

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, December 16, 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   |
| Lynne Murphy  | Supervisor |
| Steve Cook    | Supervisor |
| David Swan    | 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 <i>by phone</i>   | GMS                          |
| Jennifer Mabus                | BrightView Landscape         |

The following is a summary of the discussions and actions taken at the December 16, 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**

Buddy Price commented that there is nothing on the agenda related to the Sagamore wetland project.

Mr. Laughlin stated that a soft dig was approved last month and is scheduled to begin in January.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

**A. Approval of Minutes of the November 18, 2025 Meeting**

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**B. Financial Statements as of November 30, 2025**

**C. Check Register**

Copies of the minutes, financial statements and check register totaling \$93,134.23 were included in the agenda package for the Board’s review.

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

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape – Quality Site Assessment**

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

Mr. Robinson asked Ms. Mabus to pay close attention to the lift station areas as there appear to be a lot of bare spots in the grass.

**B. District Counsel**

Ms. Henley reminded the board members to complete the required four hours’ worth of ethics training by the end of the year. She also informed the Board that her firm is tracking the bills moving through the 2026 legislative session and will continue to provide updates at future meetings.

**C. District Engineer – Update on Dream Finders Swale Project**

Mr. Yuro presented a map showing how the drainage works in the adjacent neighborhood. Essentially, the water gets picked up into the rear swales, flows into the ponds and discharges into the wetland. If Dream Finders proceeds with the swale project, the swale will start at the rear lot line, which would be the low point. Dream Finders was made aware that the Board decided to proceed with another contractor for the haul road project at their last meeting and they have not responded. This matter will be tabled until there is a response from Dream Finders.

Next, Mr. Yuro reported that he looked at the slopes where the staining in the asphalt is. The cross slopes appear to be appropriate and the staining looks to be fading. Additionally, he spoke to Duval Asphalt regarding the oil stains left from the trucks, and they believe the stains will fade over time. They indicated they would check the stains again next time they’re in the area.

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Lastly, Mr. Yuro stated that he evaluated whether a retaining wall off Sagamore Court would be a viable option and his opinion it is not. A retaining wall is porous, so the water would seep through.

Mr. Swan asked about a pothole that appears to be forming right on the curb at the entrance before Spruce Run.

Mr. Yuro stated that he would look at it. He also noted he looked at the depressions off Fall River Parkway in front of the inlets, and nothing appears to be urgent. He recommended monitoring the depressions.

#### **D. District Manager**

Mr. Laughlin stated that he investigated the process for installing speed humps in the community as requested by a resident at a previous meeting. A request would need to be made to the county, and a traffic engineering study would then be done to determine if the community qualifies. If the community does qualify, a town hall meeting with the residents would need to occur and the residents that would be affected by nearby speed humps would be surveyed to ensure the majority would approve of the placement. The cost is \$4,000 to \$5,000 per speed hump and a few hundred dollars for signage.

#### **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.

### **FIFTH ORDER OF BUSINESS**

#### **Discussion of Survey Results Regarding Capital Projects**

Mr. Robinson gave an overview of the survey results, noting 46% of the community completed the survey. The results will be used in future discussions in which the Board will be deciding which projects to undertake based on what is most important to the community.

### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Proposals**

##### **A. Refurbishment of Majestic Walk Circle Beds**

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The plans for each corner of the roundabout as created by resident Scott Smith were presented for the Board's review. The Board's consensus was to approve the plans as submitted. Mr. Dellinger was directed to obtain quotes to complete the work.

### **B. 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. This item was tabled at the previous meeting until the pump was up and running. Mr. Robinson recommended approving the proposal.

Mr. Cook stated that he was strongly opposed to paying the full amount prior to the services being provided and asked that the contract state that payments will be made quarterly.

On MOTION by Mr. Robinson seconded by Mr. Cook with all in favor the proposal from M&M Sales-Service totaling \$3,500 was approved subject to the services being paid for quarterly.

### **C. Repairs to Entry Monument / Tower Doors**

Proposals from Happy Days totaling \$4,600 and Island Home Services totaling \$2,800 to rebuild and repaint the rotted trim around the entry tower were presented to the Board for their consideration.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from Island Home Services totaling \$2,800 was approved.

### **D. JEA Backflow Testing / Maintenance**

Mr. Robinson presented a proposal from Duck Duck Rooter to test each backflow device at a cost of \$85 per device. He suggested bringing all devices onto the same testing schedule, which would reduce the cost to \$76 per device. The third option would be to use JEA's subcontractor, which runs closer to \$100 per device.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor using Duck Duck Rooter for backflow testing at a cost of \$76 per device with all devices on the same testing schedule was approved.

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**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding Non-Permanent Structures on District Common Area**

This item was tabled until Supervisor Jentz could be present.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Establishing Maintenance Contracts for All Amenity Center HVAC Equipment**

Mr. Robinson recommended getting both HVAC units on a regular maintenance schedule. The Board directed Mr. Dellinger to obtain at least two or three quotes at the next meeting for bi-annual maintenance.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**


**Next Scheduled Meeting – January 20, 2026 at 6:00 p.m. at the Amelia Walk Amenity Center**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:  
  
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Secretary/Assistant Secretary

DocuSigned by:  
  
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Chairman/Vice Chairman