

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, November 17, 2020 at 11:00 a.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
Jeff Snow	Supervisor
Ellen Cator	Supervisor (by phone)
Ellis Lancaster	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
Lauren Gentry	Hopping, Green & Sams
Mike Yuro	District Engineer
Tony Shiver	First Coast CMS

The following is a summary of the discussions and actions taken at the November 17, 2020 meeting. An audio 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 11:00 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Laughlin noted the newly elected supervisors were sworn in prior to the meeting.

B. General Information for New Supervisors

The new supervisors were provided with a packet of information.

C. Consideration of Resolution 2021-01, Designating Officers

Mr. Laughlin stated currently Harvey Greenberg is Chairman, Bill Toohey is Vice Chairman, and the remaining board members are Assistant Secretaries; I am Secretary and Assistant Treasurer, Jim Perry of my office is Treasurer and Assistant Secretary, and Ernesto Torres and Jim Oliver of my office are Assistant Secretaries for document and check signing purposes.

Mr. Jeffry Snow was designated as Assistant Secretary and the remaining officers retained the same titles.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor designating Mr. Snow as an Assistant Secretary and maintaining the remaining slate of officers was approved.

FOURTH ORDER OF BUSINESS

Staff Reports (1)

A. District Engineer

Mr. Yuro had nothing to report to the Board.

Mr. Greenberg gave Mr. Yuro a brief overview of current priorities of the Board, such as the ongoing issue with the phase one roadways and a cut through in a median in phase three on Orchid Blossom Trail that was removed from the plans by the County that requires all residents use the main entrance. Mr. Greenberg also noted the District needs to look at slowing down traffic within the community.

B. Trim All Landscape Report

Mr. Shiver informed the Board that it was requested that as a condition of Trim All’s contract, they add discharge blockers on their mowers due to complaints of debris in the ponds and Trim All agreed to the condition. Mr. Shiver also informed the Board a landscape bed next to the parking lot has been relocated closer to the building and the emptied area has been sodded.

Mr. Greenberg asked that the engineer and Mr. Shiver work together to create a plan to add designated golf cart parking at the Amenity Center to free up some of the parking spots for vehicles.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the August 18, 2020 Meeting

There were no comments on the minutes.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor the minutes of the August 18, 2020 meeting were approved as presented.

SIXTH ORDER OF BUSINESS

Ratification of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for

Mr. Laughlin noted this is a bookkeeping item as the audit committee selected the firm to serve as the auditor during the last audit RFP process.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor the engagement letter with Berger, Toombs, Elam, Gaines & Frank was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-02, Authorizing and Approving a Change in Registered Agent

Ms. Gentry gave a brief overview of the purpose of the resolution noting Hopping, Green & Sams’ office in Tallahassee will remain the registered office, however the registered agent will change to Jennifer Kilinski for purposes of receiving official legal notices and communications.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor Resolution 2021-02, authorizing and approving a change in registered agent was approved.

Ms. Kilinski informed the Board the current local records office location is the former District Engineer’s office and that will need to be changed with notification sent to the Department of Economic Opportunity of the change. The agenda was amended to include consideration of changing the local records office location.

On MOTION by Mr. Greenberg seconded by Mr. Snow with all in favor designating the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034 as the District’s local record office for purposes of notice was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Roadways and Intersection

Mr. Laughlin informed the Board letters were received from the County regarding the request for a four-way stop at the intersection of Amaryllis Court and Windflower Trail as well as a request for a modification of a median at Orchid Blossom Trail and Amelia Concourse Parkway. The County does not recommend the installation of stop signs at the Amaryllis Court and Windflower Trail intersection at this time; however, they are supportive of a modification of the median at Orchid Blossom Trail to allow for northbound left turning movements onto Amelia Concourse as long as appropriate safety criteria are met.

Ms. Kilinski reported to the Board that she had a call with the County Attorney and her understanding is the County intends to file action against Jackson Shaw for the lapsed maintenance bond, and in the interim, she has asked the County to commence operation and maintenance of the phase one roadways while they continue the prosecution with Jackson Shaw. In an abundance of caution Ms. Kilinski asked for authorization to transmit a letter to the County demanding they continue to prosecute the lawsuit and that they also accept operation and maintenance responsibilities in the interim, if the County does not independently provide proof that they are doing so.

Mr. Greenberg asked that Ms. Kilinski add language into the demand letter stating that should the County not follow through with the requests made by the District, the District will put the County's insurance carrier on notice regarding their gross negligence and will also make the media aware of the issue.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor authorizing District Counsel to send a demand to the County requesting the County continue to seek prosecution of Jackson Shaw regarding the lapsed maintenance bond and that they also accept operations and maintenance responsibilities in the interim, if necessary.

NINTH ORDER OF BUSINESS

Consideration of Requisition No. 33

Mr. Laughlin informed the Board construction in phase three is now complete and has been approved by Nassau County.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor requisition number 33 was approved.

TENTH ORDER OF BUSINESS Other Business

There being no other business, the next item followed.

ELEVENTH ORDER OF BUSINESS Staff Reports (2)

A. District Counsel

Ms. Gentry requested clarification on next steps for the median modification. The Board and staff discussed the actions that need to be taken in order to initiate the previously discussed desired project to modify of the median at Orchid Blossom Trail and Amelia Concourse.

On MOTION by Mr. Greenberg seconded by Mr. Snow with all in favor authorizing the engineer to review plans and work with the County to initiate the Orchid Blossom Trail / Amelia Concourse median modification at no cost to the District was approved.

B. District Manager

Mr. Laughlin informed the Board he received an email from FPL that the streetlights within the District will be converted to LEDs. FPL provided an option for either 3000 Kelvin or 4000 Kelvin temperature lights.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor selecting the 3000 Kelvin temperature lighting and authorizing the Chairman to execute the agreement with FPL upon District Counsel’s review was approved.

C. Operations Manager – Report

Mr. Shiver gave an overview of his operations memorandum, a copy of which was included in the agenda package. Within Mr. Shiver’s memorandum he requests installation of a mesh Wi-Fi system at the amenity center to extend Wi-Fi capability and the Board approved that request with the following motion. Mr. Greenberg asked that Mr. Shiver first contact AT&T to see if they would install the system at their cost.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor installing a mesh Wi-Fi system at the amenity center at an amount not to exceed \$300 was approved.

Mr. Shiver presented a proposal from Cornerstone Pavers for lifting and releveling pavers around the pool area in the amount of \$3,490.

On MOTION by Mr. Greenberg seconded by Mr. Snow with all in favor Cornerstone Pavers’ proposal for lifting and releveling pavers around the pool area was approved.

The Board discussed contract addendums for Mr. Laughlin and Mr. Shiver in which Mr. Shiver would receive \$350 and Mr. Laughlin would receive \$200 for services to be performed before the end of the year.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor approving compensation of \$350 for Mr. Shiver and \$200 for Mr. Laughlin for completing specific tasks by the end of the year was approved.

TWELFTH 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 \$91,352.96 was included in the agenda package. Mr. Laughlin noted the insurance payment of \$22,000 is included within the check register.

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

Mr. Greenberg requested Ms. Kilinski follow up on Mr. Greenberg’s request to the previous District Counsel to contact the original underwriter to see if they are amenable to refinancing.

C. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

THIRTEENTH ORDER OF BUSINESS Audience Comments / Supervisor’s Requests

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – February 16, 2021
at 11:00 a.m. at the Amelia Concourse
Amenity Center**

FIFTEENTH 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