the wetlands and cutting down trees and foliage, so he and Mr. Yuro may need to go into the wetlands to search for any blockages.

Mr. Laughlin added if any of the homeowners going into the wetlands can be identified, cease and desist letters can be sent.

A resident suggested having Dr. Clem come into provide ideas for what can be done and what is the most environmentally friendly solution before proceeding with sod or seed. She also suggested peanut grass as a low maintenance alternative.

Mr. Jentz requested a quote be obtained for the perennial peanut grass.

On MOTION by Mr. Cook seconded by Mr. Swan with all in favor authorizing an amount not to exceed \$11,000 to clean out the culvert

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on Poplar Breeze was approved with Mr. Robinson authorized to negotiate the scope and ground cover other than sod.

EIGHTH ORDER OF BUSINESS

Update on Landscape Projects

Ms. Mullins stated that she reminded BrightView that the Board would still like to do the hydroseeding project by spring.

NINTH ORDER OF BUSINESS

Discussion of JEA Water Meter Usage Reduction Projects; Connecting JEA Meter to Pool

Ms. Mullins stated that so far she has only been able to find one company willing to quote tying the existing water meter into the pool area and that is BrightView. Their proposal came in at \$2,311.33.

Mr. Robinson reminded the Board that the purpose of this project would be to save on sewer charges. He estimates it will be between \$3,000 to \$5,000 a year in savings.

Mr. Glynn stated that two proposals are in the works for wells.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from BrightView to tie the water meter into the pool area was approved.

Mr. Cook asked Mr. Yuro if tracer wire could be installed anytime any significant underground projects are done.

Ms. Mullins stated that there is backflow that has failed. It will be around \$1,000 to replace it, however it's not currently being used.

Mr. Laughlin suggested looking into what it can be used for since it's so difficult to get meters installed currently.

TENTH ORDER OF BUSINES

Discussion of Roundabout "No Parking" / Irrigation System Damage and Repairs

Mr. Robinson stated that there are still issues with people parking on the roundabout and causing damage due to the bus stop location. He recommended painting the curbing with no parking verbiage stenciled on the curbing as the no parking signs seem to be effective.

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Mr. Jentz stated that he thinks the District should continue to try to work with the school board to fix the issue.

Ms. Murphy stated that she thinks the Muhly grass recommended by BrightView would be effective.

Mr. Robinson directed staff to request quotes for the Muhly grass.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Pam Dawson stated that St. Johns River Water Management District has watering restrictions at all times, not just during a drought.

Don DeCanio volunteered to do some of the work needed to the pond outfalls. He also stated that re-grading that has been proposed will not alleviate the standing water that is currently there.

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

**Next Scheduled Meeting – December 17, 2024
at 2:00 p.m. at the Amelia Walk Amenity
Center**

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman