

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, January 21, 2025 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

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry <i>by phone</i>	District Counsel
Mary Grace Henley <i>by phone</i>	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 January 21, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Pam Dawson stated that she received an email from Ms. Mullins regarding the formation of a working group for landscaping. She asked if the working groups need to be approved.

Mr. Laughlin responded that they do not and explained that the purpose of the working group is to gather information and report that information to the Board. The working group does not have authority to make decisions to avoid essentially becoming an extension of the Board and only being able to communicate during publicly noticed meetings. He asked that any volunteers contact Ms. Mullins.

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Pam Dawson then asked if the working group could propose two landscaping projects in Phases 4 and 5. One area being Stonehurst and Fall River at an amount not to exceed \$58,000 and the other being North Field and Poplar at an amount not to exceed \$135,000.

Mr. Laughlin stated that this matter could be discussed more under the update on landscape projects during this and future meetings.

Pam Dawson recommended waiting on redoing the landscaping at the roundabout.

Connie Philipp stated that there are a small number of flowers in the circle under cover that could be extended to eliminate the flowers to save some money. She also stated that there was \$2,000 spent on Christmas lights. She asked the Board to monitor expenses more. Lastly, Ms. Philipp asked if the irrigation strategy was changed at the amenity center to prevent damage similar to what is being considered at the roundabout for the bus stop.

Don DeCanio commented that the \$2,818 bid to connect the water line to the pool fill system is outrageous. He also commented on the proposal to investigate the depressions in Fall River Parkway, stating that Majestic Walk was investigated using a camera, and that was very successful for a fraction of the cost. Additionally, the previous engineer stated that the pipes used when Majestic Walk was constructed are different than the pipes used in Phases 4 and 5, so it was unlikely the same issue is present, so Mr. DeCanio feels it is premature to spend \$19,000 on an investigation prior to using the camera. Next, he commented that there are multiple spots in Phases 4 and 5 where sidewalks are broken and handicap access approaches that are not installed, so Mr. DeCanio feels it would be beneficial to do all that work at once to get a better price. Next, Mr. DeCanio questioned if the haul road mowing is included in the current landscaping vendor's contract. Next, Mr. DeCanio asked that on future corrective action reports for the water drainage and road issues that the newer updates be made more obvious. Next, Mr. DeCanio stated that the geotechnical report was done at the driest time of the year and did not identify the previous high water table marks and there are different solutions recommended from the District's engineer and the geotechnical engineering firm on how to solve the road issues. Mr. DeCanio proposed a working group to look at the road issues. Lastly, he commented that before spending any money on landscape improvements, the Board first find out what it will cost to fix the road and water drainage issues.

THIRD ORDER OF BUSINESS**Consent Agenda**

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- A. Approval of Minutes of the December 17, 2024 Meeting**
- B. Financial Statements as of December 31, 2024**
- C. Check Register**

Copies of the minutes, financial statements and check register totaling \$156,385.22 were included in the agenda package for the Board’s review.

Mr. Laughlin noted there is one correction to be made to the minutes to correct Audubon to Otterbine.

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

FOURTH ORDER OF BUSINESS

Staff Reports

A. Landscape

Ms. Mullins presented a quality site assessment report from BrightView.

Mr. Robinson spoke to the section of the report regarding the junipers at the front entrance, stating that if the junipers must be replaced, he does not want to see them replaced with sod or roses.

B. District Counsel

Ms. Gentry informed the Board that all but one of the variance agreements have been received. The next step for that one missing would be to send the property owners a letter that requires them to remove the fence. If it still is not removed or the variance agreement is not returned within the timeline provided in the letter, the following step would be to file for an injunction. If necessary, an injunction will be filed only upon Board authorization at a future meeting.

C. District Engineer

Mr. Yuro reported that the geotechnical report has been completed and that it estimated the seasonal high ground water table, would be about a foot above what they encountered at the time they drilled. Under the report recommendations, the geotechnical engineering firm basically concurred with what the District Engineer suspected and recommended installing under drain.. The report provided three options to address the pavement. Those options were full reconstruction, , mill and overlay, or just overlay. Mr. Yuro recommends a full reconstruction. Next, Mr. Yuro

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reported that he inspected the water level in the ditch at Poplar Breeze, and it does appear that the current water level is what the groundwater is, however he does recommend putting sod in that ditch in the future. Next, he reported that he was asked to come up with an estimate for the ribbon curb scope of work under the Duval Asphalt agreement. He came up with just under \$14,000.

Mr. Laughlin stated that there is still \$87,000 in final retainage owed to Duval Asphalt.

Ms. Gentry stated that typically the process is to review the scope of work, and the pricing provided for the scope of work specific to the ribbon curb would be the amount withheld from the retainage for work improperly performed. In this case, the original scope of work did not include installing rebar and other items and, because of the way the original bid was structured, the specific dollar amount attributed to the ribbon curb work is not known, so a reasonable amount to be withheld needs to be determined.

Ms. Mullins has gathered proposals that she will share with Mr. Yuro and Mr. Yuro will put together a formal engineer estimate.

D. District Manager

Mr. Laughlin informed the Board that there are invoices from the previous engineer that have been submitted that are related to the close out of the project. An aged invoice policy was previously adopted by the Board and Mr. McCranie was asked to provide further clarification on the older invoices that were submitted. He has since provided more information on the invoices and is requesting payment in the amount of \$7,125.

Following Board discussion on the matter, a motion was made to make a final offer to Mr. McCranie.

<p>On MOTION by Mr. Swan seconded by Mr. Jentz, with two in favor and Mr. Robinson opposed, authorizing District Counsel to draft a letter to McCranie & Associates to offer 60% of the final invoice total in dispute was approved 2-1.</p>
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Next, Mr. Laughlin stated that the District may be in a position to have the remaining bond funds released or lowered, which total just over \$300,000. Staff is still researching the possibility and will report any new findings at the next meeting.

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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 informed the Board that a homeowner has asked for permission to bring his personal trainer with him to the fitness center. Given that this goes against the District's current policies, Ms. Gentry recommended the Board allow staff to bring back an amendment to the policy for consideration if the Board wants to grant the request that would allow for one-on-one training only and would require the trainer provide proof of insurance.

Mr. Robinson asked that Ms. Gentry bring a policy amendment to the next meeting for the Board to consider.

Next, Ms. Mullins informed the Board that Down Home Veterinary Wellness, a mobile veterinary vaccine and wellness clinic has asked to set up in the District's parking lot and provide services to the community.

The Board took no action on this item as it would set a precedent and invite more requests when the parking lot is already full.

Next, Ms. Mullins informed the Board that there is a small pothole forming just past the roundabout at the entrance to Phase 2.

Mr. Yuro recommended doing a small patch.

Next, Ms. Mullins informed the Board that Sitex has declined servicing the fountains, and according to Otterbine, the current pond maintenance vendor cannot service the fountains as they are not an authorized dealer. She noted Future Horizons is an Otterbine dealer. Mr. Laughlin asked her to reach out to Future Horizons to see if they can assist.

Next, Mr. Robinson stated that no progress has been made with contacting the United States Post Office in Fernandina Beach regarding the mail kiosk. Given that there are less than a dozen mailboxes in which the connecting address is in question, Mr. Robinson suggested moving forward and developing a process for if an address does not match the mailbox.

Ms. Gentry asked if the Board is looking to establish a fee for replacement keys.

Mr. Robinson responded yes.

Ms. Gentry asked Ms. Mullins to gather pricing and information from locksmiths to determine what kind of fee would recoup the costs, and a resolution can be added to the next agenda to set a public hearing to adopt the fee.

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FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Connect Water Line to Pool System

Ms. Mullins presented a proposal from Eight Flags Plumbing totaling \$2,818.68 to connect the water main to the existing pool fill system.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Eight Flags Plumbing was approved.

B. Investigate Depressions in Road on Fall River Parkway

Ms. Mullins presented a proposal from Site Savvy, Inc. totaling \$8,485 to investigate and repair depression located on Fall River Parkway from a potential leaking pipe. She also handed out a proposal from Shenandoah, and noted she requested a third proposal from All Weather Contractors; however, All Weather recommended not touching them as they believe they are due to natural settling.

Mr. Robinson added that Mr. Yuro inspected the depressions and did not see any issues with the storm drains, however he recommended inspecting them further. Mr. Robinson asked Mr. Yuro if the District can risk leaving them be for now.

Mr. Yuro responded that they could be monitored as he does not think there's any danger at this point.

C. Repair Broken Sidewalk on Cherry Creek Drive

Ms. Mullins presented a proposal from Site Savvy, Inc. to demo the existing sidewalk, and install a new sidewalk panel totaling \$975.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Site Savvy, Inc. to repair the broken sidewalk was approved.

D. Haul Road Mowing and Ditch Clean-Up

Ms. Mullins presented a proposal from Coastal Greenery to trim the brush on both sides of the ditch on the haul road and to mow the entire length of the haul road for a total of \$13,4603.43 that Coastal Greenery submitted at the same time as another proposal for Poplar Breeze.

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Mr. Robinson stated that he would like to see a proposal to dredge the entire length of the drainage swale because it's filled in over the years and he believes it contributed to the water issues.

No action was taken on the proposal from Coastal Greenery.

Next, Ms. Mullins stated that she asked Aquagenix to look at some erosion on Pond 13 between 85519 and 85505 Fallen Leaf Drive. They submitted a quote to backfill the area with dirt from the pond, compact the area and install new sod in the amount of \$4,500.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Aquagenix to repair erosion on Pond 13 for a total of \$4,500 was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04,
Designating Officers**

Mr. Laughlin stated that the purpose of this resolution is to remove a District Manager with GMS that has retired and add a new manager that was hired.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor Resolution 2025-04, designating officers was approved with Rich Hans removed and Matthew Biagetti added as an Assistant Secretary and Assistant Treasurer.

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 reiterated what Mr. Yuro reported, that the core samples taken indicated that an underdrain is required. Pond 9 still needs to be inspected along with the storm drains at the intersection of Majestic Walk Boulevard and Fallen Leaf Drive, and the potholes on Majestic Walk Boulevard need to be repaired.

Mr. Yuro stated that he will come up with a set of plans to bid the underdrain project.

EIGHTH ORDER OF BUSINESS

Update on Landscape Projects

Mr. Robinson stated that there are not a lot of funds allocated to landscape projects, but anything can be done. It's just a question of time and money.

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Mr. Laughlin asked the working group to work with Ms. Mullins on gathering ideas, proposals and renderings for the Board to consider for future projects.

NINTH ORDER OF BUSINESS

Discussion of JEA Water Meter Usage Reduction Projects

Mr. Robinson stated that the proposal approved earlier in the meeting to connect the water line to the pool system will reduce sewer charges for that system. Another project being considered is to install a well for irrigation water, which will cost around \$90,000, however that should be recouped through the savings in about a year.

TENTH ORDER OF BUSINESS

Consideration of Proposals to Enhance Roundabout Landscaping to Prevent Parking

Ms. Mullins presented two proposals totaling \$29,019.24 and \$12,313.17 from BrightView and The Greenery to add landscaping to try to prevent parking on the grass at the roundabout.

Mr. Robinson stated that ‘No Parking’ signs were installed in another area of the community, and they seem to be effective so far, so he recommended holding off on spending landscape improvements until it can be verified that the irrigation system is working, and instead install signs stating, ‘No Parking on the Roundabout’.

There were no objections to installing signage.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Connie Philipp commented that the fitness center is a very small facility, so any sort of discussion in the room can be distracting, and the liability may increase.

Mr. Laughlin stated that a personal trainer would have their own insurance that names the District as an additional insured.

Connie Philipp stated that with the attorney drafting something related to the request, a cost is being incurred by the District for one person’s request, and those are the kinds of things Ms. Philipp is asking the Board to take a stronger approach on.

Don DeCanio stated that it appears the ponds have a direct impact on the groundwater and asked if it’s possible to work with St. Johns Water Management District to lower the pond levels.

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Mr. Yuro responded that he does not believe so because lowering the pond level would have an effect on the wetlands, and one of the issues the District is having, particularly in ponds 7, 8 and 9 is the water level in the pond is so low that it's not freely discharging out to the wetlands, which is why the wetlands have had to be cleared.

Don DeCanio stated that it is his understanding that previously, one of the proposals was to allow the gravity drains in the adjacent owner's area, and the District was going to allow them to core into the storm drain for the gravity drain.

Mr. Robinson stated that several years ago a resident on Majestic Walk Boulevard in the pond 9 area made a request to install a drain and the previous engineer recommended going directly into the storm drain. Mr. Yuro has developed a specification for a pop-up emitter at the edge of the street, where it would flow into the street and into the storm drain. That is what is being recommended to the HOA ARB for residents doing drainage work.

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 – February 18, 2025
at 2:00 p.m. at the Amelia Walk Amenity
Center**


FIFTEENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman