

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, March 15, 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
Lauren Gentry	District Counsel
Mike Yuro	District Engineer
Tony Shiver	First Coast CMS
Louis Cowling	Dream Finders Homes

The following is a summary of the discussions and actions taken at the March 15, 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. Charles Gay, 95185 Windflower Trail stated that repairing grass and installing irrigation and sidewalks for the area going into Phase 3 has been promised for over a year. Mr. Laughlin stated that there is a discussion for Phase 3 improvements on the agenda. Referencing the Board vacancy, Mr. Gay also stated that he hopes the Board thinks twice before putting another Dream Finders representative on the Board.

March 15, 2022

Amelia Concourse CDD

THIRD ORDER OF BUSINESS

Notice of Vacancy in Seat 5

Mr. Laughlin asked the Board if they would like to make an appointment to the Board at this meeting or solicit interested candidates for appointment at the next meeting. He noted Seat 5 is up for election in November.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor declaring a vacancy in Seat 5 was approved.

The Board directed staff to issue a notice of the vacancy to solicit resumes.

FOURTH ORDER OF BUSINESS

Staff Reports (1)

A. District Engineer

Mr. Yuro informed the Board that Nassau County performed a traffic safety study for from State Road 200 to the end of Amelia Concourse Parkway. The short-term recommendations were to add some signage. Potential long-term improvements include a traffic signal at Daisy Lane, and an east-bound left turn lane that would allow for a U-turn, however that option would require a signal analysis.

Mr. Yuro went on to report that the stormwater inspection has been completed. No major issues were found. He is still working on the stormwater needs analysis that is due in June.

B. Trim All Landscape Report

Mr. Shiver informed the Board that Trim All performed fertilization of the common areas on February 9th and rotated the annuals in January. Mulching and installation of spring annuals are scheduled for April.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the January 18, 2022 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 January 18, 2022 meeting were approved as presented.

March 15, 2022

Amelia Concourse CDD

SIXTH ORDER OF BUSINESS**Ratification of Resolution 2022-04, Adopting Amended Prompt Payment Policies**

Ms. Gentry noted the purpose of this resolution is to update the prompt payment policies to include the latest legislative changes.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor Resolution 2022-04, adopting amended prompt payment policies was ratified.

SEVENTH ORDER OF BUSINESS**Discussion of Phase II Easement Access**

The purpose of this item is to continue the discussion held during the last few meetings regarding homeowners that have fences installed within access easements. Mr. Laughlin informed the Board staff has surveyed the homes that have fences built within District easements and found 15 of the fences have been moved, and nine that have not been moved. A memorandum drafted by District Counsel providing the options for proceeding was presented to the Board. The Board directed staff to proceed with Option 1, which is to require every homeowner with improvements that prevent access within the easement area to remove such improvements uniformly from the easement. The means would be to continue to notice each homeowner with a letter requiring them to move the fences and notifying them that if they do not the board will consider legal action, and further transmit such letters to the corresponding HOA to notify the HOA that it is unauthorized to grant the right to install fencing within District access easements and may be held liable by homeowners, the District or others.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor proceeding with Option 1 was approved.

Mr. Greenberg suggested Mr. Laughlin send a reminder letter to the homeowners that have not yet removed their fencing from the easements and ask them to provide feedback indicating they are in the process of moving the fence. Ms. Cator asked that the date and time of the next meeting be included in the letter. Additional legal enforcement options against those who have not moved their fences will be discussed at the next meeting.

March 15, 2022

Amelia Concourse CDD

Mr. Toohey stated that he thought the Phase 3 homeowners who have encroached on easements also need to be noticed and should be given a similar deadline to what was initially done with Phase 2 to keep consistency.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor directing staff to put Phase 3 residents that have encroached on easements on notice was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Phase III Improvements

Mr. Laughlin stated that the purpose of this item is to discuss some concerns the Board had with some items that need to be taken care of prior to the Phase III project being accepted. Mr. Cowling stated that they have received three proposals from GreenPointe, the first one being for grading and resodding the pond banks. That project should be completed by the end of the week. Another being a fire access easement between phases that should be completed. The last was some cleanup work that has been approved. Mr. Cowling stated he would follow up to see when that cleanup work is scheduled.

Mr. Greenberg mentioned that there is also an issue of a curb on the corner of Bellflower and Amaryllis that was broken over two years ago during repairs that were being made by Dream Finders in the process of trying to get the Phase II roads being accepted. Mr. Cowling asked Mr. Greenberg to send him an email to follow up on the curb repair, and stated that there will be a final walk-through during the process of getting the Phase III roads accepted once the phase is built out. Mr. Greenberg also informed Mr. Cowling that there is an ongoing issue with garbage, especially in the ponds, and construction beginning very early in the morning. Mr. Cowling stated that he would contact the site supervisor regarding the trash. Additionally, Mr. Greenberg mentioned a salesperson that is advising homeowners as to what the rules are in Phase 1.

NINTH ORDER OF BUSINESS

Discussion on Resident Request for Amenity Facility Use for Yoga

Mr. Shiver informed the Board that a resident that is a certified yoga instructor would like to bring yoga classes to the Amelia Concourse residents via use of the amenity facility. Mr. Shiver noted he informed the resident the Board would need to approve the request, and if approved, there would need to be an agreement with a provision that the District would receive a percentage of any revenue received.

March 15, 2022

Amelia Concourse CDD

The Board discussed various concerns such as adding further congestion in the parking lot, creating issues with approving or disapproving similar requests in the future, and whether it truly provides a benefit to the residents.

On MOTION Mr. Snow motioned to approve the resident's request to use the amenity facilities for yoga classes subject to entering into an agreement. Ms. Cator seconded the motion. With Mr. Toohey and Mr. Greenberg opposed, the motion failed.

The Board agreed that they are open to reconsidering the request with more information. Mr. Shiver will poll the community to see how much interest there is in yoga classes.

TENTH ORDER OF BUSINESS

Staff Reports (2)

A. District Counsel

Ms. Gentry informed the Board the latest legislative session ended on Friday and Ms. Kilinski is compiling a list of all of the bills that passed that may impact the District and that list will be distributed to the Board for their review.

Ms. Gentry also spoke to the vacancy on the Board and asked that anyone interested keep in mind that to be considered, candidates must be at least 18 years of age, registered to vote in Nassau County, U.S. citizens, and residents of the District.

B. District Manager

Mr. Laughlin informed the Board there are three seats on the Board of Supervisors that are up for election in November of this year; seats 2, 3 and 5. Anyone interested in running for the seats must complete the qualification process and pay a \$25 fee or obtain a number of signatures. The qualification period is between noon, June 13, 2022, and noon, June 17, 2022.

C. Field Operations Manager – Report

Mr. Shiver gave the Board an overview of his report, a copy of which was included in the agenda package. Additionally, Mr. Shiver informed the Board the DVR to the camera system is being replaced at a cost of \$900 and he is meeting with First Coast Trimlight to discuss permanent holiday lighting at the community entrance and the clubhouse.

Lastly, Mr. Shiver stated that he has received numerous complaints about one pond in Phase 1 and both ponds in Phase 2 regarding algae. The pond maintenance company has been

March 15, 2022

Amelia Concourse CDD

out to treat those issues and will be out again in the week after the meeting. Mr. Shiver is also working with the pond maintenance company to update the permit to install more grass carp.

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.

C. Approval of Check Register
A copy of the check register totaling \$41,469.27 was included in the agenda package.

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

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS Audience Comments / Supervisor’s Requests
Supervisor Requests**

Mr. Toohey stated that he had a homeowner reach out to him regarding the feasibility of setting up a small recycle center at the clubhouse to collect aluminum cans. He informed the resident he can write up a formal request for the Board to consider. Mr. Shiver stated that several years ago he installed receptacles for recycling at the clubhouse and it just filled up with garbage.

Audience Comments

Mr. Craig, 95128 Snapdragon, stated that he is one of the homeowners in Phase 2 who had a fence installed after approval by the HOA and that he will honor the easement. However, there is a telephone box in the middle of the easement so to access the easement, the contractor has to go through his front yard and backyard. He requested that the utility box be moved so the contractor does not have to drive through his property. Mr. Laughlin stated staff will look into whether Comcast has easements in the area and if they are able to move the utility boxes. Mr. Bill Busby, 95182 Snapdragon, stated that a truck has also driven through his yard to avoid damaging the drainage system.

March 15, 2022

Amelia Concourse CDD

Mr. Winkler, 85177 Amaryllis Court, asked if the gates will be repaired. Mr. Shiver responded that the gates are being upgraded.

Mr. Cowling stated that he is taking the lead on closing out the Phase 3 project, including working on getting the paperwork together to transfer the Phase 3 ponds to the District. Mr. Greenberg stated that it appears there are a number of homeowners that have had work performed by the builder that was contrary to CDD, St. Johns Water Management, etc. regulations and up to this point there has been no acknowledgement of that, or any indication they will correct the issues. He asked that Mr. Cowling look into that.

Mr. Fred Eichmann, 95134 Gladiolus, asked what can be done about the Phase 2 easement issue. Mr. Greenberg and Mr. Shiver responded that multiple solutions will be investigated.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 17, 2022 at 11:00 a.m. at the Amelia Concourse Amenity Center

Mr. Laughlin informed the Board the Fiscal Year 2023 budget will be brought before the Board at the May meeting for approval. A workshop was tentatively added to the meeting schedule on April 19th at 11:00 a.m. to discuss the budget prior to approval.

FIFTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Daniel Laughlin
B48EC211DC1144D...
Secretary / Assistant Secretary

DocuSigned by:
Harvey Greenberg
B85658BC6DF4428...
Chairman / Vice Chairman