

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 16, 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
Daniel Pieratti	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Mike Yuro	District Engineer
Tony Shiver	First Coast CMS

The following is a summary of the discussions and actions taken at the November 16, 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 11:04 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Staff Reports (1)

A. District Counsel – Memo re: Stormwater Needs Analysis

Ms. Kilinski presented a memorandum regarding a new requirement to prepare and submit to the County a stormwater needs analysis report which contains a short summary of what is required to be analyzed in the report. She recommended engaging the District Engineer to prepare the report by the deadline of June 30, 2022.

November 16, 2021

Amelia Concourse CDD

B. District Engineer

1. Work Authorization to Prepare a Stormwater Needs Analysis Report

Mr. Yuro presented a work authorization in the amount of \$6,480 to prepare the newly required stormwater needs analysis report.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor the work authorization from Yuro & Associates for preparation of a stormwater needs analysis report was approved.

2. Work Authorization to Perform a Bi-Annual Stormwater Management System Inspection

Mr. Yuro presented a work authorization in the amount of \$2,200 to perform a bi-annual stormwater management system inspection as required by the construction permit.

On MOTION by Mr. Toohey seconded by Mr. Pieratti with all in favor the work authorization from Yuro & Associates for a bi-annual stormwater management system inspection was approved.

Mr. Greenberg asked Ms. Kilinski what the status was of the request for a cut-through off Orchid Blossom Trail in Phase 3. Ms. Kilinski responded that the County committed to doing an engineering study that would take close to 90 days and that she would follow up on the results.

C. Trim All Landscape Report

Mr. Shiver informed the Board Trim All performed an irrigation audit in October and in late September installed annuals at the entrance and clubhouse. Mulch and pine straw will be installed within the next few weeks. He also informed the Board that a discussion was had with Trim All on various issues, and he has since noticed an improvement in service and communication.

FOURTH ORDER OF BUSINESS Minutes

A. Approval of Minutes of the September 14, 2021 Board of Supervisors Meeting

There were no comments on the minutes.

November 16, 2021

Amelia Concourse CDD

On MOTION by Mr. Snow seconded by Ms. Cator with all in favor the minutes of the September 14, 2021 meeting were approved as presented.

B. Acceptance of Minutes of the September 14, 2021 Audit Committee Meeting

There were no comments on the minutes.

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor the minutes of the September 14, 2021 Audit Committee Meeting were accepted as presented.

FIFTH ORDER OF BUSINESS

Approval of Holiday Lighting/Décor Agreement

Mr. Laughlin reminded the Board a not to exceed amount was approved at the previous meeting and noted Mr. Shiver has obtained a quote from Dream Lights of Florida that is within the approved amount. The purpose of the agreement is to hold the contractor responsible for responding in a timely manner for any issues needing to be resolved. Mr. Shiver noted the lights are scheduled to be installed on November 20th. Mr. Greenberg stated that he did not feel this was an expense the community should incur each year as the lights are owned by the installer. Mr. Shiver stated that another option in future years would be to install permanent lights that could be used for other holidays if desired. Ms. Cator asked what would come of the lights the District purchased last year. Ms. Kilinski responded that if the Board decides not to use the lights anymore, a surplus property disposition could be done allowing the District to sell or donate the lights.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor the agreement for holiday lighting and décor with Dream Lights of Florida was approved.

SIXTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommendation

This is a bookkeeping item to accept the audit committee's recommendation to rank Berger Toombs #1 and Grau & Associates #2.

November 16, 2021

Amelia Concourse CDD

On MOTION by Mr. Greenberg seconded by Ms. Cator with all in favor accepting the audit committee's recommendation was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Acquisition of Phase III Improvements**

Ms. Kilinski informed the Board that it has come to her attention that various Phase III stormwater retention ponds are ready for dedication and transfer to the District for operations and maintenance. The acquisition package in the agenda package includes a letter describing the improvements, affidavit of costs paid for audit purposes, an engineer's certificate, a contractor acknowledgement and release assigning any existing warranties to the District, a professional acknowledgement and release, and a bill of sale. She noted for the last week staff has been working to ensure the District Engineer has the requisite work product and site inspection to be able to certify there are no issues prior to the District taking ownership. Her recommendation was to approve the documents in substantial form with the Chairman authorized to sign the final versions.

Mr. Pieratti asked if the Board was okay with Dan McCranie signing off on any engineering-related documents as he is the engineer on record with the trustee. Mr. Greenberg asked that Mr. Yuro review the documents as well.

The Board discussed various items that needed to be addressed and opted for tabling approval of the acquisition package until the January meeting.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2022-01, Declaring the 2019 Project Complete**

Ms. Kilinski informed the Board the Series 2019 bonds trust indenture obligates the District to pass a resolution declaring the project complete once appropriate, and to liquidate all of the sub-accounts within the indenture. She noted there is around \$500,000 left in the construction account, which would get applied uniformly to all the Phase III lots secured by the Series 2019 and suggested leaving a small amount in the account to fund certifications still needing to be done by the engineer. This item was tabled to the January meeting as there are questions the engineer needs answered before he can sign a certificate declaring the project complete.

November 16, 2021

Amelia Concourse CDD

NINTH ORDER OF BUSINESS**Consideration of Proposals for Reserve Study**

- A. Community Advisors**
- B. Dreux Isaac**
- C. Reserve Advisors**
- D. Reserve Study Group**

Mr. Laughlin presented four proposals from the vendors listed above to provide a more current capital reserve study. Community Advisors performed the study done last and their fee to update the study would be \$2,200. Dreux Isaac's fee would be \$5,000 for the first study and \$1,000 for an update in 2023. Reserve Advisors' fee would be \$3,950. Reserve Study Group's fee would be \$6,375.

Mr. Pieratti stated that he felt providing estimates on anything at the moment would be difficult given the inflated pricing of services and goods. Mr. Laughlin recommended revisiting the proposals prior to finalizing the next year's budget. This item was tabled.

TENTH ORDER OF BUSINESS**Consideration of Resolution 2022-02, Authorizing a Change in Registered Agent and Registered Office**

Ms. Kilinski informed the Board the current registered office is previous counsel, Hopping Green & Sams. She noted the majority of correspondence sent to the registered agent gets forwarded to the District Manager, so the recommendation is to change the registered agent to Mr. Laughlin and the registered office to GMS's address.

On MOTION by Mr. Toohey seconded by Ms. Cator with all in favor Resolution 2022-02, authorizing a change in registered agent and registered office was approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports (2)**

- A. District Manager**

Mr. Laughlin informed the Board a letter was sent out to Phase 2 residents after last month's meeting directing those residents to remove obstructions such as fences located within the maintenance and access easements for the stormwater ponds. He recommended establishing a process in which the resident would submit a fence request to the HOA and the HOA would forward any requests for properties located adjacent to easements to the District Manager for approval. The District Manager would consult the District Engineer to ensure there are no concerns with approving installation of a fence on an easement and the homeowners would be

November 16, 2021

Amelia Concourse CDD

required to enter into an agreement with the District that would transfer to any future owners if the property were sold.

The Board opened up the discussion to residents who expressed their concern over having to remove their fencing located within the easement and having the maintenance vendor vehicle driving on their property to access the easement. Mr. Greenberg suggested deferring the issue until the January meeting to give Mr. Yuro an opportunity to come up with alternative solutions.

C. Field Operations Manager – Report

Mr. Shiver gave the Board an overview of maintenance updates and repairs that have taken place since the last meeting. He informed the Board the pool chemical provider will be increasing the bulk chemical rate by 25% due to increased chemical usage. He gave the Board options of purchasing a pool chemical feeder that the District would own and switching chemical vendors, or accept the rate increase and maintain the current vendor. Due to having three bodies of water, three separate feeders would be needed for a total cost around \$9,500. Mr. Shiver stated that he believes purchasing chemicals directly would be 25-30% less than what Poolsure charges, so the investment would pay for itself after about a three-year period.

Supervisor Cator left the meeting at this time.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor purchasing pool chemical feeders at an amount not to exceed \$9,500 and contracting with another vendor for chemical delivery was approved.
--

The Board directed Mr. Shiver to remove two speed limit signs in Phase 2 as required by Nassau County.

Mr. Shiver asked if the Board was okay with residents holding club meetings in the clubroom free of charge. There were no objections from the Board. He also informed the Board an online based reservation system has been implemented for rental of the clubroom.

November 16, 2021

Amelia Concourse CDD

Mr. Shiver reminded the Board that at the last meeting he was directed to obtain a quote for replacing the chairs and tables in addition to the chaise lounges surrounding the pool. That quote totals \$12,103.56.

On MOTION by Mr. Snow seconded by Mr. Pieratti with all in favor purchasing 40 chaise lounges, 24 chairs and 6 tables for a total of \$12,103.56 was approved.

Mr. Yuro informed the Board the County Engineer reached out to ask for permission for the Timberlake community to walk the wetlands owned by Amelia Concourse as they are having issues with their ponds. There were no objections from the Board. Mr. Greenberg asked that they reach out to Mr. Shiver.

Mr. Greenberg asked the other board members if they would like to provide a bonus to Mr. Laughlin in the amount of \$250 and Mr. Shiver in the amount of \$350 for going above and beyond for the community as was done last year. There were no objections from the Board.

On MOTION by Mr. Pieratti seconded by Mr. Toohey with all in favor providing bonuses to Mr. Laughlin and Mr. Shiver was approved.

TWEFLTH 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.

C. Approval of Check Register

A copy of the check register totaling \$71,782.10 was included in the agenda package. Mr. Laughlin noted this check includes the Fiscal Year 2022 insurance payment.

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

November 16, 2021

Amelia Concourse CDD

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS Audience Comments / Supervisor's Requests
Supervisor Requests**

Mr. Toohey asked for an update on the discussion from the last meeting stemming from a resident's request to remove the current fencing, enclose the property, re-landscape and maintain a portion of property that is owned by the CDD. He also noted he is against approving the request after looking at the property in question and made a motion to deny the request. Mr. Snow stated that he would like to see documents related to the request prior to making a decision.

Mr. Toohey motioned to deny the resident's request and Mr. Pieratti seconded the motion. With Mr. Greenberg and Mr. Snow opposed, the motion to deny the resident's request failed.

The request will be added to the January agenda for further discussion.

Audience Comments

Mr. Bob Zingle, 95221 Periwinkle Place, asked about the possibility of adding speed bumps now that the Phase 1 roads have been accepted by the County. Mr. Laughlin responded that if installation of speed bumps were to be approved by the County, the CDD would be responsible for funding the installation.

FIFTEENTH ORDER OF BUSINESS


**Next Scheduled Meeting – January 18, 2022
at 11:00 a.m. at the Amelia Concourse
Amenity Center**

SIXTEENTH ORDER OF BUSINESS**Adjournment**

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

November 16, 2021

Amelia Concourse CDD

DocuSigned by:

B48FC211DC1144D...
Secretary / Assistant Secretary

DocuSigned by:

B85658BC6DE4428...
Chairman / Vice Chairman