

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, March 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	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the March 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

Will Knudsen commented that more investigation needs to be done on the sprinkler system and piping prior to installing a well. He and the neighbors he's spoken too have not reported any water pressure issues, which leads him to believe the pressure issues have more to do with the piping.

Connie Philipp stated that she and her neighbors have issues with the water pressure both when the sprinklers are being run and during certain times of the day.

March 18, 2025

Amelia Walk CDD

Don DeCanio commented that he has an issue with invoice 3690 from Yuro & Associates totaling \$2,970 to design four separate underdrain systems as it's his understanding the Board has not agreed on how to deal with the water problems on Majestic Walk.

Mr. Laughlin responded that the designs are the next step in the process in order to seek proposals to fix the water level issues. The Board has not determined what repairs to the roads will be made as there are multiple options.

Don DeCanio asked if it's required that counsel review all contracts. He has a problem with almost \$6,000 being spent in legal fees in one month as it seems extremely high.

Mr. Laughlin responded that it may not be required, but it's good practice. He also noted counsel drafts all the contracts.

Don DeCanio commented that another item he takes issue with is that counsel was asked to draft a letter to the HOA regarding the CDD's staff performing tasks for the HOA. He also commented that he does not understand how the Board is happy with how the roads turned out and the ribbon curb and the pavers at the roundabout, the hydroseeding not being completed, and the punch list items that need to be completed for Phase IV and V.

Pam Dawson commented that there will be water pressure issues when the sprinklers are being run and that can be solved by running the sprinklers at a different time. She also stated that Dr. Clem needs more information on the sprinkler system to do a free audit and make recommendations to help with the usage of the water and with the water pressure.

THIRD ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the February 18, 2025 Meeting

B. Financial Statements as of February 28, 2025

C. Check Register

Copies of the minutes, financial statements and check register totaling \$107,252.92 were included in the agenda package for the Board's review.

Mr. Robinson asked if the money transferred from the excess bond debt revenues can be moved to the capital reserve fund.

Mr. Laughlin responded that it is currently being held in the custody account to earn interest, but it can be moved.

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

March 18, 2025

Amelia Walk CDD

FOURTH ORDER OF BUSINESS**Staff Reports****A. Landscape**

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

B. District Counsel – Discussion of Ongoing Easement Encroachment

Ms. Gentry informed the Board that the legislative session has started so her firm is monitoring any bills that might impact the CDD

Next, Ms. Gentry reported that she sent the letter to the HOA regarding use of staff time as requested by the Board. They have different opinions on what was requested and how that was communicated, however the point has been communicated.

Next, Ms. Gentry reminded the Board that months ago the District undertook the process of identifying homes that have easement encroachments, sending them letters, and identifying which ones could be permitted to stay if the homeowner would execute the District's form of agreement. There is only one home (85408 Stonehurst Parkway) that has not complied with the request to either execute the agreement or remove the fence. They have a fence that crosses through the easement and connects to their neighbor's fence. The only escalation available to the CDD is to file for an injunction, which would cost several thousand dollars at a minimum.

Ms. Mullins stated that she could give the homeowner a call to remind them of the notices.

The Board's consensus was to table this matter to see if the homeowners will agree to sign the agreement after speaking with staff.

C. District Engineer

Mr. Yuro reported that a resident at 85080 Bistineau Court was complaining of brick pavers settling. His opinion is it is the resident's issue as there is no evidence of the road being compromised and the turf adjacent to the driveway looks to be intact.

Next, Mr. Yuro stated that he hopes to have pricing for the road underdrain project by the next meeting. Mr. Yuro is also looking at black base as a second option, which he believes will be the more economical solution because that portion of the roadway will need to be reconstructed anyway. He estimates black base should cost \$240,000.

March 18, 2025

Amelia Walk CDD

Next, Mr. Yuro stated that he is still working with the water management district and the county on the wetland to see if a drain can be installed. He will update the Board if any new information comes out.

Next, Mr. Yuro stated that he was asked at the last meeting about the need for consumptive use permit for pulling irrigation water out of the ponds. A consumptive use permit would be required if a six-inch pipe or larger is used to pull the water, or if the pond needs to be filled back up. A general permit would be required if the pipe used is less than six inches.

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 noted the pool water supply is connected to the JEA meter that is water only, so there should be no more sewer charges. The erosion repairs that were approved for ponds 13 and 14 should begin in mid-April.

FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Repair or Replacement of the Pond 2 Fountain

Ms. Mullins presented proposals for repairing or replacing the fountain in pond number two. Otterbine, the manufacturer of the current fountain motor is saying the damage is not covered under warranty. Otterbine provided a proposal totaling \$4,217.16 to repair the motor. Solitude provided two proposals to replace the fountain totaling \$13,498 for a 3-horsepower motor and \$17,108 for a 5-horsepower motor. Ms. Mullins's concern with using Otterbine to replace the motor is that the company is hard to work with, which could be an issue if there's another problem.

On MOTION by Mr. Cook seconded by Ms. Murphy with four in favor and Mr. Swan opposed, the quote from Turf Care Equipment to repair the Otterbine motor for a total of \$4,217.16 was approved 4-1.

B. Inspection of Storm Drain at the Corner of Fallen Leaf Drive

Mr. Robinson stated that when Shenandoah was onsite, they found a sinkhole and crack forming near the storm drain at pond 8. The proposal included in the agenda package is to drain

March 18, 2025

Amelia Walk CDD

pond 11 about halfway down to get access to the pipes to do a video inspection and totals \$18,455. Mr. Robinson is not in favor of spending that kind of money. There being no motion to approve the proposal, the next item followed.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-05, Ratifying Setting a Public Hearing Date to Adopt Mailbox Kiosk Rekey Rate

Mr. Laughlin noted the public hearing is set for April 15, 2025 at 6:00 p.m.

Ms. Gentry added that her firm put together basic policies regarding the cluster mailboxes and how to request rekeying and attached them to the resolution.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor Resolution 2025-05, ratifying setting a public hearing for April 15, 2025 at 6:00 p.m. to adopt mailbox kiosk rekey rates was approved.

SEVENTH ORDER OF BUSINESS

Update on Water Drainage Issues

Mr. Robinson stated that any further actions taken regarding the water drainage issues will be published in the agenda package as a separate agenda item or under Ms. Mullins or Mr. Yuro's staff reports. Mr. Yuro has been working with the water management district on the Sagamore Court wetland as well as the underdrain. There was a quote for \$38,000 at the last meeting to run a sleeve, however alternatives are being sought to repair a smaller portion of the area. The west side of the Poplar Breeze drainage swale had standing water. Some landscaping will have to be put in on the east side of Poplar Breeze, which Ms. Mullins will work on.

EIGHTH ORDER OF BUSINESS

Update on Landscape Projects

Ms. Mullins stated that a water source for Phases IV and V is still in the process of being identified, so there has not been much progress on the landscape projects.

Pam Dawson stated that she has been working with JEA and she believes meters can be installed in those areas. She's expecting an estimate from JEA by March 27th on what it will cost to run to and tap into the meter. She recommended the Board approve a not to exceed amount of \$7,000 per area so it does not have to wait until the April meeting.

Ms. Murphy recommended moving forward with approving one meter for now and made the following motion.

March 18, 2025

Amelia Walk CDD

Ms. Murphy motioned to approve installation of one JEA meter at an amount not to exceed \$7,000.

Pam Dawson suggested starting with either area 62 or 41.

Mr. Cook questioned if the Board should proceed with installing meters in all three areas if they're going to be out for the one area anyway.

Mr. Robinson asked to defer further discussion later in the meeting until after the capital reserve planning model can be discussed.

Mr. Cook seconded Ms. Murphy's motion.

Mr. Jentz questioned why the nearby residents can't water the areas closest to them like the residents in Phases 1, 2 and 3 do.

A resident stated that some of the homes irrigation may not reach the entirety of the common area.

Ms. Gentry stated that the CDD would not have any enforceable power to require the homeowners to water the nearby common areas.

Pam Dawson stated that it would be a financial burden on the homeowners to get the landscaping established for the first few months.

On VOICE VOTE with three in favor and Mr. Robinson and Mr. Jentz opposed, authorizing installation of a JEA meter for area 41 at an amount not to exceed \$7,000 was approved 3-2.

Ms. Dawson stated that approximately \$5,000 is being spent every quarter to install annuals. She suggests adding perennials to save money.

Mr. Laughlin stated that Ms. Mullins can request a proposal from the District's landscaping vendor if the Board is in agreement.

There were no objections from the Board.

Pam Dawson requested that she be allowed to see the proposal when it comes in.

NINTH ORDER OF BUSINESS

Discussion of JEA Metered Water Usage Reduction Projects

March 18, 2025

Amelia Walk CDD

Mr. Robinson stated that there is a water pressure issue for the main irrigation line that varies between. It varies between 40 and 60 psi, and it should always be around 60. Around \$54,000 is spent annually on the three meters in that irrigation line. The proposal is to replace the meters with a deep rock well. The estimates have come in between \$75,000 and \$110,000, however there would be a return on investment after about two years.

Following a lengthy discussion on the permit process, vendors that submitted the proposals and the costs, Mr. Robinson made the motion below to approve a not to exceed amount of \$110,000.

Mr. Glynn stated that Partridge Well Drilling and M&M are agreeable to working together to save money on the project.

Ms. Murphy asked if the well will only impact phase 1 (it will); if it's possible to approve the proposals subject to a permit being issued (it is); lastly, she asked to defer voting on this project until the capital reserve planning discussion can be had.

This item was deferred to discuss the next agenda item.

TENTH ORDER OF BUSINESS

Discussion of Capital Reserve Planning

Mr. Robinson presented a capital planning model including potential projects, their estimated costs, and the effect they will have on the capital reserve funds over the years.

The Board discussed needing to prioritize the projects by safety, maintenance of current assets, and wish list items.

Moving back to the discussion of the deep rock well proposals, Mr. Glynn recommended a not to exceed amount of \$80,000 and proceeding with Partridge Well Drilling with assistance from M and M Sales-Service.

Mr. Cook suggested that it could almost be made a second phase, the well drilling could be authorized, and the equipment for the well. By that time they could work out the exact cost for the rest of it.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor using Partridge Well Drilling and M and M Sales-Service for installing a deep rock well at an amount not to exceed \$75,000 subject to a permit being issued.

March 18, 2025

Amelia Walk CDD

Moving back to the discussion regarding the Phase IV and V landscaping improvements, Ms. Murphy proposed approving some funds to improve area 41 subject to the JEA meter getting approved and installed.

Mr. Robinson asked for a planning diagram for the proposed improvements to the areas.

Ms. Murphy motioned to approve landscape improvements to area 41.

Ms. Gentry recommended deferring approval of the improvements until the next meeting since the item is not on the agenda.

The motion died due to lack of a second.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Don DeCanio asked if the Board is proceeding with the underdrain designs are proceeding or if they are on hold.

Mr. Laughlin that proposals for both the underdrain and for black base will be provided at a future meeting for the Board to consider both options.

Don DeCanio asked who normally manages the capital projects budget.

Mr. Laughlin responded that there is a capital reserve study that is used for estimating the budget, otherwise the budget is up to the Board. He noted the capital reserve study is on the website as an individual document.

Connie Philipp stated that she is concerned about the possibility of the limestone collapsing due to water being pulled from it with the well. She also asked if property insurance includes sinkhole coverage. Next, she commented on her concerns with the budget, recommended constricting items such as community events or holiday lights if the budget needs to be reduced. Next, she asked if some money was reimbursed by Nassau County for a \$25,000 berm configuration due to some of the District's property being destroyed.

Mr. Laughlin responded that the District is working on a cost share with the developer regarding the community's entrance. The Board has discussed adding a berm to provide a buffer from the neighboring community, but there has not been a berm that has been destroyed.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

March 18, 2025

Amelia Walk CDD

Mr. Robinson stated that at the last meeting he was asked to provide more information than what is in the minutes regarding the roads and the water damage, so he has drafted a Chairman's note to be sent to the community members by email on Friday.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.


FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – April 15, 2025 at 6:00 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