

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, November 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
Lynne Murphy	Supervisor
Steve Cook	Supervisor
David Swan	Supervisor

Also present were:

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

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

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the October 21, 2025 Meeting
- B. Financial Statements as of October 31, 2025
- C. Check Register

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Copies of the minutes, financial statements and check register totaling \$96,986.37 were included in the agenda package for the Board's review.

Mr. Cook stated that at the last meeting Don DeCanio made a statement that none of the board members have responded to his emails. Mr. Cook found three emails he had previously sent to Mr. DeCanio and asked him to acknowledge he has received responses.

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

#### **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.

##### **2. Proposals for Woodline Cut Back**

Four proposals for cutting the wood line back around the pool area ranging from \$4,148.12 to \$5,914.29 were presented to the Board for consideration. Mr. Dellinger recommended going with Happy Days Outdoor Services and noted their proposal includes removal of the dead tree on Majestic Walk Boulevard.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from Happy Days Outdoor.

##### **B. District Counsel**

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

##### **C. District Engineer**

##### **1. Haul Road Ditch Re-Grading**

Mr. Yuro presented two proposals to re-grade the haul road ditch totaling \$24,138 and \$47,810. He noted he spoke with Dream Finders, and they confirmed it is their desire to trade the re-grading of the haul road ditch for the Amelia Concourse easement. The conceptual design for

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the Amelia Concourse berm construction to catch all of the water coming off the rear of the lots has been provided to Dream Finders, which they are now pricing. The project still needs to be submitted to Nassau County and the water management district for a permit modification approval. Additionally, there are three easements between FPL and JEA that need to be confirmed by Dream Finders. If the easements are still active, this may not be a viable project. Dream Finders would like to begin the project in January, however given these two steps that still need to be taken, Mr. Yuro does not think that is realistic.

Mr. Robinson stated that his preference is not to wait on whether Dream Finders may or may not take action. He recommended approval of the Tigris proposal for \$24,138.

On MOTION by Mr. Cook seconded by Mr. Robinson with all in favor the proposal from Tigris totaling \$24,138 was approved.
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## **2. Sagamore Wetland Overflow Structure**

Mr. Yuro reported that the water management district permit for the Sagamore wetland overflow structure project has been received. Only one bid was submitted from Tigris in the amount of \$172,000. It is believed the water main could potentially be in the way of where the pipes would need to go, which is causing hesitation amongst other contractors. Mr. Yuro recommended letting staff coordinate with a firm that will do soft digs, which is excavating until the pipe can be seen so the contractor can be informed of the exact location of the pipe.

Mr. Jentz asked that the contractors be asked to provide unit pricing on their bids.

Mr. Robinson asked Mr. Yuro to look at installing a retention wall as a Plan B.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor authorizing Mr. Yuro to coordinate a soft dig at an amount not to exceed \$3,000 was approved.
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Next, Mr. Yuro reported that the striping was being applied to the road and Duval is still trying to get their project manager out to look at the oil stains. Regarding the stains on the new asphalt, the Geotech believes it could be lime rock residue coming up between the curb and the gutter. It would be very unusual for groundwater to be pushing up through 7.5 inches of asphalt. Mr. Yuro does not see any evidence of cracks or deterioration.

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Mr. Swan asked if Mr. Yuro had checked the sloping.

Mr. Yuro responded that he has to bring another level out, but he would check it.

### **3. Update on Amelia Concourse Swale**

This item was discussed under the haul road ditch re-grading item.

#### **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. Mr. Dellinger stated that he has received a few requests for a decline bench to be added to the gym. The bench would be around \$250.

Mr. Robinson stated that the streetlamps on Cherry Creek mentioned in Mr. Dellinger's report are FPL's responsibility.

Mr. Dellinger reported that all of the fountains were all replaced under warranty by Future Horizons.

Mr. Robinson stated that the board members all received emails from a resident concerned about mold in the air ducts. A quote from Duck Duck Rooter was submitted in the amount of \$2,060 to clean the air ducts. Two quotes have also been submitted for replacing the A/C system for around \$21,000. The proposal from Duck Duck totaling around \$20,000 includes \$2,000 worth of duct cleaning.

On MOTION by Mr. Robinson seconded by Mr. Swan, with four in favor and Mr. Cook opposed, the proposal from Eds Comfort Solutions totaling \$21,277 was approved with duct cleaning to be negotiated.

#### **FIFTH ORDER OF BUSINESS**

#### **Discussion of Survey for Community Input on FY26 and FY27 Capital Reserve Fund Projects**

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A draft resident survey regarding capital enhancement projects was presented to the Board for their consideration. He suggested keeping the survey open for about a week and having the results available for discussion at the December 16<sup>th</sup> board meeting.

Mr. Jentz asked to add construction of emergency communications infrastructure to the survey.

*The following items were taken out of order from the agenda.*

**TENTH ORDER OF BUSINESS****Acceptance of Engagement Letter with  
DMHB for the Fiscal Year 2025 Audit**

Mr. Laughlin stated that the engagement letter authorizes DMHB to begin the fiscal year 2025 audit.

On MOTION by Mr. Robinson seconded by Mr. Cook with all in favor the fiscal year 2025 audit engagement letter with DMHB was accepted.

**ELEVENTH ORDER OF BUSINESS****Public Hearing for the Purpose of Adopting  
Amended and Restated Rules of Procedure**

Ms. Gentry stated that the rules of procedure govern things like how the board meetings operate and how bids are collected. Every couple of years her firm aggregates any relevant updates and update the rules of procedure with those. Some of the main changes are longer notice periods for public hearings, updated criteria that can be considered when awarding public works formal bids, and extended lead time for ADA accommodation requests for meetings to three business days.

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

There being no comments or questions, a motion to close the public hearing followed.

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

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On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor Resolution 2026-03, adopting amended and restated rules of procedure was approved.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-04,  
Amending the Fiscal Year 2025 Budget**

Mr. Laughlin stated that as a governmental entity, the District is not allowed to have any line items over budget, so the budget needs to be amended to move money from items that were under budget to balance out the items that were over.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor Resolution 2026-04 amending the fiscal year 2025 budget was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of Fountain Maintenance**

Mr. Robinson stated that all of the major fountain motor manufacturers are tweaking the 5-horsepower models, which is causing issues. He recommends using the 3-horsepower motors for any future replacements. Excessive heat and garbage have created most of the issues with the community's fountains.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Cleaning Stains on Curbs and Sidewalks**

Three proposals ranging from \$4,400 to \$5,058 were presented to the Board for cleaning the stains on the curbs and sidewalks.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Riverside Management Services totaling \$4,400 was approved.

**B. Refurbishment of Majestic Walk Circle Beds**

Two proposals from BrightView totaling \$6,665.09 and \$740.56 to refurbish the landscaping beds on Majestic Walk Boulevard. Mr. Dellinger stated that a resident landscape professional is providing a design for more permanent landscape solutions.

This item was tabled.

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**C. Enhancement of Landscape Areas 41 and 62**

Three proposals to enhance the Stonehurst and Fall River common areas were presented to the Board ranging from \$24,986.14 to \$53,458.04. Mr. Robinson stated that the backflow has already been put in, so that portion will need to be removed from BrightView's proposal.

On MOTION by Mr. Jentz seconded by Ms. Murphy with all in favor the proposal from BrightView totaling \$24,986.14 was approved subject to the cost of the backflow being removed.

**D. Elliptical Screen Replacement**

Proposals totaling \$2,973.39 for a refurbished elliptical screen, or \$4,685.39 for a new screen were presented for the Board's consideration. Mr. Dellinger recommended a refurbished screen due to the age of the equipment.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from Jax Fitness Equipment Services totaling \$2,973.39 was approved.

**E. Pump Station Routine Maintenance**

A proposal totaling \$3,500 for quarterly routine maintenance of the irrigation and well pump was presented for the Board's consideration. Mr. Dellinger recommended holding off until the well is working properly.

This item was tabled.

**F. Pond Erosion**

Six proposals for erosion repairs on Ponds 16 and 17 ranging from \$2,300 to \$42,637.50 with varying scopes were presented for the Board's consideration.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor approving an amount not to exceed \$9,500 for pond erosion repair services was approved. Fresh Cut is the preferred vendor with Coastal Greenery as the backup.

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**G. Well Fencing**

Mr. Cook stated that there were no scope or linear feet included in the proposal for the fencing, which needs to be provided in the future.

Mr. Robinson stated that the fencing around the well pump has been installed for a total of \$5,400.

**H. Repairs to Entry Monument / Tower Doors**

A proposal from Happy Days totaling \$4,600 to rebuild and repaint the rotted trim around the entry tower was presented to the Board for their consideration. Mr. Cook asked to table this item. Mr. Dellinger stated that he would contact smaller handyman companies for quotes.

**I. Duct Cleaning**

This item was tabled as it will be negotiated into the price for the new A/C unit.

**EIGHTH ORDER OF BUSINESS****Discussion of Pont Maintenance**

Mr. Jentz reminded the Board that some resident beekeepers previously came to the Board for assistance adjusting the chemicals used for pond maintenance as bees were dying. UNF provided the recommendation listed as option 3, which is to plant species that do not have to be cut and require less water. Option 1 is to do nothing other than to periodically check with the pond maintenance company on what chemicals are being used and that they're being applied according to the manufacturer's recommendations. Option 2 is reducing the mowing frequency around the pond banks to help filter runoff into the ponds. Mr. Jentz recommended going with option 2 in addition to asking the HOA to assist in educating the community on the use of herbicides and fertilizers.

The Board's consensus was to proceed with Option 2. District staff will coordinate an e-blast to residents informing them of the plan.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor proceeding with option 2 was approved.

**NINTH ORDER OF BUSINESS****Discussion Regarding Non-Permanent Structures on District Common Area**



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Ms. Gentry stated that the District policies were adjusted to state that no structures can be erected on District property unless permission is granted by the Board.

Mr. Jentz stated that he made a request to operate radio equipment and erect a temporary antenna on CDD property.

Buddy Price stated that the reason for the antenna test is to prepare for an emergency, and the antenna operators don't want to have to wait to go before the Board in the event of an emergency. There are multiple residents in the neighborhood that have purchased GMRS radios and HAM radios. The goal is to be able to create a system that would work in an emergency.

Mr. Laughlin stated that this matter would be added to the next agenda for further discussion.

### **THIRTEENTH ORDER OF BUSINESS      Audience Comments**

Buddy Price asked if the water management district permit is being violated due to drains along Amelia Concourse being blocked. Next, he reminded the District Engineer that it is his job to explain things to the Board members that may or may not be engineers. Lastly, he recommended the coils on the A/C units be coated to help protect the aluminum from the salt air.

John Lescanez asked for an update on the speed hump request. Mr. Laughlin stated that he is awaiting information from the county. Next, Mr. Lescanez stated that he has been asked by residents if things like playgrounds and lights for the pickleball courts are going to be included in the survey. Mr. Robinson stated that anything not already included in the survey can be included as an additional request when the residents are taking the survey. Next, Mr. Lescanez requested something be done about the landscaping in the back of the community.

Don DeCanio stated that he would like to see a summary sheet for proposal included in future agenda packages that summarizes the proposal information. Next, Mr. DeCanio stated that there was a pothole within a depression and the pothole got fixed, however the depression did not. Lastly, Mr. DeCanio stated that there are a number of depressions in Phases 4 and 5 and asked if they could be repaired. Mr. Robinson stated that the depressions are being monitored. Mr. Yuro will inspect them again.

Will Knudsen stated that Goodman is more of a commercial HVAC manufacturer that produces a two-stage motor that is more efficient. Next, he stated that Dave from the UNF

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extension center has indicated he is willing to do a seminar for the residents explaining how the reduced mowing schedule will benefit the community.

**FOURTEENTH ORDER OF BUSINESS      Supervisor Requests**

Mr. Cook asked if staff could indicate when a project being presented to the Board has already been completed. Mr. Laughlin stated that the well pump fencing was previously approved by the Board, so it was just on this agenda to allow the Board to see the final quote.

Ms. Murphy stated that Scott Smith, the resident landscape architect has requested to be present when the landscaping materials are being installed.

Mr. Robinson stated that he is going to request to spend a couple hundred dollars each quarter to mail letters to neighbors that do not have email addresses registered with the CDD. There were no objections from the other board members.

**FIFTEENTH ORDER OF BUSINESS      Other Business**

There being none, the next item followed.

**SIXTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – December 16, 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