

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, May 18, 2021 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 telephone
Ellis Lancaster	Supervisor by telephone

Also present were:

Daniel Laughlin	District Manager
Carl Eldred	District Counsel
Tony Shiver	First Coast CMS
Aaron Bell	Nassau County Commissioner

The following is a summary of the discussions and actions taken at the May 18, 2021 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 11:09 a.m.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Greenberg asked Mr. Bell for his assistance in the outstanding issue of the phase one roadways, which have not been accepted by the County. He also noted that in some original drawings, there appeared to have been an access road outside of what is now Orchid Blossom Trail so people leaving the community could make a left turn and people entering the community could make a right turn. The County has not gone through with that portion of the development, and it has created issues during the construction as well as at least two serious accidents to Mr. Greenberg's knowledge in the last couple of months. He asked that the County at a minimum put

up a sign restricting U-turns and/or a stop sign. Mr. Bell suggested a meeting with the County Manager, County Attorney, himself, and a Board member to discuss the issues further. The Board made the following motion to appoint Mr. Greenberg for such purpose.

Mr. Lancaster joined the meeting at this time.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor appointing Supervisor Greenberg to work with District staff and County staff on road issues.

A resident asked Mr. Bell to assist with policing of the speeding on Amelia Concourse around rush hour.

THIRD ORDER OF BUSINESS

Staff Reports (1)

A. District Engineer

Mr. Laughlin noted the Engineer had nothing to report.

B. Trim All Landscape Report

Mr. Shiver informed the Board spring fertilization, an irrigation check and the installation of annuals and mulch were performed in April. Palm tree trimming is scheduled for July. Mr. Shiver has reached out to Trim All to ask them to investigate what can be done to improve an empty lot in between the District fence near the entrance and a resident's home. Mr. Laughlin noted Dream Finders has reached out about conveying the ponds in phase three to the District, which will require the District maintain the pond banks once the District is the responsible party. The proposal for maintenance of the pond banks is for \$6,744 annually.

A resident complained that the ponds are consistently full of trash. Mr. Lancaster asked that the complaints be emailed to him and suggested a meeting with the head of construction with Dream Finders.

Mr. Greenberg asked if the District could withhold acceptance of the phase three lakes until the lakes have been cleaned of any trash. Mr. Eldred responded that the issues could be addressed prior to conveyance.

Mr. Toohey asked if there are plans to clear overgrown brush along the fence line for phase three. Mr. Shiver responded it is his intention to make sure the same level of annual clean up and maintenance is included in the contract as is with other phases.

Mr. Shiver informed the Board a homeowner has installed a fence and landscaping on an easement, which are blocking maintenance access and the issue is being addressed with the homeowner.

FOURTH ORDER OF BUSINESS Approval of Minutes

A. February 16, 2021 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Mr. Snow seconded by Mr. Greenberg with all in favor the minutes of the February 16, 2021 meeting were approved as presented.

B. April 20, 2021 Budget Workshop

There were no comments on the minutes.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor the minutes of the April 20, 2021 meeting were approved as presented.

FIFTH ORDER OF BUSINESS Acceptance of the Audit Committee's Recommendation and Authorizing Staff to Issue an RFP

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor accepting the audit committee's recommendation for auditor selection evaluation criteria with staff authorized to issue an RFP for audit services was approved.

SIXTH ORDER OF BUSINESS Consideration of Resolution 2021-04, Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing Date for Adoption

Mr. Laughlin gave an overview of the budget, noting the line for landscape maintenance will need to be increased to include the phase three areas mentioned above.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor resolution 2021-04 approving the proposed budget for fiscal year 2022 and setting a public hearing on August 17, 2021 at 11:00 a.m. was approved.

SEVENTH ORDER OF BUSINESS District Policies

A. Ratification of Aged Invoice Policy

Mr. Laughlin reminded the Board at the last meeting a process for approving old invoices was discussed and the policy included is to officially adopt such process.

On MOTION by Mr. Greenberg seconded by Mr. Snow with all in favor the aged invoice policy was ratified.

B. Consideration of Overnight Parking and Parking Enforcement Policies

Mr. Laughlin reminded the Board the issue of overnight parking and parking enforcement was discussed at the last meeting and signs regarding parking and towing have been installed. Mr. Eldred noted there would need to be a formal agreement in place with a towing company.

On MOTION by Mr. Greenberg seconded by Mr. Toohey with all in favor the overnight parking and parking enforcement policy was approved.

EIGHTH ORDER OF BUSINESS Consideration of Requisition No. 35

Mr. Laughlin presented requisition 35 to the Board noting the dates of some of the invoices are outside of what the Board allows staff to approve based on the previously approved aged invoice policy. Mr. Greenberg suggested that the invoices be approved, however Mr. McCranie should be advised that no expense is authorized, nor will anything further be paid without the District’s prior consent. Mr. Toohey made the motion below and asked that Mr. Laughlin contact Mr. McCranie as suggested by Mr. Greenberg.

On MOTION by Mr. Toohey seconded by Mr. Greenberg with all in favor requisition number 35 was approved.

NINTH ORDER OF BUSINESS Staff Reports (2)

A. District Counsel

Mr. Eldred informed the Board that the litigation between the County and Jackson Shaw regarding the phase one roadway dispute has been filed. There are no major updates, other than discovery has commenced.

Following up on a request by Mr. Greenberg to investigate potentially refinancing the bonds, Mr. Eldred informed the Board that because of the foreclosure, Mr. Eldred noted true-up

may be necessary, so Ms. Kilinski is working with bond counsel and the trustee to see what that is and what that looks like.

Mr. Eldred provided an update on recent legislature. Counsel is working with the insurance carrier to work through the COVID orders provided by the Governor and noted the District is able to implement any restrictions it believes are appropriate within its own facilities. The Governor signed a COVID-19 liability protection bill, which provides additional protections for entities such as the District and puts a high burden on the plaintiff to prove any damages they incurred were a result of the District's actions. There was also a bill passed allowing Districts to issue online publications rather than having to publish in a physical newspaper. The bill still needs to be signed into law and once that happens, HGS will bring back a resolution to make certain findings that it is in the public's interest to have access to the internet, etc. to allow the District to move forward with online noticing.

Lastly, Mr. Eldred noted Hopping, Green & Sams had not increased their fees since 2006 and asked for an increase in the hourly rates for the various associates for this upcoming year, as well as an annual 3% increase for each year thereafter. The Board asked that the language regarding automatic increases be removed as they would like annual increases to be approved.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor increasing HGS's fee increase was approved subject to annual increases being approved by the board.
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B. District Manager – Report on the Number of Registered Voters (648)

Mr. Laughlin informed the Board that the Nassau County Supervisor of Elections reports there to be 648 registered voters residing within the District boundaries.

Mr. Laughlin suggested moving to a bimonthly meeting schedule for Fiscal Year 2022. He will bring a proposed schedule to the August meeting and it can be adjusted from there.

C. Field Operations Manager – Report

Mr. Shiver gave an overview of maintenance updates and repairs that have taken place since the last meeting. Replacement rail covers for the main pool have been ordered. The filter motor for the wading pool had to be replaced. A health inspection has been passed with zero violations. There have been issues with pool chemical deliveries, so Mr. Shiver has been purchasing dry supplies to be stored in the event chemicals are needed prior to a bulk delivery.

Mr. Shiver reported issues with Solitude lake maintenance. There have been complaints of debris not being picked up around the lake and they also have not responded to a request for monthly updates after each visit.

There are several sections of fence that are leaning along Amelia Concourse due to erosion, the fence is damaged and the columns are beginning to degrade. Mr. Shiver has struggled to find a contractor that can find the type of veneer that was used on the columns.

Mr. Shiver requested the ability to offer residents the option to book and pay for District facility reservations online. First Coast CMS would charge 6% of the booking to cover the software and credit card fees. Mr. Eldred will investigate to see if there are any issues with charging the fee in addition to the rental fee set by rate hearing.

Mr. Toohey asked the Board's opinion on opening the clubroom up as it was prior to COVID restrictions. Mr. Greenberg was concerned about the lack of facility attendants and people not cleaning up after themselves and suggested revisiting the reopening at the next meeting.

Mr. Toohey reported there is a broken sidewalk at the corner of Windflower and Amaryllis. Mr. Greenberg stated that the sidewalk was broken by a contractor that drove a bulldozer over it and the contractor should be responsible, however it is the resident's responsibility to follow up on repairs.

Mr. Toohey reported there are pallets and debris stacked up in the middle of the access road at the cul-de-sac at the end of phase two into phase three and if an emergency vehicle needed to use the access road, the pallets would make it difficult. Mr. Greenberg stated that he thought the pallets were placed by residents to try to deter people from riding through the access road. Mr. Shiver stated that he would remove them. Resident Brian Taylor stated that the County is looking into a mechanism that would open access to the area at the sound of emergency vehicle's sirens.

Mr. Snow, following up on an email from a resident, requested that signs noting the kiddie pool is temporarily closed be accessible to residents in the event of an accident. Mr. Shiver responded that he does have the sign and he can direct whoever notifies him of an accident to put the sign up.

TENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

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. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package showing the District is 99.95% collected as it relates to on roll assessments.

C. Approval of Check Register

A copy of the check register totaling \$57,505.43 was included in the agenda package. Mr. Laughlin noted the charges under the SPE portion of the cover sheet are reimbursed by Dream Finders.

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

TWELFTH ORDER OF BUSINESS Audience Comments / Supervisor's Requests
Audience Comments

Resident Judy stated, "I live on the corner of Gladiolus and Snapdragon and on the corner there's a gentleman who sometimes does not mow or will only mow up to a certain point. is that all his property?" Mr. Shiver responded that the issue would be the HOA's area of responsibility.

Supervisor Requests


Mr. Greenberg asked for an update on the request to designate a golf cart parking area to free up space in the parking lot. Mr. Eldred stated that there is a process that has to be followed with the County to be designated as a golf cart community and as it stands, unless the golf cart meets the statutory requirement, golf carts are not permitted on County roads. Absent that approval, HGS does not recommend encouraging the use of golf carts. Mr. Eldred will bring the Board an outline of the process that would need to be undertaken to the next meeting.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – August 17, 2021 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