

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, January 20, 2026 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
Lynne Murphy	Supervisor
Steve Cook	Supervisor
David Swan	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	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 January 20, 2026 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

Jim Watson commented that he does not see the ponds on the agenda.

Mr. Laughlin responded that there is some work in progress and the District Engineer will provide an update on that project.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of Minutes of the December 16, 2025 Meeting**
- B. Financial Statements as of December 31, 2025**
- C. Check Register**

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Amelia Walk CDD

Copies of the minutes, financial statements and check register totaling \$116,229.58 were included in the agenda package for the Board’s review.

On MOTION by Mr. Robinson seconded by Mr. Cook 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.

B. District Counsel

Ms. Gentry reported that Amazing Explorers Academy was asked to cease and desist work that they were doing to try to connect to the District’s sidewalk on Majestic Walk Boulevard as there has been no permission granted to access the District’s property. The academy responded that they are working with the county to get the sidewalk connection removed. If they do not, they would need to request a temporary construction easement from the District, which could be granted between meetings by the Chairman to ensure the District’s property is protected during that work.

Next, Ms. Gentry reported the legislative session has started and her firm is monitoring any bills that may affect CDDs.

Next, Ms. Gentry noted there are three seats up for election in November 2026, Seats 1, 2 and 4. More information regarding qualifying will be included on a future agenda.

C. District Engineer

Mr. Yuro reported that a meeting is scheduled with Dream Finders on January 26th to discuss the swale project.

Next, Mr. Yuro reported that he walked the haul road and the project does not appear to be complete as the berm should not be there and there are piles on the other side of the haul road that need to be removed. He recommended not paying the final invoice that has been submitted.

Lastly, Mr. Yuro reported the contract for the soft dig has been executed, so that project will be moving forward.

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Jim Watson commented that he is concerned about the use of chemicals in the ponds as he is a beekeeper and he hopes the Board will support his ask to have the pond maintenance company remove glyphosate from their chemicals used on the ponds.

Mr. Laughlin responded that the Board’s consensus was to educate the community on appropriate pond bank maintenance and the effect of runoff into the ponds. Mr. Jentz added that the Board has also settled on testing reducing the mowing frequency and adjusting the mower deck width around the ponds to help filter runoff.

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 reported that everything has been lined up with BrightView to begin the areas 41 and 62 landscape enhancement project. Ms. Murphy suggested waiting until early March to install any new plants.

Mr. Robinson stated that resident Scott Smith is looking at refurbishing the amenity center areas. Ms. Murphy stated that the first priority should be fixing the drainage issues in those areas.

FIFTH ORDER OF BUSINESS Consideration of Proposals

A. Refurbishment of Majestic Walk Circle Beds

The plans for each corner of the roundabout as created by resident Scott Smith were presented for the Board’s review along with proposals from three landscaping vendors to complete the work.

On MOTION by Ms. Murphy seconded by Mr. Robinson with all in favor the proposal from BrightView to refurbish the landscape beds around Majestic Walk Circle totaling \$10,954.75 was approved.

B. Hydroseeding

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A proposal from BrightView totaling \$3,571.43 to hydroseed one acre was presented to the Board for their review. The proposed areas include a pond bank, accesses for pond banks and behind mailboxes on Fall River and Balsam Court.

Mr. Robinson suggested approving a not to exceed amount of \$8,000 as one acre may not be enough. He also stated that he would work with Mr. Dellinger to bring in water truck each month.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor hydroseeding areas to be determined at an amount not to exceed \$8,000 was approved.

C. Winter Annuals

A proposal from BrightView totaling \$4,570.02 to install the winter annuals and refresh the soil was presented to the Board for their review.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from BrightView totaling \$4,570.02 for the winter annuals was approved.

D. HVAC Maintenance

Three proposals for HVAC preventative maintenance were presented to the Board for their review.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Ed’s Comfort Solutions totaling \$1,548 for four visits per year was approved.

E. Relocation of Mainline

A proposal from BrightView totaling \$3,435 to relocate the irrigation mainline at the main entrance to remove the District’s irrigation from Village Walk’s commercial and HOA property was presented to the Board for their review.

Ms. Gentry recommended coordinating the work with Village Walk.

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On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from BrightView totaling \$3,435 to relocate the irrigation mainline was approved.

SIXTH ORDER OF BUSINESS

Discussion Regarding Non-Permanent Structures on District Common Area

Ms. Gentry reminded the Board that a few months ago, the amenity policies were updated to clarify that installing structures on District property requires prior permission. There was a pending request for a HAM radio structure, so her firm drafted a special property use application for such requests, noting it includes the ability to approve requests for ongoing use up to a year. The same application form could be used for various types of property use requests.

Ms. Murphy asked if the Board would get to see photos of what the requestors would be asking to install. Ms. Gentry responded the form asks the requestor to describe the requested use of property and if additional information is required, it is within staff’s discretion to request that.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the special property use application was approved in substantial form.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor authorizing staff with the approval of the Chair or Vice Chair to approve non-permanent structure requests between meetings for one-time use was approved. Recurring use requests are to be added to an agenda for Board approval.

SEVENTH ORDER OF BUSINESS

Selection of Audit Committee

Mr. Laughlin stated that the renewal period with the current audit firm has ended, so the District needs to go through the request for proposals process for audit services. He recommended appointing the board members as the audit committee as the first step in the process.

On MOTION by Mr. Jentz seconded by Mr. Cook with all in favor appointing the board members as the audit committee was approved.

EIGHTH ORDER OF BUSINESS

Audience Comments

Jim Watson commented that a neighbor’s holiday decorations were vandalized.

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Mr. Laughlin stated that would be civil matter. The CDD is not an enforcement entity.

Don DeCanio asked how the monitoring of the pavement issues is going, specifically with the depressions at Majestic Walk at the transition of the circle going northbound and another farther north where there are depressions and a crack in the pavement.

Mr. Yuro stated that there is a slight dip at the southern end tie-in, but it is not significant and there's not much that can be done about it at this point. Mr. Laughlin added that he was not aware of any potholes, so staff will look at the alleged pothole near 85174 Majestic Walk.

NINTH ORDER OF BUSINESS

Supervisor Requests

Mr. Cook asked Mr. Yuro to be present when the soft dig project begins. Next, he asked Mr. Robinson what the status is on the painting of the curbs around the intersections to prevent parking on the street.

Mr. Robinson stated that no action was ever taken on the painting of the curbs as it did not seem to be an effective solution.

Ms. Murphy recommended relabeling enhancements as infrastructure developments.

Mr. Swan asked that signs be posted at the pickleball courts summarizing the policies.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 17, 2026
at 2:00 p.m. at the Amelia Walk Amenity
Center**


TWELFTH ORDER OF BUSINESS

Adjournment

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

Signed by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman