

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, May 19, 2026, 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
Steve Cook	Supervisor
David Swan	Supervisor
Lynne Murphy	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
Jennifer Mabus	BrightView Landscape
Terry Glynn <i>by phone</i>	GMS

The following is a summary of the discussions and actions taken at the May 19, 2026 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 6:03 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Don DeCanio stated that it appears the Board does not have a master plan or budgetary list and he believes it is necessary to determine which projects should be done immediately and which can be put off. The priority should be operational costs, safety, including repairs to sidewalks and roadways, and then the flooding projects. Only once those projects are completed should agenda items five through nine be considered. Next, Mr. DeCanio asked if the current contract with GMS for onsite management include proposed increases each year, or does it limit what those might be. He also asked why the facility management fee is increasing by double digits. Next, Mr. DeCanio

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questioned why there are two legal representatives providing counsel to the District. Lastly, Mr. DeCanio stated that he wants to ensure the landscaping needs of Phase 5 are addressed.

**THIRD ORDER OF BUSINESS** **Consent Agenda**

**A. Minutes of the April 21, 2026 Audit Committee and Board of Supervisors Meetings**

**B. Financial Statements as of April 30, 2026**

**C. Check Register**

Copies of the minutes, financial statements and check register totaling \$26,746.14 were included in the agenda package for the Board’s review.

On MOTION by Mr. Swan seconded by Mr. Cook 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.

Mr. Robinson asked that the haul road access off Champlain be mowed as it doesn’t look like it’s been taken care of for a few weeks.

Next, Mr. Robinson asked to come up with an agreed upon plan for the corners of Majestic Walk Boulevard and Majestic Walk Circle. Ms. Murphy asked if there is anything that could be done other than replacing the juniper with sod. Staff was directed to bring proposals back for board consideration.

**2. Irrigation Reports**

Copies of the latest irrigation inspection reports, and proposals for repairs to the irrigation system were included in the agenda package for the Board’s review.

Mr. Robinson asked for mor oversight on the irrigation reports. The proposals were tabled.

**3. Proposal for Deep Root Injections**

Ms. Mabus presented a proposal to drill into the ground and inject fertilizer for trees that have not grown or thrived due to lack of irrigation.

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On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal for deep root injections totaling \$610 was approved.

**B. District Counsel**

Ms. Gentry stated that the request by a resident at a previous meeting to extend his driveway apron was processed, permission was granted and the residents signed off on basic protections for the District. It was noted her firm could create a policy for such requests if desired. The board requested a policy for consideration at the next meeting to allow staff to process routine requests between meetings.

Next, Ms. Gentry reminded the board members to fill out their Form 1 by July 1<sup>st</sup> and complete four hours of ethics training by the end of the year. She also reminded the board of the qualifying period for the seats up for election in November, which is June 8<sup>th</sup> through June 12<sup>th</sup>.

**C. District Engineer**

Mr. Yuro stated that he reached out to the Sagamore Court contractor regarding the phased approach to the wetland project, however they have not yet provided an updated proposal.

Next, Mr. Yuro reported Dream Finders has indicated they are ready to start the Amelia Concourse swale project as soon as possible. He noted Dream Finders would need an easement and asked if the Board would be open to providing that

**D. District Manager**

**1. Report on the Number of Registered Voters**

Mr. Laughlin informed the Board there are 1,645 registered voters reported to be residing within the District's boundaries.

**2. Reminder of Upcoming Election**

Ms. Gentry covered this item under District Counsel's report.

**E. Amenity / Field Operations Manager – Report**

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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 Landscape Improvements to Area 42 and 43**

Mr. Cook asked that BrightView’s pricing be looked at closer.

Mr. Laughlin noted that the unit prices are contractual.

Mr. Cook asked that the prices be looked at closely when negotiating the next contract.

Mr. Robinson presented the plans provided by resident Scott Smith for areas 42 and 43, noting he included the pricing estimates in the capital reserve planning tool for FY27 and plants should not be installed in the summer.

The Board’s consensus was to approve the design plans and directed staff to get proposals for adding irrigation lines in the area.

On MOTION by Mr. Robinson seconded by Mr. Cook with all in favor the design plans for areas 42 and 43 were approved with staff directed to seek proposals for installing irrigation lines.

**SIXTH ORDER OF BUSINESS**

**Discussion of Entry Landscape Plans**

Mr. Laughlin reminded the Board the plans for the entry landscaping were approved at the last meeting, however proposals have not been received yet.

This item was tabled.

**SEVENTH ORDER OF BUSINESS**

**Discussion of School Bus Stop Area – Landscaping Project Scope**

Mr. Robinson stated that the grass around the school bus stop is dying due to the foot traffic and asked if the Board would be interested in adding pavers and ground covering or crushed glued rocks or shells. He suggested extending the improvements around the five trees around the fire hydrant and Cherry Creek.

Staff was directed to work with resident Scott Smith on design plans.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Installing Dog Park**

Information found during research of dog parks was provided to the Board for their review. It was noted 30% of those that responded to a survey said that a dog park is moderately

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or extremely important to them. It is estimated it would cost around \$40,000 to construct the dog park, which includes FOB access to ensure only residents can gain access. Supervisor Murphy requested more information regarding ongoing maintenance and cleanup. Supervisor Swan listed concerns with the project.

This item was tabled until finances could be discussed.

**NINTH ORDER OF BUSINES**

**Discussion of Installing Pétanque Court**

Information on Pétanque courts and the sport was presented to the Board for their review. The research showed the courts could cost around \$3,000 to \$4,000 for a professional install, so it would be a lower cost amenity with lower maintenance requirements. The location proposed was just behind the pickleball courts. Ms. Murphy expressed concern with parking issues if there were teams of people playing at once.

The Board directed staff to bring back installation proposals at the next meeting.

**TENTH ORDER OF BUSINESS**

**Discussion of Pond Bank Maintenance Procedure**

Mr. Laughlin asked if the Board would like to begin having the landscape maintenance provider raise their mower decks around the pond banks to provide natural filtration,

Ms. Murphy recommended raising the grass level around all the ponds if the Board chooses to proceed.

The Board’s consensus was to raise the mower decks to the highest setting (four inches) around all of the pond banks and to continue to monitor.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Engagement Letter with Grau & Associates for Fiscal Year 2026 Audit Report**

Mr. Laughlin reminded the Board Grau & Associates was the audit firm selected during the request for proposals process.

On MOTION by Mr. Cook seconded by Ms. Murphy with all in favor the engagement letter with Grau & Associates for the fiscal year 2026 audit report was ratified.

**TWELFTH ORDER OF BUSINESS**

**Discussion of Cost Share with AEA**

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Mr. Laughlin presented the draft cost share agreement with AEA Yulee, noting the amount coming back to the district through the cost share would be \$22,000 per year. This is for the areas affected at the entrance from increased traffic due to the new daycare. Mr. Laughlin also suggested doing the same cost share with Village Walk, which would result in lowering their cost share amount now that the well is installed.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the cost share agreement with AEA Yulee was approved in substantial form.

On MOTION by Mr. Robinson seconded by Mr. Cook with all in favor amending the Village Walk cost share agreement to match the AEA cost share was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of GMS Proposed Fees for Facility Management, Field Operations Management and Janitorial for Fiscal Year 2027**

Mr. Laughlin presented the proposal from GMS for a 6% increase in onsite management and maintenance fees.

On MOTION by Mr. Robinson seconded by Ms. Murphy with all in favor the proposal from GMS for facility management, field operations management and janitorial fee increases was approved.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-06, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date**

Mr. Laughlin presented the proposed budget for fiscal year 2027, which does not result in an increase in assessments. He also informed the Board there is around \$60,000 left over from the Phase 1 roadway project bonds that could be used for the Sagamore wetland project. Those funds are not included in the budget as they have not yet been transferred to the general fund.

On MOTION by Mr. Robinson seconded by Mr. Cook with all in favor Resolution 2026-06, approving the proposed budget for fiscal year 2027 and setting a public hearing for August 18, 2026 at 2:00 p.m. was approved.

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**FIFTEENTH ORDER OF BUSINESS      Audience Comments**

Will Knudsen commented that the sprinklers have been running late at night on both sides of the road on different days of the week from the entrance all the way down.

Janet Ness asked when the Sagamore work is going to be done once the contractor provides their updated pricing. She is concerned that it has already been two years of discussing this project and the pricing will continue to increase.

Mr. Laughlin responded that if the funds are all there once the \$60,000 is accounted for, the project will be started as soon as possible. Otherwise, the project will have to wait until the fiscal year 2027 budget commences.

Don DeCanio commented that he tried for years to get a pothole on Fall River Parkway fixed, however the only thing that was fixed is where the dirt was showing. He questioned why the entire depression wasn't repaired.

Mr. Laughlin responded that it was repaired as needed and is being monitored.

Don DeCanio stated that there are some mulched areas in which the mulch is extremely light. Next, Mr. DeCanio commented the dog park and Pétanque courts would need to be made handicap accessible if installed. Lastly, Mr. DeCanio stated that off Fall River Parkway behind the pump station there is rebar that used to be used to tie a tree down, but it could become a hazard.

**SIXTEENTH ORDER OF BUSINESS      Supervisor Requests**

Mr. Robinson stated that there are a lot of comments that a lot of work is done in the front of the neighborhood rather than the back. For the Series 2018A and 3B series, which covers Phase 4B and 5A and 5B, the developer ran out of money before they got to landscaping, so any money used for landscaping projects had to come out of pocket and the Board had to approve it.

**SEVENTEENTH ORDER OF BUSINESS      Other Business**

There being none, the next item followed.

**EIGHTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – June 16, 2026 at 2:00 p.m. at the Amelia Walk Amenity Center**

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**NINETEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Robinson seconded by Mr. Cook 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