

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, August 19, 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
Steve Cook	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry <i>by phone</i>	District Counsel
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Amenity & Operations Manager
Terry Glynn	GMS
Jennifer Mabus	BrightView Landscape
Adam Clark	Solitude

The following is a summary of the discussions and actions taken at the August 19, 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

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of Minutes of the July 22, 2025 Meeting**
- B. Financial Statements as of July 31, 2025**
- C. Check Register**

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Copies of the minutes, financial statements and check register totaling \$127,138.88 were included in the agenda package for the Board's review.

Mr. Cook asked that the scope of services be broken down in each proposal received.

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

1. Quality Site Assessment

A copy of the landscape report was included in the agenda package for the Board's review. Ms. Mabus noted that there are some large Tallow and Willow trees hanging out on Pond 3, so she recommended considering pushing that wood line back.

Mr. Robinson stated that on the corner of Majestic Walk Boulevard and Majestic Walk Circle a lot of the ground cover is dead or dying. He asked that BrightView prepare a quote to replace that. Next, Mr. Robinson stated that at the last meeting there was a comment regarding perennials that were removed and replaced with annuals shortly after they were installed. He asked if there is an explanation. Ms. Mabus responded that the removal of the perennials was a mistake. She noted the District was not charged for the flowers.

2. Consideration of Proposal to Mow the Haul Road Ditch

A copy of the proposal from BrightView totaling \$5,800 to mow both sides of the drainage ditch along the haul road was included in the agenda package for the Board's review.

Mr. Cook stated that he would like more detail as to what is included in the cost of each proposals submitted.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from BrightView totaling \$5,800 was approved.

B. District Counsel

Ms. Henley reminded the board members to complete four hours' worth of ethics training by the end of the year.

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Mr. Robinson stated that a notice to proceed is in the process of being completed for the road work. The tentative start dates are September 22nd or September 26th.

C. District Engineer – Acceptance of the 2025 Annual Engineer’s Report

A copy of the engineer’s report was included in the agenda package for the Board’s review.

Mr. Cook stated that he thinks the flooding from adjacent properties needs to be mentioned in the report as well as the fact that the road deterioration is being investigated.

Mr. Yuro stated that this report covers the condition of the infrastructure, and his opinion, the stormwater management facilities are functioning as designed. He added that he can add a note under the section related to the stormwater system that it’s been brought to staff’s attention that there is some runoff coming from the adjacent neighborhood onto the haul road.

Mr. Robinson asked Mr. Yuro to share the draft plan for the minor modification with the board members. Next, Mr. Robinson stated that a control structure is being installed in the wetland that will flow water to Pond 16 rather than people’s backyards.

Mr. Yuro reiterated that the roadway project is slated to start in mid-to-late-September and should take a week to complete.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the 2025 annual engineer’s report was accepted subject to language regarding water runoff being added to the report.

D. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2026

Mr. Laughlin presented a proposed meeting schedule for fiscal year 2026 including meetings on the third Tuesday of each month at 2:00 p.m., with a meeting to be held at 6:00 p.m. quarterly.

On MOTION by Mr. Cook seconded by Mr. Jentz with all in favor the Fiscal Year 2026 meeting schedule was approved as presented.

2. Discussion of Goals and Objectives

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Mr. Laughlin presented a proposed list of goals and objectives for the District the upcoming fiscal year. He noted he would bring back the previous year's list at the next meeting to go over if they were achieved.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the Fiscal Year 2026 goals and objectives was approved as presented.

Next, Mr. Laughlin reported that a letter has been received from a land trust that is working in conjunction with Nassau County to purchase and put lands under conservation. Four parcels they are interested in are within Amelia Walk's boundaries. Those parcels are located on Berryessa Way,

Mr. Robinson added that all the parcels are open space, and most are wetlands. The Berryessa Way parcel is part of the memorandum of understanding with North Hampton and Village Walk for the beaver issues. His plan is to attend the committee meeting to let them know if they are going to recommend those parcels, the property owner is going to have to maintain and mow the grass, keep it trimmed and work with Critter Pro to keep the beavers controlled. He also noted the properties have little to no value.

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 also presented a proposal from Duck Duck Rooter to bore an irrigation line for landscape area 41 under the road for a total of \$8,257.14. He also recommended using Duck Duck Rooter for future backflow inspections. Mr. Dellinger also reported that he will look into using a handyman for some wood rot at the tower.

Mr. Jentz stated that a neighbor that is a beekeeper has written letters to the Board expressing concerns over the pesticides and aquatic herbicides being used and the effect they have on the bees. The technician for Solitude has agreed to not spray in the proximity of the bees. Staff is in the process of getting the safety data sheets on the chemicals and verifying that BrightView and Solitude have all of the necessary licenses and training to apply those chemicals. He added that most issues with water quality come from runoff. With most of the surface being owned by residents, the District is more likely to have issues with residents over applying chemicals than the folks who are licensed and trained to do it.

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Kathy Rusty stated that she lives on Pond 16, and it is her husband that is the beekeeper. Ms. Rusty explained that the bees go to the shoreline of the ponds to get their water, so any introduction of chemicals to the grasses surrounding the ponds exposes the bees. The bees will travel three to five miles from their hive to forage and get water, which covers all of Amelia Walk, so just avoiding the pond by the bees will not work. The EPA is supposed to do a review for pollinator poisoning and they didn't follow the EPA guidelines when they were spraying.

Mr. Clark of Solitude stated that the chemicals used across lake management companies are EPA approved and have been tested and proved to be aquatically safe. The dilution rate for the chemicals is roughly 2%, so there's not enough chemicals being used to cause a major health concern. Solitude has to take the ecosystem into account when doing treatments, so when a technician comes out they focus on what is in the water, or on the water's edge. They're not looking to eradicate everything, and they are required to follow the manufacturer's instructions for often and how much to treat. As far as the EPA guidelines, Mr. Clark indicated there are different guidelines for aquatic treatments than there are for agricultural areas.

Mr. Jentz stated that he would like to see the HOA educate homeowners on using the least amount of pesticides and herbicides to protect the environment. He asked residents to speak to Mr. Dellinger if they have concerns regarding the pond maintenance. He also recommends planting things along the water's edge that require less fertilizer.

Mr. Clark stated that Solitude would respect homeowner's wishes if they would not want the area near their property treated, however he asked if they choose that option, that homeowners and the landscaping company do their part in controlling the grasses.

Mr. Laughlin suggesting adding some educational material to the e-blasts that get sent out to the homeowners.

Next, Mr. Laughlin circled back to the proposal Mr. Dellinger submitted to bore irrigation lines for landscape area 41 and the following motion was made.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from Duck Duck Rooter totaling \$8,257.14 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Fitness Equipment Preventative Maintenance

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Mr. Laughlin a preventative maintenance plan for the fitness equipment in which a vendor would come onsite quarterly to clean, oil, and repair equipment as needed. Mr. Dellinger recommended using Jax Fitness Equipment Services, whose fee is \$235.40 per quarter.

Mr. Jentz asked for confirmation of the hourly repair rates for the equipment, as well as what the company will mark-up for parts.

This item was tabled.

SIXTH ORDER OF BUSINESS

Public Hearings for the Purpose of Adopting the Budget for Fiscal Year 2026

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the public hearings regarding the 2026 budget and related assessments were opened.

There being no members of the public present, a motion to close the public hearing followed.

On MOTION by Mr. Jentz seconded by Mr. Swan with all in favor the public hearings regarding the 2026 budget and related assessments were closed.

Mr. Laughlin noted that nothing has changed in the budget since it was approved. There is no increase in assessments being proposed.

A. Consideration of Resolution 2025-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026

On MOTION by Mr. Jentz seconded by Mr. Cook with all in favor, Resolution 2025-08, relating to annual appropriation and adopting the budget for fiscal year 2026 was approved.

B. Consideration of Resolution 2025-09, Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Mr. Jentz seconded by Mr. Cook with all in favor, Resolution 2025-08, relating to annual appropriation and adopting the budget for fiscal year 2026 was approved.

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SEVENTH ORDER OF BUSINESS**Audience Comments**

There being no audience members present at this time, the next item followed.

EIGHTH ORDER OF BUSINESS**Supervisor Requests**

Mr. Cook asked what the status is of the negotiations with Dream Finders for the swale project. Mr. Yuro responded that he is waiting on Dream Finders to provide a topographic survey so it can be submitted to the St. Johns River Water Management District for their review.

Next, Mr. Cook stated that there have been four drainage problems from flooding. Mr. Yuro is addressing two of them. He asked to look into digging a ditch to and tying it into the existing ditch. He also asked if a geologist should look at the Champlain overflow from the swamp. Mr. Yuro stated that he suspects if the ditch were cleaned out and the slope was made to be consistent down to the southern wetland, it would probably take care of that issue.

Ms. Murphy asked if a garden club could hold their meetings at the amenity center. Mr. Dellinger responded that they would need to fill out the rental form.

Mr. Jentz commented that he wants to ensure the concern regarding the fertilizers and herbicides and their effect on the bees does not fall through the cracks. He suggested having Mr. Glynn and Mr. Clark recommend ideas for changing the ground cover around the pond near the amenity center as a test, and to make it clear to the residents what the District is trying to do.

NINTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – September 16, 2025
at 2:00 p.m. at the Amelia Walk Amenity
Center**

ELEVENTH ORDER OF BUSINESS**Adjournment**

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

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Signed by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman