

MINUTES OF MEETING
AMELIA CONCOURSE COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Amelia Concourse Community Development District was held Tuesday, February 25, 2020 at 1:00 p.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

Harvey Greenberg	Chairman
Bill Toohey	Vice Chairman
Ellen Cator	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jason Walters	District Counsel (by phone)
Dan McCranie	District Engineer
Tony Shiver	First Coast CMS
Dan Walker	First Coast CMS
Kristina Rudez	Egis Insurance & Risk Advisors
Brent Grimmel	Egis Insurance & Risk Advisors

The following is a summary of the discussions and actions taken at the February 25, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 1:17 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Staff Reports (1) District Engineer

A. Ratification of Requisition Nos. 19-21

Mr. McCranie gave an overview of requisition numbers 19-21, copies of which were included in the agenda package.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor requisition numbers 19, 20 and 21 were ratified.

B. Consideration of Requisition Nos. 18, 22 and 23

Mr. McCranie gave an overview of requisition numbers 18, 22 and 23, copies of which were included in the agenda package. Mr. McCranie noted that per Mr. Greenberg’s request, future invoices will include the billing period for which the invoices cover.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor requisition numbers 18, 22 and 23 were approved.

Mr. Greenberg inquired about the status of the paving in phase three. Mr. McCranie responded phase three has been broken into phases 3A, 3B and 3C and estimated paving should be completed for all three phases within the next month.

Mr. Greenberg requested Mr. McCranie ask for a tentative construction schedule due to ongoing issues with dust and dirt.

FOURTH ORDER OF BUSINESS

Discussion of the District’s Insurance Coverage and Costs

Ms. Rudez of Egis Insurance & Risk Advisors gave an overview of the District’s current insurance coverage. The District’s coverage includes property, general liability and public officials’ liability at a total annual premium of \$24,209. General liability includes a standard limit of \$1 million per occurrence with no aggregate. There is no deductible for general liability or public officials’ liability. Ms. Rudez also informed the Board that the CDDs Egis provides insurance for fall into a trust, and while there is a standard market available, the rates are much higher due to the lack of knowledge on the sovereign immunity that CDDs receive.

Mr. Grimmel informed the Board that Egis provides complementary site visits, which ensures the District’s assets are properly protected, allocated and valued, and to prevent any potential lawsuit within the District by having a representative from loss control with a claims background tour the property and provide recommendations to mitigate any potential losses.

Mr. Greenberg requested three months prior to renewal the District attempt to solicit another proposal and have Egis do an analysis. It was also requested that Mr. Laughlin provide the Board with a copy of Egis’s recommendations and revised schedule of insurance.

Mr. Grimmel noted it may be worthwhile for the District to look into reappraising the value of the amenity center building in an attempt to reduce the premium.

FIFTH ORDER OF BUSINESS

Approval of Minutes

A. August 20, 2019 Meeting

Mr. Greenberg provided corrections to the minutes, which will be included in the final version.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the August 20, 2019 minutes were approved as amended.

B. December 18, 2019 Special Meeting

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the December 18, 2019 minutes were approved as presented.

SIXTH ORDER OF BUSINESS

Consideration of Re-Setting the Public Hearing for the Purpose of Adopting Amenity Facility Rental Rates to May 19, 2020

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor re-setting the public hearing date for the purpose of adopting amenity facility rental rates to May 19, 2020 was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Re-Setting the Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure to May 19, 2020

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor re-setting the public hearing date for the purpose of adopting amended and restated rules of procedure to May 19, 2020 was approved.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2020-04,
Adopting an Internal Controls Policy**

Mr. Walters explained the need for adoption of an internal controls policy is the result of recent statutory changes. Copies of the resolution, with the proposed policy included as an exhibit to the resolution, were enclosed in the agenda package.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor Resolution 2020-04, Adopting an Internal Controls Policy was approved.

NINTH ORDER OF BUSINESS **Other Business**

There being no other business, the next item followed.

TENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Walters provided a brief update to the Board that the District is looking to potentially refinance the debt on the phase one property and the obstacle has been the existence of an outstanding debt obligation due to the previous foreclosure of the phase two and three property, which is being dealt with through a tri-party agreement. There is a \$7.5 million initial bond issuance, which is only now secured by the phase one lots and tri-party agreement, which requires payment be made upon each lot sale. Separation of that debt requires bondholder consent and that consent has not yet been given. The underwriter has continued to maintain contact with the bondholders in an attempt to obtain that consent.

Mr. Greenberg asked for an update on the status of the issue of the phase one roadways due to the lapsing of the maintenance bond.

Mr. Walters responded feedback has not been received regarding the status of the County's efforts in contacting the original developer but noted he would continue to contact the County.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor authorizing District Counsel to draft a letter to put the County on notice if a positive response is not received from a County representative within the next 30 days was approved.

Mr. Walters noted he would circulate the latest legislative up to the Board and a proposed bill regarding changes to the sovereign immunity limits would be watched closely.

B. Manager

There being nothing to report, the next item followed.

C. Trim All

Mr. Shiver informed the Board he has received feedback from residents that Trim All was not using a designated easement to access a pond in phase one for pond bank maintenance and noted a map was provided to the account supervisor, who then set up meetings with the landscape crew so they are aware of the easements in which they should be using to access the ponds.

Mr. Greenberg asked that Mr. Shiver ensure the lake maintenance company is cleaning up debris around the lakes.

D. Operations Manager

Mr. Shiver presented a proposal for amenity center furniture. The Board approved the selections presented, as well as purchase of two folding tables and 12 chairs for extra seating.

On MOTION by Ms. Cator seconded by Mr. Greenberg with all in favor purchase of amenity center furniture at an amount not to exceed \$9,000 was approved.
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Mr. Greenberg informed the Board an email was received from the District Engineer noting hourly engineering services rates have not been increased since 2009 and he would provide his hourly rates for 2020. Mr. Greenberg stated he felt it was inappropriate at this time to consider any potential increase and considering an increase should be tabled. Ms. Cator and Mr. Toohey concurred.

Mr. Greenberg asked that when the bond proceeds have been exhausted and the developer is responsible for phase three construction related invoices, Mr. Laughlin advise the District Engineer to submit requisitions directly to a Dream Finders representative involved in the construction process and upon receipt of approval for payment, the requisitions be brought back to the Board for ratification.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor authorizing approval of requisitions through Dream Finders with subsequent ratification by the Board was approved.

Mr. Laughlin advised the audience members that a budget workshop is scheduled for March 31, 2020 at 11:00 and encouraged resident participation.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures

Copies of the financial statements were included in the agenda package.

B. Approval of Check Register

A copy of the check register totaling \$385,698.68 was included in the agenda package. Mr. Laughlin noted \$346,528 of the total expenditures were the SPE funds flowing through the general fund to make the payments to the bondholders as required by the tri-party agreement referenced by District Counsel earlier in the meeting.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor the Check Register was approved.

C. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package showing the District is 92% collected.

TWELFTH ORDER OF BUSINESS Audience Comments / Supervisor's Requests

Audience Comments

Mr. Terry Cator, 95193 Periwinkle Place, requested a reminder be given to silence cellphones during meetings.

Mr. Fred Eichman, 95134 Gladiolus Place, inquired about the pond maintenance easements and expressed concern over possible damage to a homeowner's property. Mr. Shiver clarified both lake maintenance and landscape maintenance contractors have a need to utilize easements, some located within homeowner's property lines, to maintain the pond banks and the District will get involved in a fence installation request if the fence line encroaches on an easement.

Supervisors' Requests

Mr. Toohey inquired about installing a no U-turn sign.

Mr. Laughlin suggested residents concerned about dangerous conditions on the roadways contact the County as the District has no enforcement capability.

THIRTEENTH ORDER OF BUSINESS


Next Scheduled Meetings – Budget Workshop on March 31, 2020 at 11:00 a.m. and Board of Supervisors Meeting on May 19, 2020 at 11:00 a.m. at the Amelia Concourse Amenity Center

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor the meeting was adjourned.


Secretary / Assistant Secretary


Chairman / Vice Chairman