

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 Tuesday, February 20, 2018 at 12:00 p.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

James Marvin	Chairman
David Jae	Vice Chairman
Debbie Malloch	Supervisor
Scott Campbell	Supervisor (by phone)

Also present were:

Dave deNagy	District Manager
Jason Walters	District Counsel
Dan McCranie	District Engineer
Daniel Laughlin	GMS
Tony Shiver	First Coast CMS

**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 none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes**

- A. **August 15, 2017 Meeting**
  - B. **January 16, 2018 Special Meeting**
- There were no corrections to the minutes

On MOTION by Ms. Malloch seconded by Mr. Marvin with all in favor the Minutes of the August 15, 2017 Meeting and the January 16, 2018 Special Meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-01,  
Instructing the Nassau County Supervisor of**

### **Elections to Begin Conducting the District's General Elections**

Mr. deNagy stated each of the board members serve four-year terms. We have general elections this November and we have three seats whose terms expire. Those seats include Mr. Marvin - seat two, Ms. Malloch - seat three and Mr. Campbell - seat five. Two of these seats will be filled by general election through the election process and the third seat will be filled by landowners' election. The two seats to be filled by general election will be seat two and seat three. This is direction to the Nassau County Supervisor of Elections to get that process started.

Mr. Jae asked I assume we've exceeded the number of registered voters and this is the next step in transitioning the board?

Mr. deNagy responded yes, we've exceeded the 250 qualified electors in the district so two of the five seats of the board will be residents after this November's general elections if we get two folks who are residents that want to serve on the board and submit their name to the Supervisor of Elections this year. I believe you have to do that by the end of June and you can look at the Supervisor of Elections' website to get more information if you're interested in sitting on the CDD board.

Mr. Marvin asked I think there was an agreement between bondholders and the CDD to have controlling votes on the board for a certain amount of time and I don't know how long that was. Does that come into play?

Mr. Walters responded I believe that was related to the tri-party agreement and I believe the understanding was on the proxy landowner's side because the SPE owns certain lands and those lands vote in the landowners' election and that is what that is related to. That will not impact the two seats that are going up for general election. Those are required by statute to be filled by registered voters who reside within the district. The third seat that is up will be a landowner's election vote again and so all of the landowners within the district have a right to vote in that election.

Mr. Marvin stated there was some point where the Lerner people were managing for the bondholders and were given the right to control the board.

Mr. Walters stated to control the votes for the election of those seats so the other rub here is going to be that land is going to be sold by the SPE to the other landowner and at that point those obligations will be extinguished.

Mr. Marvin asked if that didn't close would it change?

Mr. Walters responded potentially, yeah.

Mr. Jae stated not for the two seats that are subject to the general election by statute.

On MOTION by Mr. Marvin seconded by Mr. Jae with all in favor resolution 2018-01 was approved.

**FIFTH ORDER OF BUSINESS**

**Ratification of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for the FY 2017 Audit**

Mr. deNagy stated I went ahead and submitted this to Berger Toombs so that we could get the audit started.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the engagement letter with Berger, Toombs, Elam, Gaines & Frank for the FY 2017 audit was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Series 2016 Requisition Nos. 15-20**

Mr. deNagy stated the total of the requisitions is \$232,629.27. Those include requisitions 15 and 16 to AJ Johns, 17 to Adkins Electric, 18 to GMS, 19 to Hopping Green and 20 is McCranie & Associates.

Mr. Marvin asked where do we stand with AJ Johns. Have we paid them off?

Mr. Jae responded we paid them in full.

Mr. Marvin stated I think I saw something that said the total overage was like \$300? I thought that was pretty good.

Mr. Jae stated we budgeted pretty well.

On MOTION by Ms. Malloch seconded by Mr. Jae with all in favor requisition numbers 15 through 20 were ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Marvin stated I'd like to start taking care of the rest of the lake bank maintenance.

Mr. Shiver stated Martex was contacted about that. They have not done it yet. I think they are waiting for the spring for that to happen and then they were going to maintain it.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters stated Scott, I'm trying to recall the closing date on Phase III.

Mr. Campbell stated it's dependent upon final permits and approvals so it's a floating date. There may be an outside date and I just don't recall what it is. I think it's later this year.

Mr. Walters stated I just want to update the board that we have executed that purchase and sale agreement so we are moving forward with that. Like Scott said the closing is at a date to be determined. I would anticipate, depending on that timing and schedule, that we would begin looking at the financing and potentially gathering proposals for that site work on Phase III at the May meeting. Dependent on how far we are along that may be something we bring back starting in May and get the rest of the project completed and we will be in good shape.

Mr. Jae asked are they in the process of having an engineering firm do the permitting or what's their status?

Mr. Walters responded you'd have to ask the potential purchasing landowner on that. I don't know where they stand.

Mr. Marvin stated I haven't heard any such thing.

Mr. Jae stated they haven't contacted me to start any kind of permitting activities.

Mr. Marvin asked how long is permitting?

Mr. Jae responded you have to go through Nassau County and it will take four to six months of paperwork.

**B. Engineer**

Mr. McCranie stated I need to check on the water management district transfer into the operation phase. I'm going to get on that. I don't believe we've ever gotten any actual letter of acceptance from Nassau County so I want to check on all that paperwork and make sure that is completed and make sure there is no other obligation.

Mr. Marvin asked who is mowing that now?

Mr. McCranie responded I don't know. I'll coordinate that with Dreamfinders and once they've done everything I think we talked at the last meeting to make sure they do a final mowing and give it to the district in a good clean manner.

Mr. Marvin stated when we talk about the lakes we're talking about the storm drainage pipes and there's two right?

Mr. McCranie responded yes, the whole stormwater system.

Mr. Marvin asked all that gets turned over to the CDD right?

Mr. McCranie responded I think that's already yours but the water management district permit currently is in Dreamfinders name and it will transfer into operations instead of construction.

Ms. Malloch asked what happened with that resident's driveway that we talked about at the August meeting?

Mr. McCranie responded we found that when one of the utilities came through they cut a sewer line. It was the sewer service line so we contacted the county and they came out and then pushed JEA to come look at it. JEA came out and dug and saw where the problem was and then they got one of the utility guys to fix it. I know the property owner was very happy and appreciative that we as a board helped him out.

#### **C. Manager**

Mr. deNagy stated I think you were sent a copy, and if not you'll be sent shortly the reserve study that we received too late to get into the agenda package. We will put this on the May meeting agenda after you've had a chance to review it. The reserve study will factor into our FY19 budget this year so please take a look at it and we will bring it back for board consideration. That will also be our FY19 budget meeting.

#### **D. Operations Manager - Report**

Mr. Shiver stated the issues we were having at the center of the entrance for the lighting were repaired and we ordered seven LED lights to match what we should have at the monuments so those will be installed in the next couple of weeks.

Bowman Heating and AC was contacted regarding the air conditioning and heating of the bathroom and they found a bad contactor and that was repaired.

We requested that Martex provide proposals to re-mulch the playground to ADA standards and they did that.

We contacted Heath Jones with the stump grinders to remove the stump that remains after Hurricane Irma over by the second entrance. He was supposed to follow up with me yesterday and he has not so I will call him right after this meeting.

At the time of this report Nassau Fence was supposed to have us on their schedule to repair the fence at the second entrance that was also damaged by that tree but they are not pushing it along because it's such a small job so we contacted Wolf Fencing last week and he assured me it would be repaired this week.

Mr. Marvin stated it seems like we're fence repair problems everywhere because of the hurricane. It's just so much work.

Mr. Shiver stated it's such a small job and that's the other part. They started out fixing what they installed and now they're taking on some of the bigger jobs. Just prior to this meeting Wolf Fencing assured me he would have it fixed.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures**

Mr. deNagy stated you have your balance sheet and income statement as of January 31, 2018 in your agenda package and the assessment receipt schedule as of early January.

**B. Approval of Check Register**

Mr. deNagy stated the check run totals \$220,643.97.

On MOTION by Mr. Marvin seconded by Ms. Malloch with all in favor the Check Register totaling \$220,643.97 was approved.

**C. Assessment Receipt Schedule**

**TENTH ORDER OF BUSINESS**

**Audience Comments / Supervisor's Requests**

**Audience Comments**

Ms. Natalie Voytac, 95142 Periwinkle Place stated I have some requests from residents. The first one has to do with the pool area. Resident requests that the CDD consider installation of solar heating of the pool.

Mr. Shiver stated I can tell you from experience that most of the commercial pools that have solar heating installed are having them removed, one because of the leaks, and two they don't heat that well during the period you want it to heat. The alternative would be traditional heating. You have three systems so you would have to decide which pool you would want to have heated. The initial installation for heaters to accommodate the larger pool would probably be close to \$35,000 to \$45,000 with an annual increase in your electric of around \$18,000.

Mr. Marvin asked what is your question?

Ms. Natalie Voytac responded the resident said it seems like we could all be getting more use out of the pool if we had more heating and could we ask the CDD to put in solar heating. I realize money doesn't come out of thin air but wanted to present their question and see what the feasibility is.

Mr. Marvin stated so we have staff saying it's not practical to do it. Does that answer your question?

Ms. Natalie Voytac responded I'm assuming it does. It's a substantial increase.

Mr. Shiver stated there would also be an increase in chlorine if you are using the pool year round because of the evaporation.

Ms. Natalie Voytac stated so essentially that all ends up getting charged back to the residents?

Mr. Shiver responded right.

Ms. Natalie Voytac stated the next item has to do with the construction phase. A resident is wondering if the CDD could install a sign similar to the one at the entrance to Amelia Walk. Apparently they have a sign that states "this is a construction site and vehicles are only allowed to enter during posted hours and must leave by posted hours". They're thinking that will alleviate some of the issues with trespassing and whatever else is going on back there.

Mr. Marvin asked can you ask Dreamfinders if they would do that and if not, maybe you could see what it would cost to do that?

Mr. deNagy responded absolutely.

Ms. Natalie Voytac stated the last item I have is a follow up from a request that was made at the last meeting that had to do with Dreamfinders being a little more diligent in drug screening for their subcontractors.

Mr. deNagy stated I'll follow up with Mr. Powell on that and get back to you.

Mr. Marvin stated I must say that it's not really anything that we're involved in and I think we've explained that before. Dave, if you could follow up I'd appreciate it but this board is not really in the drug enforcement business.

Ms. Kassandria Brown, 95099 Lilac Drive, stated just to touch on the fence, if you go down Lilac and you look down to the left the fence is actually moved. The fences used to touch and they don't but it's from the hurricane so I don't know if the person that's looking at the fence could look at that one as well?

Mr. Shiver asked is it by a homeowner or at the end of the cul-de-sac?

Ms. Kassandria Brown responded it's at the end of a cul-de-sac but it's in between my house and the fence behind us.

Mr. Shiver stated you say the fence doesn't touch. Are you referring to a fence that is on private property versus touching a CDD fence? Is it because the CDD fence is now leaning towards the road?

Ms. Kassandria Brown stated it's leaning towards the road.

Mr. Marvin asked you're going to look into that and see what we can do about getting that corrected?

Mr. Shiver responded correct.

Ms. Kassandria Brown stated also do we take down the Christmas lights or do we keep those up?

Mr. Shiver responded they're gone. They were removed yesterday.

Mr. Marvin asked where does the Christmas stuff live?

Mr. Shiver responded in storage.

Mr. Rick Fine, 85140 Amaryllis, asked the discussion about clearing around the pond, are you talking about where Phase III is?

Mr. Marvin responded yes.

Mr. Rick Fine asked so we're just talking about clearing the pond banks and clearing all the way around the banks so they can be maintained better? Those of that live here like it this way.

Mr. Marvin stated if that's the consensus from the community it's all right with me but when they do Phase III it's going to be cleared.

Mr. Rick Fine asked when is Phase III?

Mr. Marvin responded next year or so.

Mr. Rick Fine stated I'm talking about the grasses.

Mr. Marvin stated if there is a consensus there then we won't do anything.

Mr. Shiver stated in our contract with the lake maintenance company they are now supposed to be picking up debris each time they're there so that problem should be eliminated.

Mr. Marvin stated they like the natural vegetation is what they're saying.

Mr. Rick Fine stated that's what I'm saying.



Mr. Marvin stated then let's tell them to leave it alone for now.

Mr. Shiver stated the issue is whenever we contact the water management district and say these ponds are now ready to be in the operational phase the water management district will come out and look at the ponds. All pond banks are supposed to be grassed, graded and maintained and they may be the ones to tell us we must do that.

Mr. Marvin stated but we haven't been put on notice to do that.

Mr. Shiver stated I'm only going to recommend that if it's a requirement because we haven't been put on notice.

Mr. Marvin stated if the residents want it to stay like that until Phase III is done it's okay with me.

Mr. Rick Fine stated it's not a question of when it's done it's a question of when Phase III starts I would expect it to be cleared but if you live here it's a nice view.

Mr. Shiver stated we will pump the brakes on the whole thing and we will wait until it becomes a requirement. If a resident notices a problem with debris or anything like that please bring it to my attention so I can make sure the aquatic vendor takes care of it.

Mr. Dennis Partridge, 95134 Snapdragon Drive, stated since you're talking about debris. The pond is a mess. Workers throw their garbage down from lunch.

Mr. Marvin stated one of our board members works for Dreamfinders and we will ask Dave to contact him and let him know there has been a complaint about that.

Mr. Dennis Partridge stated we picked up quite a bit of trash out of the pond when we first moved in but it's significant. My other question is how do I get a key to this pool?

Mr. Marvin asked could you speak with Debbie after the meeting?

Mr. Shiver stated let me back up. I'll give you my business card. You don't have to put up with the debris in the pond if you see stuff like that, you don't have to wait until the meeting. You can email me and I'll make sure it gets cleaned up.

Mr. Marvin stated there is going to be trash blowing around with new construction.

Mr. Dennis Partridge stated we expect that but this wasn't trash blowing around from construction. This is their food and bottles. They're just throwing it down and I know that because across me are two brand new lots that have just been cleared out and the guys who are laying the foundation threw their trash on the ground.

Mr. Marvin stated I'm so sorry but it's going to happen. We will complain to the builder but I can't promise you it won't happen.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 15, 2018 at 11:00 a.m. at the Amelia Concourse Amenity Center**

Mr. deNagy stated the next scheduled meeting is May 15, 2018 at 11:00 a.m. at this location. This will be our FY19 budget approval. As you know, the budget is a two-step process. We approve the budget and then we adopt the budget 60 days after the approval process. Any ideas you have on the O&M budget for next year let us know and we will make sure to include that in the budget.

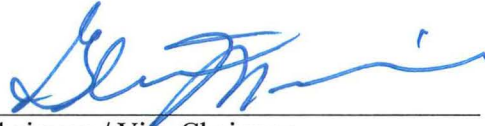
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary / Assistant Secretary



Chairman / Vice Chairman