

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, February 18, 2025 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
Steve Cook	Supervisor
David Swan	Supervisor
Lynne Murphy <i>by phone</i>	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	GMS

The following is a summary of the discussions and actions taken at the February 18, 2025 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 stated that this is the third month the water drainage issues are being discussed and there's been very little changes on that. He's disappointed there is no observation of the water table. The geotechnical exploration report stated that is the opinion that the seasonal high-water level will occur approximately one foot above levels encountered and it seems negligent that there is no observation when the condition is occurring. He suggested establishing a working group for the water drainage issues.



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The Board discussed their options. The motion below was made to move forward with paying the invoice in full.

On MOTION by Mr. Swan seconded by Ms. Murphy with Mr. Robinson and Mr. Cook opposed, releasing payment in full to McCranie & Associates was approved 3-2.

Next, Ms. Gentry provided an overview of the limitations the District has with forming committees given the frequent discussions of committees in the meetings. The court decisions on Sunshine Law state that if the committee has any kind of decision-making power, the Sunshine Law would apply to them. That would mean the same procedures for noticing, public meetings, and public records would need to be followed by the committee. Committees can serve a fact-finding function, they just need to be careful to avoid anything that may be seen as making a decision outside of a public board meeting.

### **C. District Engineer**

Mr. Yuro reported that he reviewed pipe video for repairs at 85171 Majestic Walk Boulevard, which is the outfall to Pond 8. There is a crack in the pipe 29-feet from the road. There are no obvious sinkholes in that area, although the resident has noticed a slight depression. The proposal for the repair from Shenandoah seems high in his opinion to line the entire pipe for one crack. He recommended looking at other options, such as a proposal to fix just that area of the pipe.

Next, Mr. Yuro informed the Board he finally received a response from Duval Asphalt regarding the ribbon curbing. They have indicated a subcontractor performed the work to the ribbon curb, so Mr. Yuro has forwarded the subcontractor's information to Mr. Laughlin. The subcontractor's pricing for the work was \$8,887.77.

Ms. Gentry added that the total amount of retainage being withheld from Duval is just over \$87,000, so withholding just under \$9,000 plus amounts for the tests that were not performed seems fair. The total amount of retainage to be released would be \$67,449.50 based on those calculations.

Next, Mr. Yuro stated that he reached out to the county and water management district regarding the issues the CDD has had with the wetlands. Both the county and the water

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management district have indicated they are open to the idea of improvements to the wetlands. The District will need to submit a design to their online system to get a permit determination.

The Board directed Mr. Yuro to prepare a design to submit to the county and water management district for consideration to add an inlet at an appropriate elevation to assist with proper drainage. They suggested he consult Critter Pro and Dr. Clem to see if they have any suggestions or can provide any assistance.

At the last meeting Mr. Yuro was asked to move forward with getting pricing for underdrain work. He and the geotech consultant are working on a couple options. His goal is to have pricing available at the next meeting for the Board to consider.

The Board asked that Ms. Mullins obtain proposals for asphalt patches in the meantime.

Next, Mr. Yuro stated that he is also the engineer for Amelia Concourse CDD, and the developer for that community is working on turning all of the permits over to the CDD. There is a swale behind the houses that back up to the haul road, and the swale is inside the fence line. The developer needs to rework the swale as it does not appear the home builders maintained the swale. The first option would be to tear out the fences, which would create a mess, so the developer has asked Mr. Yuro to request the Amelia Walk board consider granting an easement to the developer to create a swale along the haul road on the Amelia Concourse side of the road to ensure its catching any water coming off of their backyards and putting it back into their stormwater system. In exchange for the easement, the developer has offered to regrade the ditch where the flooding is occurring further down. The Amelia Concourse board would also have to sign off on this work, as it would be a modification to the current permit plans, and assuming it got signed off on by the water management district, it would become part of Amelia Concourse's stormwater management system to maintain.

The Board indicated they were open to the offer.

Pam Dawson stated that there is a pipe that goes under the haul road that appears to be clogged.

Will Knudsen asked if the current width of the haul road would be maintained if the Board moves forward with allowing the swale project so that people have an egress.

Mr. Swan and Mr. Robinson responded yes.

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Ms. Gentry stated that her firm represents the Amelia Concourse community as well. She asked if the Board would waive the conflict in order for her firm to represent both parties during this project.

Mr. Swan asked if this project will be done at no cost to the District.

Ms. Gentry suggested a funding agreement where the developer would agree to cover the legal costs.

Mr. Yuro added that his understanding is in exchange for the easement, the developer would offer their services free of charge.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor waiving the conflict of interest for legal counsel to work on the swale project for Amelia Concourse CDD was approved.

Ms. Gentry asked if the Board wants to accept the compromise on holding the \$8,887.77 for the ribbon curb work done on behalf of Duval Asphalt.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor accepting the recommendation to offset \$8,887.77 for the cost of the ribbon curb from the retainage for Duval Asphalt was approved.

Ms. Gentry stated that her firm would work on the change order to reduce the contract amount.

**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 asked if the Board desires to move forward with repairing nine more of the pool chairs with the same vendor from last year at the same cost of \$200 per chair.

There was no objection from the Board.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal to Investigate and Locate the Irrigation Mainline Path**

Ms. Mullins presented a proposal from BrightView to investigate and locate the irrigation mainline path for a total of \$3,777.38.

Mr. Robinson stated that he wants to make sure the District is not cutting into the JEA line. He also asked if the area is still wet.

Ms. Mabus was not sure when the area was last inspected.

Mr. Swan asked if the developer is responsible for providing the locations of all the infrastructure.

Ms. Mullins responded that she asked at one point, but was told they didn't have any plans.

Mr. Robinson stated that he would approve the proposal if the area was still wet. He and Mr. Glynn planned to inspect the area after the meeting.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from BrightView to investigate and location the irrigation mainline path was approved subject to an inspection to confirm the area is still wet.

Ms. Mullins stated that when Duval Asphalt did the road repaving project, she met with the engineer and Duval Asphalt to discuss working in some sidewalk repairs in Phase 1 that needed to be made if there were any additional funds. Duval Asphalt provided a change order, however the work never happened, and the work was never paid for. She has since obtained another quote totaling \$11,422.25 to make those repairs.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Site Savvy to repair sidewalks throughout the community in the amount of \$11,422.25 was approved.

**SIXTH ORDER OF BUSINESS**

**Update on Water Drainage Issues**

Mr. Robinson stated that pipe inspections were completed in Pond 7 and there were no issues found. A sinkhole was repaired near Pond 8. There is a concern on Fall River and Majestic Walk Boulevard that under heavy rain conditions, the storm drains tend to not be able to handle the amount of road water. There are no issues with the outflow between Ponds 11 and 12. There is an ongoing issue with drainage swale on the west side of Poplar Breeze, so Mr. Robinson asked

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Mr. Yuro and Mr. Cook to come up with a solution. Three of the potholes around the storm drains on Fall River Parkway were inspected by three different vendors. One recommended no action be taken and the other two provided proposals. It was decided at the last meeting to monitor the situation.

**SEVENTH ORDER OF BUSINESS                      Discussion of Mailbox Kiosk Policy**

Ms. Mullins stated that staff has tried to reach out to the post office that has been handling replacement keys but has indicated they will no longer be responsible for that function. The post office has not responded to requests for more information.

Ms. Gentry stated at the last meeting there was discussion of putting a policy in place for the procedure for requesting replacement keys and the fee for that.

Ms. Mullins stated that she has received one quote from Lock & Key at a rate of \$175 to rekey one mailbox. Each additional box on that same trip would be \$50.

Ms. Gentry noted a public hearing needs to be held to set rates for the rekeying, which would be at least two months out due to noticing requirements. The notice would need to include a proposed fee.

Mr. Robinson proposed \$250.

Ms. Gentry stated that the public hearing will be held April 15, 2025 at 6:00 p.m. at the Amelia Walk Amenity Center located at 85287 Majestic Walk Boulevard, Fernandina Beach, Florida 32034 and the proposed rate will not exceed \$250.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor setting a public hearing for April 15, 2025 at 6:00 p.m. at the Amelia Walk amenity center to adopt mailbox kiosk rekey rates was approved.

**EIGHTH ORDER OF BUSINESS                      Consideration of Resolution 2025-05,  
Adopting Policies for Personal Training**

Ms. Gentry stated that at the last meeting there was a request from a resident to bring their personal trainer to the gym. She presented proposed policies, but noted the Board can choose to keep the facility patron-use-only. The proposed policies would require the resident fill out a form to request permission from the District, show that their personal trainer has insurance

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and any schedules for when they would come would be approved by the amenity manager. There would also be a waiver form to indemnify the District.

Mr. Jentz asked for an update on the personal trainer that has a license agreement with the District.

Ms. Mullins responded that he has a couple of clients that come in the afternoons when it's not too busy.

Mr. Jentz suggested a limit to how many personal trainers can use the facilities. After that limit is hit, any requests will need to be added to a waiting list.

Mr. Robinson, Mr. Swan and Ms. Murphy indicated they were not in favor of moving forward with this policy, therefore no action was taken.

## **NINTH ORDER OF BUSINESS**

### **Update on Landscape Projects**

Ms. Mullins stated that at the last meeting it was decided that she and Ms. Murphy would work with a working group of residents to try to gather some proposals for improvements to Phase IV and V. After the meeting it was determined that irrigation is not available in those areas, so a water source will need to be identified. In the meantime, proposals from four companies were requested and so far, one has come back from Landscape Designs by Sherri.

Sherri Kemp stated that all of her designs meet the Florida Friendly requirements so that the community could be gold certified in those areas.

Pam Dawson provided an overview of the three proposals for each area, which include the east side of Stonehurst and Fall River, the west side of Stonehurst and Fall River and a section of Poplar Breeze and Fall River up to the culvert. She suggested waiting until a water source is available prior to installing any landscaping.

Mr. Robinson stated that the main irrigation line has three JEA meters on it. Upwards of \$120,000 per year has been spent on water in past years, and through reduction projects, closer to \$54,000 is being spent now. It is clear the community has water pressure issues, so BrightView has installed pressure meters on the backflow at the entrance. A proposed plan is to replace the JEA water meters with a deep rock well that would go down to the aquifer. The well would cost \$110,000, but a return on investment could be seen after two years. This project will need to be included in the FY25 or FY26 capital project plan.



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Ms. Murphy asked about the current capital reserve fund balance and if there are any funds that could be allocated towards the well project.

Mr. Laughlin stated that there is \$217,000 in the capital reserve fund currently.

Mr. Robinson stated that there should be around \$50,000 left over from the road project that could be used for the wells.

Pam Dawson asked if the working group could pursue pulling water from the pond for irrigation.

Mr. Jentz responded that staff would need to talk to the water management district about a consumptive use permit to do that.

Mr. Yuro added that if there is no pump to refill the ponds, it will change the permit requirements, it will change the design, and it will expose a lot of the pond bank and make it more susceptible to erosion.

Mr. Robinson pointed out there is no common area between Pond 16 and areas 41 and 62, so easements would be needed on private property to do anything in those areas.

Mr. Jentz suggested asking nearby homeowners if they'd be willing to use their water to irrigate the commons areas next to their homes.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor authorizing Supervisor Murphy to work with the landscape working group to discuss potential watering solutions was approved.

Ms. Dawson asked that the \$50,000 currently allocated for hydroseeding be allocated for landscaping projects.

Mr. Robinson responded that the \$50,000 is in the capital project plan, and his concern is maintaining enough in capital reserves for any major projects that need to be done in the future.

Ms. Dawson stated that certain grasses will reseed itself if you let it grow. There is \$20,000 estimated for area 45 and the swale area needs to be corrected before anything is enhanced there. She also doesn't feel the roundabout needs to be enhanced until Phase IV and V landscaping is underway.

Ms. Murphy stated that these landscaping projects keep getting bumped every time another project pops up.

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Mr. Laughlin stated that the Board can discuss adding a specific line item in the upcoming item just for landscaping projects like the ones proposed.

A resident stated that half the population lives in Phases IV and V and there should be transparency in the minutes that it was the developer that did not enhance the landscaping in those areas, not the CDD board is ignoring Phase IV and V.

Mr. Jentz stated that the Board’s priorities have to be safety, maintaining the current improvements, and making new improvements, in that order, and Phase IV and V residents bought into the community thinking that those phases would have comparable landscaping to the rest of the phases, so it has to be a priority and would fall under maintaining the current improvements.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Request to Use Trail Road for Pool Installation**

Mr. Laughlin relayed an email from a resident at 85074 Fall River Parkway requesting to use the haul road to access her backyard in order to install a pool. An agreement could be drafted requiring the resident to repair any damage caused to the District’s property during the time the access is needed.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor authorizing access to the haul road for the pool installation was approved subject to the resident entering into an agreement with the District.

**TWELFTH ORDER OF BUSINESS**

**Discussion of Cost Share Agreement with HOA and/or the Property Management Company for Services Being Provided by the CDD Amenity Manager at CDD Expense**

Mr. Robinson stated that this issue came up in discussions with District Counsel regarding Ms. Mullins time being spent on requests from the property management company. Public funds cannot be used for a private organization, so that practice must be stopped or there needs to be a discussion with the HOA board about a cost share. He suggested a letter be sent to the HOA president and property management company.

Ms. Gentry stated that her firm will send a letter informing the property management company and HOA of the District’s limitations.

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**THIRTEENTH ORDER OF BUSINESS                      Audience Comments**

Sue Regan asked that BrightView be asked to control the weeds in the common areas while Phases IV and V are waiting for landscape improvements. She also informed the Board there is a young man that rides his dirt bike in Phase V near the culvert.

Lorraine Clapper suggested in a newsletter the District explain the Phase IV and V landscaping and the well project and that they are complex projects.

**FOURTEENTH ORDER OF BUSINESS                      Supervisor Requests**

Mr. Jentz stated that the board members received an email from a resident asking about 6:00 p.m. meetings. Evening meetings are held once per quarter and there's no more attendance at those meetings than there are the afternoon meetings.

**FIFTEENTH ORDER OF BUSINESS                      Other Business**

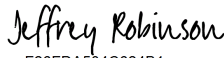
There being none, the next item followed.

**SIXTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – March 18, 2025 at 2:00 p.m. at the Amelia Walk Amenity Center**

**SEVENTEENTH ORDER OF BUSINESS                      Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman