

MINUTES OF MEETING
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Amelia Concourse Community Development District was held Thursday, August 11, 2016 at 9:30 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

James Marvin
David Jae
Debbie Malloch

Chairman
Vice Chairman
Supervisor

Also present were:

Dave deNagy
Jason Walters
Dan McCranie
Brett Nanzie
Natalie Voytec
Tony Shiver

District Manager
District Counsel (by phone)
District Engineer
McCranie & Associates
HOA Representative (by phone)
First Coast CNS

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 9:30 a.m.

SECOND ORDER OF BUSINESS

Public Hearing to Adopt the Budget for Fiscal Year 2017

A. Consideration of Resolution 2016-10, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2017

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2017 was opened.

Mr. Marvin stated the budget is really similar to last years budget. If there are any real changes then perhaps you can point those out.

Mr. deNagy stated we are looking at an increase of \$139 per unit. We have an increase of overall expenditures of about \$59,000. The two items that comprise the biggest source of increase for us this year is capital outlay of \$28,000 and facility maintenance of \$11,410 and then

staffing of the amenity center during the peak season next year. We also have an increase in lake maintenance. We won't realize that until a little later on this year because we have a couple of new ponds coming on board with phase two. The debt service budget is back on page 11. The debt service budget just shows what the expenditures are for the bonds and the interest and principal that are paid out in November and May. We have a carry over of \$101,000 that pays for the interest in November of 2017.

Mr. Terry Cator asked were carp put into the original ponds to help keep them clean?

Mr. Shiver responded carp are usually introduced by our aquatic vendor. From what I understand they have not stocked it; however, I believe the proposal for Fiscal Year 2017 is an enhanced proposal to have more services. I don't remember off hand if it included carp but I can find out. Carp is vital for algae control. Fish will be introduced to the pond naturally from birds and things like that. Because they are so well stocked with game fish, I don't know if that will be a deterrent for them to introduce carp.

Mr. Cator stated when they lowered the ponds I didn't see fish anymore.

Mr. Shiver stated I will reach out to them and find out.

Mr. Rick Fine asked can you explain the rationale to adding a new staff member to the amenity center?

Mr. Shiver responded next spring we are going to request that we add a weekend attendant for rule enforcement. This year we found a lot of alcohol containers in the garbage cans. This is a family friendly facility. The community is growing and we need to curb that. We need to make sure the facility is safe and secure. They can also act as a liaison, so residents can bring their issues to someone onsite.

Mr. Fine asked what kind of enforcement do you expect?

Mr. Shiver responded policy enforcement being a limited amount of guests. Each lot is allowed five guests and that is something that is being abused but we have no way to enforce it because we are not onsite.

Ms. Kassandria Brown asked once they build up the roads and they put the gutter buddies over the drainage system, is there going to be room in the budget for someone to clean those? I know they weren't cleaned during construction of this last phase.

Mr. McCranie responded once the road building crews are done and gone, then the homebuilding construction crews take over the erosion control responsibilities. It is their

responsibility to keep those maintained as part of their permit. Dreamfinders will be the new homebuilder. We can encourage them to keep those clean.

Mr. Marvin stated I would appreciate it if you could make Dreamfinders aware of that.

Mr. McCranie stated okay.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2017 was closed.

Mr. deNagy stated I will fill in the information on page two in section two of Resolution 2016-10.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor Resolution 2016-10 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2017 was approved.

B. Consideration of Resolution 2016-11, Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Mr. Jae seconded by Mr. Marvin with all in favor Resolution 2016-11 Imposing Special Assessments and Certifying an Assessment Roll was approved was approved.

THIRD ORDER OF BUSINESS Audience Comments

A resident asked why is it that our area is the only one with a CDD?

Mr. deNagy responded there are three phases with Amelia Course and all three phases are assessed whether there are homes on those lots or not. Phase two is going to be developed by Dreamfinders. They are being assessed the same assessment you are being assessed. Phase three is owned by a special purpose entity. Dreamfinders has an option to purchase phase three but the assessments are paid by the trustee to the District.

FOURTH ORDER OF BUSINESS Designation of the Landowners Election Date

- A. Instructions**
- B. Sample Proxy & Ballot**

Mr. deNagy stated included in your agenda package is a copy of the instructions and sample proxy and ballot for the landowner’s election. The election date would be November 15th. We would also have a board meeting immediately afterwards.

On MOTION by Ms. Malloch seconded by Mr. Marvin with all in favor to Set Landowners Election for November 15, 2016 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, FL 32034 was approved.

FIFTH ORDER OF BUSINESS

Discussion of the Proposed Fiscal Year 2017 Meeting Schedule

Mr. deNagy stated included in your agenda package is a copy of the proposed Fiscal Year 2017 meeting schedule. We meet the third Tuesday of each month noted. The first meeting would be November 15, 2016, February 21, 2016, May 16, 2016 and August 15, 2016.

Mr. Marvin asked can we change this down the road if need be?

Mr. deNagy responded if need be. I have spoken to Scott about that too. We are going to get together with District Counsel and see what we can do.

On MOTION by Mr. Marvin seconded by Mr. Jae with all in favor the Meeting Schedule for Fiscal Year 2017 was approved as presented.

SIXTH ORDER OF BUSINESS

Approval of Minutes

- A. April 26, 2016 Special Meeting
- B. May 12, 2016 Meeting
- C. June 21, 2016 Special Meeting

SEVENTH ORDER OF BUSINESS

Acceptance of Minutes of the May 12, 2016 Audit Committee Meeting

Mr. deNagy stated I got revisions from Ms. Malloch prior to the meeting. She had a change on page three of the April 26th minutes and a change on page 10 of the May 12th meeting.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the Minutes of the April 26, 2016 Special Meeting, the May 12, 2016 Meeting and the June 21, 2016 Special Meeting were approved & the Minutes of the May 12, 2016 Audit Committee Meeting were accepted.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

- A. Attorney

There being none, the next item followed.

B. Engineer

Mr. McCranie stated I will start with phase one construction improvements. Months ago, we improved the budget of plus or minus \$115,000. I had one alternate in there of an either/or scenario. We had good news. We did not have to replace the pipe. We ended up saving about \$15,000. I haven't seen their final invoice yet. I am waiting on the letter from Nassau County accepting all of the improvements. I have spoken to Nassau County and they have accepted it but I am waiting on final written documents. Phase two construction is underway. They are clearing now. There have been a couple complaints about trucks traveling through the subdivision and we have made it clear that all construction traffic needs to go through the temporary construction easement. It is not official and it is not approved by Nassau County right now but I told them I would rather have Nassau County call me upset than the residents here.

Mr. Marvin stated I think it is significant to note here that while the construction traffic is using an unapproved access that we could lose that. The County could say you can't use that anymore.

Mr. McCranie stated that is correct.

Mr. Marvin stated if that is the case then we will be using the existing public streets.

Mr. McCranie stated yes but we are doing everything we can, not too. I have created a detail and have gotten it approved by Nassau County to construct this temporary construction easement as a more permanent looking driveway into the subdivision.

Mr. Marvin asked how much would that cost?

Mr. McCranie responded it would cost \$19,000. We would need a construction bond for 115% of that. I was talking to Dave and I need to know who is responsible. Does it come out of bond funds? It is something that is required to be done.

Mr. Marvin stated I don't think I really knew that we were going down this path. Did we agree that this is what we wanted to do with constructing a temporary access?

Mr. deNagy responded it was my understanding that we were.

Mr. McCranie stated yes. In the contract with AJ Johns, I put in there that a construction access will be required and will be used.

Mr. Marvin asked will the construction access be just for the road building or is that for the homebuilding, as well?

Mr. McCranie responded it will only be for the road building. The homebuilders will use the normal road system.

Mr. Marvin asked so it would be a change order to AJ Johns?

Mr. McCranie responded they have requested it. I am looking into the specific wording that we put into the contract. I feel that it should have been and is included in the original contract.

Mr. Marvin asked so if push comes to shove, it will be a change order to the contract?

Mr. McCranie responded yes. I will work with Jason if it is a change order. The bond requirement was not in the contract. It was certainly not included, so it would be a change order to AJ Johns if for some reason they put up the bond. Someone has to put this letter of credit/bond/check that the County would hold, so that I can construct it.

Mr. Marvin asked how much would the check be?

Mr. McCranie responded for \$21,850.

Mr. Walters stated let's talk offline. I am pretty sure that can be done with the bond funds and then the Developer would fund the rest of the construction. Once the check was released then it would be repaid to the Developer.

Mr. Marvin asked so would this not be a Dreamfinders cost?

Mr. Walters responded it would be a Dreamfinders cost. The question is do they pay it now or do they pay it later.

C. Manager

Mr. deNagy stated in the past, we had talked about providing an access point for the Amelia Walk construction that is going on over Amelia Concourse property. Amelia Walk has in turn found another way that they can get into that construction site on their own property.

D. Operations Manager - Report

Mr. Shiver stated since the last meeting, we have had two state health inspections done. Both passed with no violations. There was a break in a chlorine line in one of the pool equipment enclosures. It sprayed one of the pumps with chlorine but we were able to replace that motor in-house. The total cost to the District was about \$137 to replace the motor. We expect to have the wading pool open today or maybe tomorrow. I noticed that the awning on the pool deck is ripped and needs to be replaced. We will have Thompson Awning Company come

A resident stated because the section from this entrance to Bellflower looks bad.

Mr. Marvin stated Tony will check on that.

A resident stated I was also the one that complained about the fence erosion.

Mr. McCranie stated I went out to that area and looked at it three times. The fence seems to still be very solid. It is not moving. I see where your yard has a drop off but I can't find a specific reason for that. I don't see a whole bunch of water flow. Then we have a bunch of palmettos on the other side for stabilization. I don't think there is anything that we need to do. If it continues to get worse then let us know and we will look into it again.

Mr. Marvin asked does her lot backup to the new construction?

Mr. McCranie responded no. It backs up to the new model home into the cul-de-sac.

A resident asked has Dreamfinders contacted the board about the homeowners association?

Mr. Walters responded I don't know the interaction between Dreamfinders and the HOA. I don't have the agreement in front of me but I can look at it.

A resident asked are they planning on taking over the HOA?

Mr. deNagy responded no.

A resident asked do they have all of the votes?

Ms. Malloch responded they get three votes per vote.

A resident stated our concern is that Dreamfinders will vote us out and take over the HOA for the Amelia Concourse community.

Mr. deNagy stated I don't think anyone on this board or staff has heard of any intent of Dreamfinders doing that.

Mr. Marvin stated this board doesn't deal with HOA. You would need to reach out to your HOA manager.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – TBD at the Amelia Concourse Amenity Center

Mr. deNagy stated the next scheduled meeting is November 15, 2016.

THIRTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Malloch seconded by Mr. Jae with all in favor the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

DRAFT