

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, January 18, 2022 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)

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 January 18, 2022 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. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Jeff Cheeny, 95142 Gladiolus Place, requested that the District consider allowing attendees to attend the meeting remotely in the future.

THIRD ORDER OF BUSINESS

Staff Reports (1)

A. District Engineer

Mr. Yuro informed the Board that he is working on the stormwater inspection reports and he has noted several fence issues, as will be discussed later in the meeting. He stated that he has not come up with an alternative solution for the Phase 2 fence issue and commented that both

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county and water management district rules require the easements and maintenance of the facilities.

Mr. Laughlin informed the Board that staff has been made aware of residents that may have made improvements within preserve area behind their homes. Staff is reviewing plats and drafting letters to inform the residents that improvements within the preserve area are restricted.

Ms. Cator joined the meeting at this time.

B. Trim All Landscape Report

Mr. Shiver informed the Board that Trim All replaced an irrigation valve that was stuck open on January 10th at the entrance of the community and a full inspection of the irrigation system was on December 20th. All the lawns were treated for fertilizers, herbicides and insecticides on December 14th.

FOURTH ORDER OF BUSINESS Minutes

A. Approval of Minutes of the November 16, 2021 Board of Supervisors Meeting

There were no comments on the minutes.

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

B. Acceptance of Minutes of the November 16, 2021 Audit Committee Meeting

There were no comments on the minutes.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor the minutes of the November 16, 2021 Audit Committee Meeting were accepted as presented.

FIFTH ORDER OF BUSINESS Ratification of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank for the Fiscal Year 2021 Audit

Mr. Laughlin noted Berger Toombs was the audit firm selected by the audit committee. Ms. Kilinski assured the Board the letter was reviewed for statutory changes and other impacts.

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

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2022-03,
Classifying and Authorizing Disposition of
Surplus Tangible Property**

Mr. Laughlin informed the Board the purpose of this resolution is to allow the District to dispose of the old pool furniture. Mr. Snow asked that the old pool furniture not be disposed of until the new furniture is received.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor Resolution 2022-03, classifying and authorizing disposition of surplus tangible property was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-04,
Adopting Amended Prompt Payment Policies**

Ms. Kilinski explained that the District is required by Florida Statutes to adopt prompt payment policies, which details procedures regarding late payments and she informed the Board there were several legislative changes in the last session, mostly concerning late payment interest. Mr. Greenberg stated that he did not see incorporation of the policy adopted by the board as it relates to late submittal of invoices by contractors. Ms. Kilinski stated that she would add some of the details of the definition of ‘timely submitted’.

The revised policies will be added to the next agenda.

EIGHTH ORDER OF BUSINESS

Discussion of Phase II Easement Access

Mr. Laughlin noted the plats for Phase II were included in the agenda package with the easements in question highlighted and he reminded the Board that prior to the last meeting there were letters sent to affected residents requesting they move any fences obstructing easements within 120 days. Mr. Toohey commented that this is more an issue of the HOA approving installation of fences within easements. Mr. Greenberg suggested the Board consider granting a 60-day extension for those residents that have not yet been able to get the work done or make arrangements given that the pond maintenance vendor has been asked not to utilize a boat to access the ponds until April. There were no objections from the other board members

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The board opened the discussion up to residents to comment. A few residents commented that fences are still being constructed withing easements in Phase 3; Mr. Laughlin stated that he would get with Mr. Pieratti. A resident located at 85456 Amaryllis Court commented that he went through what he was told was the appropriate process to get approved to install the fence and is now being asked to bear the cost of moving it. Mr. Cheeney asked counsel to be more proactive and consistent in their requests and applications of statutes and rulings. Ms. Kilinski stated that there has been close to a year's worth of board meetings in which this issue has been discussed and noted she only provides legal advice regarding Chapter 190, permit obligations, etc. and it is up to the Board to make legislative decisions about what those options are. She went on to note the Board has done its due diligence with regards to easements and what other opportunities there may be for maintenance.

NINTH ORDER OF BUSINESS**Staff Reports (2)****A. District Counsel**

The Board previously asked Ms. Kilinski to check with the County on the status of the engineer's report for the center median cutout off of Orchid Blossom Trail in Phase 3. Ms. Kilinski stated that she talked to the County a few times and they reported last week that there is a draft report into them and there will be a final report by the end of January. Once she has received the report, she will circulate it to the Board.

Ms. Kilinski also provided legislative updates and noted she would provide a final wrap-up once the session is over.

C. Field Operations Manager – Report

Mr. Shiver gave the Board an overview of his report, a copy of which was include in the agenda package. He noted an issue has popped up with the main swimming pool that has to do with the ability to clean the filters. A suction line in the bottom of a surge tank has become clogged for the second time in a few months. He's working to find a way to bypass that before requesting funds to have the line cleared.

Mr. Shiver asked the Board to consider replacing the umbrellas on the pool deck with a cantilever style at an estimated cost of \$3,000. He noted the umbrellas do not last very long due to them being left open during storms.

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On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor purchasing pool umbrellas at an amount not to exceed \$3,000 was approved.

TENTH 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 \$46,690.90 was included in the agenda package.

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

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS
Supervisor Requests

Audience Comments / Supervisor's Requests

Mr. Snow asked for clarification on the long-term debt report as it appears the district is under the reserve fund requirement for the Series 2007 bonds. Mr. Laughlin responded that he believes the Series 2007 bonds are the default bonds that get funded each time DreamFinders sells a home.

Mr. Greenberg reminded the board that a number of months ago in order for the County to approve of the construction of Phase 2 and take it over, there were road repairs that were required to be made. During the course of the construction, the contractor for the builder caused damage of the corner of Bellflower and Amaryllis in Phase 1, which the District was told would be taken care of. The repairs have still not been made so Mr. Greenberg asked that until the work is done, the District does not accept the ponds from the builder. Ms. Kilinski stated that it will have to come before the Board prior to acceptance anyway.

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Audience Comments

Ms. Charles Gay, 95185 Windflower Trail, asked that the fence is cleaned up prior to acceptance of Phase 3. Mr. Laughlin stated that there are some items that will have to be done prior to acceptance.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 15, 2022 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.

DocuSigned by:
Daniel Laughlin
B48EC211DC1144D
Secretary / Assistant Secretary

DocuSigned by:
Harvey Greenberg
B85658BC6DE4428
Chairman / Vice Chairman