

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, April 15, 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
Steve Cook	Supervisor
David Swan	Supervisor
Lynne Murphy	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the April 15, 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**

Mike O'Larte commented that he was concerned about what is happening and what is not happening regarding the flooding issues over the past year. The flooding has been an issue since before 2016 and homeowners on Majestic Way have had their properties flooded on a regular basis for over 10 years now. The development in Phase 2 was stopped by the county Board of Commissioners due to this becoming such an issue and McCranie put forth a plan to address the flooding, however only some of the plan was executed. Three 18-inch pipes were proposed to be put across the haul road to the wetland between Stonehurst, Champlain and Majestic Walk, as well

April 15, 2025

Amelia Walk CDD

as 24-inch pipes underneath Majestic Walk into the pond on the other side. If the pipes are there, they are in bad shape. Mr. O'Larte went on to state that there needs to be an engineered solution to this problem, and he strongly feels that any solution needs to have a peer review to ensure it will work.

Peter Ness stated that Fall River Parkway is having the same problems. It was a dry area when he purchased their home two years ago, however their property has flooded with every storm. They have regarded their backyard to try to solve the problem, but he thinks it ultimately comes back to the fact that nobody inspected the area or did any due diligence to maintain it and get ahead of any problems and it falls on the CDD to take ownership of it and get the problem fixed.

Don DeCanio provided a diagram to the board that he created illustrating that the engineer's system is going to drain the ground water. He does not believe the water management district will allow the CDD to lower the water table and does not believe the proposed system will be approved. He believes this system will be much more expensive and work still needs to be done on the roads. He recommended it not be sent out for bid.

Jennifer Hatten commented that the landscaping project on Champlain was not executed as was communicated to her by management.

Rick Kier commented that he is a certificated landscape professional, and he is very disappointed by the landscape maintenance and the appearance of the site. He sees a lot of open landscape control boxes with flags around them, which tells him someone knows they are open, but that nothing has been done, and it goes on for months. The community is complete, yet no one has removed the utility pipe markers sticking up out of the ground. Lastly, he stated that he is willing to consult for the CDD at no cost to help get the community get up to the level it should be.

### **THIRD ORDER OF BUSINESS**

#### **Consent Agenda**

##### **A. Approval of Minutes of the March 18, 2025 Meeting**

##### **B. Financial Statements as of March 31, 2025**

##### **C. Check Register**

Copies of the minutes, financial statements and check register totaling \$367,724.43 were included in the agenda package for the Board's review. Mr. Laughlin noted a large chunk of the check register was transferring excess funds from the bonds into the SBA account to gain interest.

Mr. Cook provided a correction to the minutes, which will be included in the final version.

April 15, 2025

Amelia Walk CDD

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

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

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

Ms. Murphy asked Ms. Mabus to check some areas in which the grass looks to be cut really short, particularly around the mailboxes.

**B. District Counsel – Discussion of Ongoing Easement Encroachment**

Ms. Henley provided an update on the bills moving through the legislative session, including one that proposes to increase sovereign immunity limits in phases and another that would shift liability for a fallen tree to the tree owner. Next, she reminded the Board members to complete their Form 1 by June 1 and the four hours of ethics training by December 31. Lastly, she reported that her firm has made contact with the last owner with which an easement encroachment agreement is needed. They have verbally agreed to execute the agreement, however her firm has not yet received the signed agreement.

Mr. Cook asked if Ms. Henley can get records for easements that have been recorded on the haul road. With all the concerns on the flooding, that is part of the key of a bunch of problems up there.

Ms. Henley responded that anything in the public record can be tracked down.

Mr. Cook asked for the records for the entire haul road.

Mr. Jentz asked if there is a best practice for how long records should be kept on the District's website.

Ms. Henley responded that any meeting minutes and agendas are always public records, so it may be a matter of hosting space on the website.

Ms. Gentry added that there are statutory requirements for how long different types of documents remain on the website and every so often a review is done to ensure everything required by statute is on the website. Anything that goes on the website has to be made ADA compliant, which is time consuming and expensive, which is why every document in the District's files is not on the website. Anyone can make a public records request at any time however.

April 15, 2025

Amelia Walk CDD

**C. District Engineer – Update on Road Repairs**

Mr. Yuro responded to previous resident comments regarding the underdrain being below the groundwater. The intent with having an underdrain is to lower the groundwater. Typically, with high groundwater situations, underdrain is almost always the first option. As they started going down that option and developing a design, they realized they were not going to be able to get the underdrain to work traditionally, which is by gravity. To work by gravity, they would have to tie into the existing storm drain inlet that is tied into the ponds. The water level in the ponds won't let that happen because of the height of the groundwater, the height of the road, and the level that the groundwater needs to be below the road to protect it. That's why the black base option was chosen as the most viable solution. He put the project out to bid with five different contractors and four provided a response. He noted Duval Asphalt's black base bid is \$309,618, All Pro's bid is \$332,360, ATP is \$390,595 and Vallencourt is at \$408,409. Vallencourt is the only bidder who gave a price for the underdrain.

Mr. Cook asked Mr. Yuro to check on the compaction.

Ms. Henley stated that the bids do not contain pricing for obtaining payment and performance bonds, which are statutorily required for contracts over \$200,000.

Ms. Murphy asked about their schedules.

Mr. Jentz asked about the warranty for the work.

Mr. Robinson noted that the black base option is going to help with the water seeping through the lime rock in the roads but will not help the resident's issues in their yards.

Mr. Yuro will get clarification on the information requested above and will bring the answers and proposals to the Board at the next meeting for further consideration.

Next, Mr. Yuro stated that he received an email regarding a pothole forming at 85515 Fall River Parkway next to the inlet. It appears to be more severe than it was the last time the area was inspected. He recommended the area be cut out, patched with asphalt and then monitored.

**D. District Manager**

There being nothing to report, the next item followed.

**E. Amenity / Field Operations Manager – Report**

April 15, 2025

Amelia Walk CDD

A copy of the amenity and field operations report was included in the agenda package for the Board's review. Ms. Mullins reported that the two pond erosion repair areas are scheduled for the week following the meeting. The drain repair on the pool is complete. She has received several requests for a stair stepper machine, which is priced at \$8,084.

Mr. Robinson suggested putting the stair stepper quote in the next agenda package for board discussion.

Ms. Mullins stated that the two Champlain easement projects that were approved have been completed. She noted Jennifer Hatten would be requesting her yard be fixed where grass and weeds from the easement grew over into her property. Ms. Mullins will get the square footage of the area that needs to be addressed per a request from Ms. Murphy. She will also do another inspection of the area.

**FIFTH ORDER OF BUSINESS****Consideration of Proposal for Mulching the Common Areas**

Ms. Mullins presented a proposal from BrightView to mulch the common areas for a total of \$20,700. She reminded the Board it was previously requested to replace any pine straw with mulch as the pine straw gets blown around by the wind easily. The overall annual contract to make the change from pine straw to mulch would increase by \$4,188.

On MOTION by Ms. Murphy seconded by Mr. Swan with all in favor, the proposal from BrightView to mulch the common areas with pine bark for a total of \$20,700 was approved.

**SIXTH ORDER OF BUSINESS****Public Hearing for the Purpose of Adopting Mailbox Kiosk Rekey Rates; Resolution 2025-06**

Mr. Laughlin stated that the postal services is turning over the responsibility of keying and rekeying mailbox kiosks to the communities. With the CDD assuming that responsibility, a rate needs to be set for the cost of rekeying a mailbox, which requires a public hearing be held. The proposed rate is an amount not to exceed \$250.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearing was opened.

April 15, 2025

Amelia Walk CDD

Don DeCanio asked if a homeowner is going to be able to hire their own contractor to change the locks.

Mr. Laughlin responded no. The District would need to handle the rekeying and maintain the records.

A resident asked what the cost is to the resident to have their mailbox rekeyed.

Ms. Mullins responded that the quoted cost was \$175 per box. The rate is being set at an amount not to exceed \$250 to provide flexibility if that cost increases. Residents will only be charged at the cost to the District, capped at \$250.

Mike O'Larte asked why a box would need to be rekeyed.

Mr. Robinson responded if someone sells their house and doesn't leave the keys behind.

Mike O'Larte then asked if a requirement to hand over the keys can be put in the closing documents.

Mr. Laughlin responded that the CDD is not involved in the home sale process and does not know when a home is sold.

A resident suggested recommended duplicating resident's current keys.

Mr. Laughlin stated that an e-blast could be sent regarding the implementation of the policy and rate for the mailbox keys so residents can copy their keys if they desire.

On MOTION by Mr. Swan seconded by Ms. Murphy with all in favor the public hearing was closed.
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On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor, the mailbox kiosk rekey rate not to exceed \$250 was approved.
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## **SEVENTH ORDER OF BUSINESS**

### **Discussion of Haul Road Drainage Maintenance**

Mr. Robinson stated that this is in regard to the area commonly referred to as the Champlain drainage swale. There is only one feed coming from the stormwater pipe from the Amelia Concourse CDD wetlands. Some of it flows to the north to the wetland by the roundabout and the rest flows south to where Champlain bends and then flows into the wetland. That wetland is connected by a culvert under the haul road that currently has some minor blockage. Critter Pro will be cleaning the culvert out. They will also be bringing a drone out to inspect a major waterway that runs north of 200 out to the marsh as there is a series of beavers

April 15, 2025

Amelia Walk CDD

that keep coming back. Mr. Robinson noted the haul road drainage swale needs to be cleaned, but the question is whether it should be made deeper and take the high spot out.

Mr. Cook stated that it needs to be dug out.

Mr. Yuro recommended getting some elevation shots via a survey first, because if the area the water is supposed to flow to is higher, making the swale deeper is not going to help. His firm can do topographic surveys.

The Board directed Mr. Yuro to perform the survey.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Well Irrigation Installation**

Mr. Robinson reminded the Board that they previously approved installing a well for irrigation water at an amount not to exceed \$75,000. The quotes are coming in between \$57,000 and \$66,000. If the permit for the well does not get approved, the District will continue to rely on JEA for irrigation water. The front entrance to Phase IV has a significant unknown water pressure issue and JEA has been authorized to dig to figure out what the issue is.

## **NINTH ORDER OF BUSINESS**

### **Update on Phase 4 and 5 Landscape Projects**

#### **A. Hydroseeding**

Mr. Robinson stated that there are multiple areas on Poplar Breeze that need hydroseeding that equal to about an acre. Area 47 needs a touch up.

Mr. Swan asked about the area on Fallen Leaf near the mailboxes.

Mr. Robinson responded that if the grass in that area is not Bahia, it will require a different quote.

Pam Dawson stated that Dr. Clem walked area 46 and suggested planting grasses and provided a list of 10 different plants that can be installed to slow the water down. She also commented that Bahia cannot survive if it's wet all the time.

Mr. Robinson stated that grass needs to be installed in area 46 to prevent erosion into the drainage swale. He suggested the District buying the shrubs and having residents do the install.

Ms. Murphy asked Mr. Glynn to work with Ms. Mullins on coming up with a list of plants to purchase. Ms. Murphy also stated her preference for not installing Bahia grass in areas 45 and 46 and instead follow Dr. Clem's recommendations.

April 15, 2025

Amelia Walk CDD

Mr. Laughlin asked that the number of plants and the quote for the plants be included in the next agenda package for consideration during the next meeting.

**B. Stonehurst & Fall River East Side (Area #41)**

Pam Dawson stated that JEA has marked area 41 for a meter to be installed and the tap has already been installed.

Mr. Robinson recommended just having on JEA meter connecting irrigation systems for area 62 depending on what the costs would be.

Pam Dawson stated that she asked around and received an estimate of around \$8,600 just to drill under the road, so it would be the most expensive way to combine the two.

Mr. Robinson stated that he would like Ms. Mullins to drive that project as it needs to be done by District staff.

Pam Dawson presented proposals for area 41 on the east side of Stonehurst from The Greenery and Designs by Sheri. Ms. Dawson noted the proposal from Designs by Sheri was about \$1,500 less than The Greenery's and contains Florida-friendly landscape and gold-level recognized by the University of Florida. There will be no spraying or fertilizing for sod and there is a six-month warranty on the plants. The Greenery's proposal contains sod, which is not drought tolerant. The Greenery's proposal does not include a backflow.

Ms. Murphy stated her preference for proceeding with the proposals from Designs by Sheri, however she does not think the funds are available to do both areas at this time.

Mr. Robinson expressed concern with approving the landscaping proposals given the future expenses related to the road project.

<p>On MOTION by Ms. Murphy seconded by Mr. Cook with four in favor and Mr. Robinson opposed, the proposal from Designs by Sheri for area #41 totaling \$34,778.97 was approved subject to irrigation meter installation before the end of April.</p>
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**C. Stonehurst & Fall River West Side (Area #62)**

This item was deferred.



April 15, 2025

Amelia Walk CDD

**TENTH ORDER OF BUSINESS****Discussion of Capital Reserve Planning  
and the Fiscal Year 2026 Budget**

Mr. Laughlin informed the Board that the fiscal year 2026 budget will be on the May agenda for approval. The current rough draft does not include an increase in assessments.

Mr. Robinson stated that one of the variables for the budget are the black base road repairs that are needed. He has also asked staff to increase a few line items due to them running over budget for multiple years in a row. He would like the bottom line to stay even.

**ELEVENTH ORDER OF BUSINESS****Audience Comments**

Will Knudsen questioned the low water pressure comments as he's never had any low water pressure issues.

Mr. Robinson stated that the irrigation system has a water pressure issue, but the cause is unknown. Predominantly people in phase 4 have voiced that they think there is a water pressure issue.

Mr. Laughlin added that the developer of the Hidden Lake development had previously requested to tie into the District's utilities and residents were against it and commented that there are already pressure issues that could be made worse.

Rick Kier commented that he appreciates the sidewalk repairs that were done, however as someone who has poured thousands of feet of sidewalks, the contractor who did the work would be rated a 4 out of 10 on quality of the finish of the concrete. The concrete is uneven, and the forms were one bind material instead of two bind material, which causes wavy sidewalks. He offered to volunteer his time in the future when the services are needed again. Next, Mr. Kiev asked for clarification on what is going on with the fountain in the pond near his home on Stonehurst.

Mr. Robinson responded that in the last six months the fountain has been off more than it's been on due to multiple issues. A new motor has been paid for because it wasn't covered under warranty, however it will likely be another month before the manufacturer will look at it.

Rick Kier asked who is responsible for weeding in the community and asked what the schedule is.

Mr. Laughlin responded that BrightView is responsible. He offered to send Mr. Kier the detailed scope of work.

April 15, 2025

Amelia Walk CDD

Don DeCanio stated that he was hoping the engineer would be asked to look at the pothole on Berryessa because it's easier to do now when an adjacent area is being done. He also stated that months ago he asked for a depression in the road to be inspected between Majestic Walk Boulevard and the far end of Champlain where it looks like the road was added onto for phases 4 and 5 and has not heard an update on it.

Mr. Yuro stated that he believes it was determined that the area between Majestic Walk Boulevard and Champlain was not significant enough to be addressed at the time and he does not think it's gotten any worse.

Mr. Laughlin stated that he would get with Ms. Mullins on doing a cold patch.

Next, Don DeCanio stated that last year the District paid to have area 47 and an area on Apple Canyon hydroseeded, however it wasn't done quite to satisfaction, so they were going to come back to touch it up. He asked when that touch up will occur.

Mr. Laughlin stated that they came back out and leveled out some areas. He will look into when that was done.

Mike O'Larte stated that he was stunned when the \$8,000 amount for boring under the roadway was given. He has been involved in a ton of directional boring projects and this property should be easy.

Mr. Laughlin stated that in his experience boring has been very expensive for irrigation in particular.

Rick Kier asked what went wrong with the previous road repair.

Mr. Laughlin responded that he would speak with him after the meeting as it is a lengthy explanation.

## **TWELFTH ORDER OF BUSINESS**

### **Supervisor Requests**

Mr. Jentz asked that next time concrete work in the community, Robbie Dallapiazza be considered.

## **THIRTEENTH ORDER OF BUSINESS**

### **Other Business**

There being none, the next item followed.

April 15, 2025

Amelia Walk CDD

**FOURTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 20, 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. Cook with all in favor  
the meeting was adjourned.

Signed by:

*Daniel Laughlin*

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Secretary/Assistant Secretary

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*Jeffrey Robinson*

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Chairman/Vice Chairman