

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, June 17, 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
Lynne Murphy	Supervisor
David Swan	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
Chip Dellinger	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 June 17, 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 commented that it is hard to control price when only bid is requested for projects. He also commented that there is no opportunity to ask questions during the agenda item discussions.

Mike O'Larte stated that it was mentioned in a previous operations report that there was a proposal from an outside entity to do swim lessons in the pool. He does not believe it is a good idea from a liability standpoint, and because it prevents residents from being able to enjoy the pool.

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Cathy Pridhomme stated that the landscape working group would like to continue working together to address the common area deficiencies in Phases 4 and 5 and to keep the previously approved area 41 project moving forward into 2026 until its completion. She also requested the working group's expertise be utilized with future conversations regarding plant selection and design throughout the community to ensure Florida-friendly landscaping concepts are implemented, costs are reduced through the use of native perennials, and water usage is reduced.

THIRD ORDER OF BUSINESS**Consent Agenda****A. Approval of Minutes of the May 20, 2025 Meeting****B. Financial Statements as of May 31, 2025****C. Check Register**

Copies of the minutes, financial statements and check register totaling \$51,232.84 were included in the agenda package for the Board's review.

Mr. Robinson stated that in the meeting minutes when he was talking about the payoff amounts, the bond debt payoffs would definitely increase, but he asked the question what about the debt service assessment, and he found out that assessment will not change.

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 – Quality Site Assessment**

Ms. Mabus provided the Board with an overview of the flower installs, pruning schedules, mulch installation, and fertilization treatments.

Mr. Robinson asked about the status of the temporary irrigation line to bypass the meter.

Mr. Dellinger responded it still needs to be discussed. Ms. Mabus added that the proposal for the work totals \$2,258.08.

Mr. Robinson stated that once it is operational, Mr. Dellinger will need to work with JEA to remove their water meter.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from BrightView to install an irrigation line to bypass the backflow meter totaling \$2,258.08 was approved.

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B. District Counsel – Fee Increase Letter

Ms. Henley reminded the Board members to file their Form 1 by July 1st and to complete four hours' worth of ethics training by December 31st.

Next, Ms. Henley reminded the Board that at the last meeting the Board directed Mr. Yuro to ensure Duval Asphalt's proposal included striping, and to request that the District be responsible for testing instead of the contractor. Duval has responded that testing was not included in the original bid as they were planning to throw that in for free. She asked if the Board would like Duval to proceed with testing at no additional cost, or they would still like to solicit proposals. Mr. Yuro recommended letting Duval test. There were no objections from the Board. Ms. Henley then stated that striping was not included in the original bid, so Duval submitted a revised quote with an additional \$4,000 included for the striping. Her firm included the revised quote in the contract to keep the project moving forward, however Duval understands the Board could decide to seek alternate bids for the striping. The Board's consensus was to use Duval for the striping.

Mr. Robinson stated that Supervisor Cook was not able to find the existing easement for the underground pipe coming over to the drainage swale. Mr. Yuro responded that he has not seen it on any of the plats, so his assumption was that there was an easement. Ms. Gentry added that she requested the easements for the property and only two came up. She will transmit those to Supervisor Cook and Mr. Yuro.

C. District Engineer – Draft Haul Road Plans

Mr. Yuro stated that he was asked to look at the adjacent property on the east side of the haul road. He has not found that anything has been submitted for permitting yet on the water management district's website.

Next, Mr. Yuro reminded the Board that Supervisor Cook requested he look at the Amelia Concourse pipes to ensure the water would not be flowing into the haul road and making Amelia Walk's flooding issue first. The rear lot swale issue with Amelia Concourse is still being navigated. There is a pipe that goes from each structure out to Orchid Blossom Trail to move the water into their pond system. After inspecting the areas, the grade elevations are all above the normal water of the pond and they are right at the 25-year storm, so even in a heavy storm, the water in the inlet might fill up to the grate, but if it were constructed correctly there would still be a foot of berm to

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keep anything from overflowing. The fact that its buried is effectively plugging the inlets where they're at, so he's confident in saying there is no water from those inlets coming into Amelia Walk at this time.

Next, Mr. Yuro reported that he is still trying to set up a meeting with the water management district to discuss the proposed swale repair and to discuss installing a drain box in the wetland off Sagamore.

Lastly, Mr. Yuro reminded the Board that he was asked to get a topographic survey of the haul road. The discussion so far is if the Amelia Concourse swale agreement is able to be worked up with Dream Finders, Dream Finders has indicated they would be open to regarding the haul road and the swale as a trade off for the easement. The enclosed set of plans is Mr. Yuro's design for what he believes the haul road should be.

Mr. Swan asked Mr. Yuro to walk the area in question with him.

D. District Manager

Mr. Laughlin had nothing to report.

Mr. Robinson stated that the District is still being fined by JEA for the cross-connection control non-compliance. He asked how that can be reversed. Mr. Laughlin responded that he will reach out to JEA.

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. Mr. Dellinger relayed resident's complaints of geese being fed, contractors fishing in the ponds, and speeding at the bus stop during pick up hours. Next, Mr. Dellinger stated that the pool lounge chairs are going to be an issue. Twelve of the chairs were picked up a few months ago by a contractor that is reupholstering them and they have not yet been completed. He recommended trying a company that will send the appropriate sized fabric to reupholster the chair onsite. The Board's consensus was to move forward with allowing Mr. Dellinger to test a few chairs. Next, Mr. Dellinger stated that the tower at the entrance needs some work as there is some wood rot.

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Mr. Robinson motioned to approve the resident's request to hold swim lessons at the District's pool subject to an agreement.

Mr. Jentz stated that he'd like to know what the scope is and to see what ages can take the lessons if it's going to be made available to the community.

A proposal will be requested from Jax Mobile Swim to be brought back to the Board for consideration.

Next, Ms. Mullins reminded the Board that a proposal was approved at the last meeting for pine bark, however the cost of the proposal was for pine straw. If the Board would like to continue with pine bark, the cost will increase by \$5,914.95.

Mr. Robinson asked that a proposal for the pine bark be brought back to the board for consideration. Next, he informed the Board that Shenandoah is now saying the crack they found in a drainage pipe is not urgent. He asked Mr. Yuro to take a look at it.

FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Beaver Management

Mr. Robinson stated that renewal contract with Critter Pro has increased in cost to \$18,000, largely due to an increase in the number of service requests from North Hampton residents. The agreement with North Hampton will need to be adjusted to cover that increase in calls. As Critter Pro has not yet sent over a revised proposal, Mr. Robinson recommended approving an amount not to exceed \$18,000 to renew the contract with Critter Pro.

Ms. Henley stated that the Memorandum of Understanding with North Hampton and Village Walk requires that each of the parties have its own maintenance contract for their own property. Between that and the resident calls to Critter Pro that are applying charges to Amelia Walk, District Counsel could reach out to North Hampton. Mr. Robinson stated not yet.

Next, Ms. Henley stated that under the MOU, Amelia Walk has a semi-annual District Engineer inspection requirement to look at the wetlands and identify if there are any obstructions on anyone's property. The cost for that inspection is to be split between all three parties. Mr. Yuro will submit a work authorization for consideration at the next meeting to perform this inspection.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor, beaver management services with Critter Pro at an amount not to

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exceed \$18,000 was approved with Chairman Robinson authorized to negotiate the final agreement.

B. Office Flooring Options

The Board requested additional proposals for office flooring. This item was tabled.

C. Sidewalk Repairs

The Board requested additional proposals and a detailed map showing the locations to which repairs are being recommended. This item was tabled.

D. Electrical Proposal for Exhaust Fans

Mr. Dellinger stated that there is no air conditioning going into the men's restrooms, and no air flowing through the room, it consistently smells like urine and the floors stay wet for a long time. The proposal presented to the Board totaling \$2,290 is to install an exhaust fan in both the women's and men's restrooms, motion sensors to control those fans, and to connect the exhaust duct.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor, the proposal from Peacock Electric, Inc. totaling \$2,290 was approved.

SIXTH ORDER OF BUSINESS**Discussion of Area 41 Landscape Project**

Mr. Laughlin informed the Board that Designs by Sherri will no longer be providing the landscape design services for area 41. Mr. Robinson added that The Greenery has provided an updated quote in which they changed the grass from St. Augustine to Bahia and from pine straw to pine bark mulch, which lowered their price. There is another vendor (Liberty) that would like to provide a proposal. The landscape working group suggested holding off on any installation of plants until February or March due to the heat. Proposals will be brought back to a future meeting for consideration.

Mr. Robinson stated that for landscape area 62, there is an option that needs to be explored to use the existing meter by running an irrigation pipe underneath to avoid a second JEA meter as base fees have gone up for commercial meters and commercial water.

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Ms. Murphy commented that she had an email from Terry suggesting the pipe under the road would cost about \$25,000. The meter would be much less maintenance and either choice would still require watering both sides.

SEVENTH ORDER OF BUSINESS Acceptance of the Fiscal Year 2024 Audit Report

Mr. Laughlin provided an overview of the audit report, noting there are no deficiencies or material weaknesses to report.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor, the fiscal year 2024 audit report was accepted.

EIGHTH ORDER OF BUSINESS Audience Comments

Don DeCanio stated that for the pump and the electricity supplying that, there is an option between single-phase and three-phase power. Three-phase power is much more economical. Mr. Dellinger responded that three-phase is what the District is going with. Next, Mr. DeCanio stated that he has sent emails and haven't gotten responses. He asked how he can get answers to his questions from the Board. Mr. Laughlin responded that the board members can be emailed, or call or email himself or Mr. Dellinger. He added that he has answered all of Mr. DeCanio's emails except for the most recent as he answered the questions in person at the last meeting.

Will Knudsen stated that Kelly Mullins is still listed on the website as the amenity manager. Mr. Laughlin stated that he believes that has since been changed. Next, Will Knudsen stated that his front yard has been certified as Florida Friendly and on June 24th the University of Florida, Dr. Klem and the newspaper are coming out to take pictures and show that it is possibly to have a Florida-friendly, water saving yard in an HOA community. Also, Dr. Klem is going to introduce a sprinkler system that homeowners could install to help save on water costs. Mr. Knudsen invited the board members to come by during the presentation.

NINTH ORDER OF BUSINESS Supervisor Requests

Mr. Jentz reminded homeowners that they are responsible for their own hurricane preparation. He also suggested find a location to keep a radio to monitor GMRS calls from the neighborhood.

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TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – July 22, 2025 at
6:00 p.m. at the Amelia Walk Amenity Center**

TWELFTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Daniel Laughlin

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Secretary/Assistant Secretary

DocuSigned by:

Jeffrey Robinson

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Chairman/Vice Chairman