

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, December 17, 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

The following is a summary of the discussions and actions taken at the December 17, 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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the November 19, 2024 Meeting**
- B. Financial Statements as of November 30, 2024**
- C. Check Register**

Copies of the minutes, financial statements and check register totaling \$88,255.08 were included in the agenda package for the Board's review.

December 17, 2024

Amelia Walk CDD

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

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape**

Ms. Mullins presented a proposal for dropping four dead trees in the Champlain area that were struck by lightning into the preserve for a total of \$1,571.43, as well as a proposal for dropping trees located off Cherry Creek for a total of \$928.57.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from BrightView to drop four dead trees in the preserve off of Champlain for a total of \$1,571.43 was approved.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from BrightView to drop four dead trees in the preserve off Cherry Creek for a total of \$928.57 was approved.

Mr. Robinson stated that an irrigation leak was found along a two-mile area between the entrance and the roundabout. BrightView has been contracted to repair the leak, however in the meantime, there will be no irrigation in that two-mile span. Regardless of whether the leak is fixed or not, there are still JEA fluctuations occurring, so the community will need to monitor that

Ms. Mullins stated that a meeting was held with Pam Dawson, Dr. Klem, Ms. Murphy, Mr. Glynn and herself to get Dr. Klem’s opinions and recommendations for watering and plant selection in the neighborhood. Dr. Klem sent a follow up email stating that he thinks the community is headed in the right direction as far as not over watering, and he did not see any water quality concerns with the ponds. He recommended more drought-resister and Florida-friendly plants in the future.

Ms. Murphy recommended continuing to irrigate only once per week, per irrigation zone, and to make any necessary irrigation repairs in a timely manner to ensure compliance with the St. Johns River Water Management District’s requirements.

December 17, 2024

Amelia Walk CDD

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

Ms. Gentry reminded the Board of Supervisors of the requirement to complete four hours of ethics training before the end of the year. She also reported there are still four outstanding easement variance agreements. If there is no action prior to the next meeting, the Board can decide what action they'd like to take.

**C. District Engineer – Public Facilities Report**

Mr. Yuro reported that the results of the geotechnical report should be available before the next meeting. He also reported that a resident has requested a drainage modification to add a sump pump system to pump onto the haul road, which he does not recommend as he believes the water would just become someone else's problem based on how it flows. As an alternate option, the water can be pumped into the street. Lastly, he reported that there is an inlet on Majestic Walk with a sinkhole behind it. He does not believe the contractor is going to have to do anything to the inlet structure itself, but he thinks there is a short piece of undrain pipe in it that needs to be capped.

Ms. Murphy stated that an email was sent by a resident asking the Board to discuss a tree that fell on his fence.

Mr. Laughlin stated that he has spoken to the resident and explained that the responsibility for the cost of the damage falls on the property owner on which the tree fell. He noted the District did assist with debris removal however.

There was no direction from the Board to deviate from the District's procedures regarding these types of matters.

**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 provided an update on the fountain for Pond 2, stating that the pond maintenance contractor, Solitude, is not an authorized Otterbine dealer, so the previous pond maintenance contractor, Sitex, is supposed to be contacting Otterbine to get the fountain repaired.

December 17, 2024

Amelia Walk CDD

She also reported that dips in the road on Fall River have been inspected by two different companies. One declined to submit a proposal and the other should be preparing a proposal before the next meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal for Pond 14 Erosion Repair**

Ms. Mullins presented a proposal totaling \$2,755.50 to repair the erosion behind 85614 and 85606 Fall River Parkway.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from DeAngelo Contracting Services was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-03, Adopting an Aged Invoice Policy**

Ms. Gentry that currently under the District’s procedures and Florida Statutes, there is no limit on when invoices can be submitted after the work is completed. The presented policy says that invoices must be received 90 days after work is completed or accepted by the District. Anything submitted after 90 days will have to be brought before the Board for approval.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor Resolution 2025-03, adopting an aged invoice policy was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of License Agreement for Self Defense Classes**

Ms. Mullins presented more information on the self-defense classes requested to be held at the amenity center. If the Board agrees to allow the facility use, District Counsel will draft a license agreement between the District and the instructor.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the request for self defense classes for both adults and children to be held at the amenity center was approved.

**EIGHTH ORDER OF BUSINESS**

**Update on Water Drainage Issues**

December 17, 2024

Amelia Walk CDD

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 Shenandoah has inspected the storm drains and pipes leading to Pond 7. There were no issues with the pipe. A proposal to repair the stormwater drain totaling \$5,000 was included in the agenda package for the Board’s review. Shenandoah was not able to inspect Pond 9, so a proposal totaling \$3,710 was included in the agenda package to complete that inspection.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from Shenandoah to repair the tie-in catch basin near 85184 and 85190 Majestic Walk Boulevard in the amount of \$5,000 was approved.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from Shenandoah to video and jet-vac the Pond 9 storm drain in the amount of \$3,710 was approved.

**NINTH ORDER OF BUSINESS**

**Update on Landscape Projects**

Ms. Mullins informed the Board that BrightView provided a quote to hydroseed an acre’s worth of areas in Phases 4 and 5 totaling \$5,645, however the quote did not include any grading or prep work, so she will need to discuss the quote with BrightView and bring it back to the next meeting.

Ms. Murphy suggested trying peanut grass.

**TENTH ORDER OF BUSINESS**

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

Mr. Robinson informed the Board that Mr. Glynn is working with BrightView and another company to look at quoting a well to replenish pulling water off the pond. It would service the front entrance all the way up to the roundabout. The connection to the pool from the water meter previously unused is on the schedule with BrightView.

Mr. Glynn stated that estimates are in the works for the well, and those should be available for consideration at the next meeting.

December 17, 2024

Amelia Walk CDD

**ELEVENTH ORDER OF BUSINESS**

**Discussion of Roundabout “No Parking” / Irrigation System Damage and Repairs**

Ms. Mullins stated that proposals are in the works for plant material to be installed at the roundabout to prevent parking on the grass and should be ready in time to be considered at the next meeting.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

Don DeCanio stated that he sent an email to everyone listed on the CDD contact list and not one person responded.

Ms. Mullins stated that she and Mr. DeCanio spoke about his concerns with whether a permit is needed for St. Johns Water Management District to work in the preserve area. She spoke with SJRWMD, explained the scope of work, and they responded that it should be covered under the general maintenance permit that the District has.

Don DeCanio stated that when the work is finished on Ponds 7, 8, and 9 there will still be some spots that retain water in the wetlands. He asked if the District has investigated how to improve those areas.

Mr. Laughlin stated that the wetlands are inspected twice per year and any dams or pathways blocked are cleared out.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Swan stated that his neighbor approached him about a property between 85505 and 85519 Fallen Leaf that has a sinkhole near the edge of the pond.

Ms. Murphy stated that she’d like the Board to look at readdressing the landscape issues that were deferred by putting in some drought resistant plants and looking what else can be done since there is no irrigation in the areas.

Mr. Robinson stated that he planned to look at updating the capital reserve planning model for the next meeting.

**FOURTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

December 17, 2024

Amelia Walk CDD

**FIFTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – January 21, 2025 at  
6:00 p.m. at the Amelia Walk Amenity Center**

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:  
*Daniel Langelin*  
9A989FE97A6A46D...  
Secretary/Assistant Secretary

DocuSigned by:  
*Jeffrey Robinson*  
E26FDA504C624B1...  
Chairman/Vice Chairman