

**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 on Thursday, February 12, 2015 at 9:30 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

Glen Marvin	Chairman
Deb Malloch	Supervisor
Scott Campbell	Supervisor
David Jae	Supervisor (by phone)

Also present were:

Dave deNagy	District Manager
Jason Walters	District Counsel (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. deNagy stated this is an opportunity for residents who have questions about today's agenda. Does anyone have any questions on the agenda today? There will be an opportunity later for audience comments during the meeting.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Doug Davis**

Mr. deNagy stated the first item this morning is the acceptance of the resignation of Doug Davis. You have a copy in your agenda package of an email from Doug where he is formally resigning.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the Resignation of Doug Davis was accepted.
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**B. Consideration of Appointment to Fill Unexpired Term of Office (11/2016)**

Mr. deNagy asked is there anyone that we would like to select to sit on the board in Doug's absence?

Mr. Marvin stated I do not have anyone. Do we need to fill that seat?

Mr. deNagy stated we do not need to. It is the fifth seat.

Mr. Marvin stated maybe everyone here could just think about the need to fill that seat and we would address it at the next meeting.

**C. Oath of Office for Newly Elected Supervisor**

The following item was tabled.

**D. Consideration of Resolution 2015-03, Election of Officers**

The following item was tabled.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the November 13, 2014 Meeting**

Mr. deNagy stated unless there are any changes we would look for a motion approving the minutes from the November 13, 2014 meeting.

On MOTION by Mr. Marvin seconded by Mr. Campbell with all in favor the Minutes of the November 13, 2014 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Approval of the Minutes of the November 13, 2014 Landowners Meeting**

Mr. deNagy stated the second set of minutes is the minutes of the Landowner's Meeting from November 13, 2014. Do we have a motion approving those minutes?

On MOTION by Mr. Campbell seconded by Mr. Marvin with all in favor the Minutes of the November 13, 2014 Landowner's Meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

Mr. deNagy stated item six is a placeholder for other business the board may have. Is there any other business the board would like to discuss at this time?

Mr. Marvin stated I have a question. We have this nagging issue with this damaged storm drain inlet that is holding up release of her money.

Ms. Malloch stated we have submitted a letter to the city asking for a final inspection. We can get the punch list that the county is going to require to be completed.

Mr. Marvin stated we have this nagging roadway repair that needs to be done. The reason that it has been nagging so much is because the county inspector has been unreasonable about his requests for the repair. No action has occurred. Ms. Malloch is going to tell us what they have done now to get this resolved.

Ms. Malloch stated we have sent our letter to the county. The way the ordinance reads is that 75% of the total project has to be complete in order for them to release the letter of credit. There is nothing going on in phases two and three. It is all wrapped into the same development as far as the county is concerned. We have asked for them to reconsider. We are asking for 75% of only phase one to be considered. It is the only phase that is currently under development. They have been unmoving in that in order to release the letter of credit. We still went forward with the formal letter requesting the final inspection. At that point the county would create a punch list of everything that they want completed. The storm system is owned and maintained by the CDD. Anything that is an issue that was caused by failing storm systems, the CDD will be required to repair. It seems that everything currently is caused by something having to do with the storm drain system. We are awaiting the punch list from the county. Hopefully we will get bids to get it repaired.

Mr. Marvin stated the CDD owns the storm drainage and the roads. If there is a storm drainage issue it is a CDD issue. This 75% issue is ridiculous, but it is part of the zoning. Somebody is going to have to make an exception to the zoning to allow it to be reduced to the phase one level. It is not right for them to not be able to get their money back. I think that the county is going to require some sort of guarantee when we move forward with the future phases. As soon as you get your punch list from the county we can address this. Maybe you should share that with Dave when you get it since we only meet every three months.

Ms. Malloch stated the road is getting worse.

Mr. Marvin stated I would need to know where we stand financially.

Mr. deNagy stated I think we had sufficient money, but I do not know what the new punch list is going to look like.

Mr. Marvin I would be happy to deal with it when it comes in if you want me to do so. If we can do the work for the amount of money that we have and get it behind us, then I would assume you wanted to do so.

Ms. Malloch asked are we also stating that there is going to be an attempt made by either you as chair or Dave from the management perspective to contact the county to see if the CDD is able to get them to give any lead way on the 75% verses phase one? Do you want to not address that at this time and see what the punch list entails?

Mr. Marvin stated I would be happy to contact the county if someone would tell me who the county manager is.

Ms. Malloch stated he is Scott Heiring. I will send you a copy of the letter we are going to send.

Mr. Campbell asked is the motion to give the chair authority to communicate with the county on behalf of the district in an attempt to eliminate or minimize the 75% threshold and/or allow the district to assume responsibilities for repairs?

On MOTION by Ms. Malloch seconded by Mr. Marvin with all in favor the motion to give the chair authority to communicate with the county on behalf of the district in an attempt to eliminate or minimize the 75% threshold and/or allow the district to assume responsibilities for repairs was approved.

Mr. Marvin stated Ms. Malloch has already volunteered that her firm would take care of any other things other than the storm drainage inlet punch list.

Ms. Malloch stated if we have the money in order to repair anything then I say we give him the authority.

Mr. Marvin stated I would do that through our district engineer.

Ms. Malloch stated the county has to be present.

Mr. deNagy stated basically it authorizes the chair and staff to proceed with the storm-drain road maintenance repairs. This is also as long as it fits within our budget.

On MOTION by Ms. Malloch seconded by Mr. Marvin with all in favor the motion to authorize the chair and staff to proceed with the storm-drain road maintenance repairs was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters stated I have a brief update for the board. I think a lot of this was just taken care of with the motions that were passed. There was discussion about reaching out to the county attorney's office to see if we could get any movement on some of these issues. The county attorney had unexpectedly passed away. That office was in somewhat disarray. Their whole department was in shock and in shambles. I was not able to get anywhere with the county attorney's office.

Mr. Marvin asked do they have a new attorney now?

Mr. Walters stated I do not know the exact status whether they filled the position or not. It usually takes a little bit of time. They were using outside counsel.

**B. Engineer**

Mr. deNagy stated I have communicated with Dan and he was working with regard to the maintenance bond.

**C. Manager**

Mr. deNagy stated I do not have anything specific to report at this time. We would be talking about the financials in a minute.

**D. Operations Manager**

Mr. deNagy stated Tony could not be here today, but he has provided a report that is included in your agenda package. He talks about the mesh netting under the pool feature. We need to get that changed. He has a quote from Compac. It is for \$2,505 to have that mesh replaced. He says it would be a permanent solution.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the changing of the mesh pool netting by Compac for \$2,505 was approved.

Mr. deNagy stated we have talked about putting an access control system that is similar to the access control system for the amenity center. Tony had gotten a quote that was really high. The explanation for that was the wiring. It was close to \$5,200. The alternate solution was the lock that you see in your agenda package that is \$300. It is just a key lock with a code.

Mr. Marvin stated if we really need this I am in favor for it, but if it is not something we need I do not want to spend the money on it.

Ms. Malloch stated we continue to have a lot of people that do not live here bringing their kids here.

Mr. Marvin stated we should permanently lock the exterior gate.

Mr. deNagy stated I would go ahead and tell Tony to purchase the lock for the exterior gate.

Mr. Marvin stated there are going to be complaints, but let's just see how it goes until the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports:**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2014**

Mr. deNagy stated we have financial as of December 31, 2014 in your agenda package. Included is your income statement, balance sheet, and capital improvements report. The only thing I need approval on is the check register.

**B. Treasury Report**

**C. Approval of Check Register**

Mr. deNagy stated the total of your check register is \$27,279.83. I would be looking for a motion to approve the check register.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the Check Register totaling \$27,279.83 was approved.

**D. Assessment Receipt Schedule**

Mr. deNagy stated your assessment receipt schedule is attached. We are in pretty good shape there.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

Ms. Brown stated we were discussing going in this way verses outside. That has an age limit for thirteen and below. They have to be supervised to be able to go into the pool area, which is fourteen and older. We just do not think it is a good idea to have the bigger kids coming through the pool to go into the playground. We would also have kids coming soaking wet from the pool to the playground. We just think that there would be more injuries that way. Also there would be more unsupervised kids in the pool area. The outside kids are going to hop the fence to get in if they really want to get in. I would just suggest to leave it the way it is with open access rather than make it so our children have to come through the pool area. My kid is too young to go through the pool area anyway. The younger children should not be going into the pool area unsupervised. I just do not think there is any way the residents are going to go for it.

Mr. Marvin stated I can't measure in my mind how many children are playing on the playground that do not live here and how big of a problem that is. What is the problem with that?

Ms. Malloch stated there would be a problem if something happened to a child who didn't live here, which their parents aren't here.

Mr. Marvin stated that is why the CDD has insurance.

Ms. Malloch stated also tearing up of the property by children who do not live here would be a problem for residents who pay money to have the playground here. I can only base my suggestion off of emails and phone calls that I have received.

Mr. Marvin stated we could post a resident's only sign and maybe it would make people consider about not trespassing. We could further evaluate this at the next meeting.

Ms. Natalie asked would repairs to storm drains eventually impact the homeowners on our maintenance assessment?

Mr. Marvin stated if the county insisted on excessive repairs that we claimed unreasonable and we had to undertake those to get any guaranteed relief, then there is the unlikely possibility that there could be an assessment.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests**

Mr. deNagy asked are there any additional supervisors request?

**ELEVENTH ORDER OF BUSINESS**

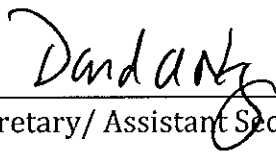
**Next Scheduled Meeting - May 14,  
2015 at 9:30 a.m., at Amelia  
Concourse Amenity Center**

Mr. deNagy stated our next scheduled meeting is May 14, 2015 at 9:30 a.m. here at the amenity center. This would be our FY15 budget approval meeting. Our budget process is a two-step process. We approve the budget first. Our next meeting would be when we adopt the budget.

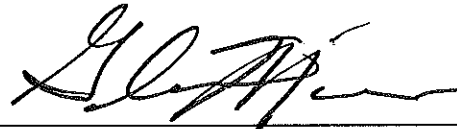
**TWELTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/ Assistant Secretary



Chairman/ Vice Chairman