

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, September 20, 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
Kimberley Chamerda	Supervisor
Fred Eichmann	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
Mike Yuro	District Engineer
Tony Shiver	First Coast CMS

The following is a summary of the discussions and actions taken at the September 20, 2022 meeting.

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

Ms. Dayna Rickerson, 95310 Snapdragon Drive, asked if an injunction was received if there is a timeframe for the fence to be moved, or if there's leniency if a family is experiencing hardship. Ms. Kilinski stated the injunctions were filed five days ago and the parties have 20 days to respond to the court filing from the time a summons is issued and pursuant to the rules of civil procedure. If at any time prior to the hearing a resident contacts the District and identifies that their fence has been removed or that they intend to remove their fence with proof on the date for such removal, the Board can confirm that it would be agreeable to drop the injunction as to

September 20, 2022

Amelia Concourse CDD

that property. Mr. Greenberg suggested she respond in writing that she has intention of moving the fence, but due to various reasons, it may be delayed.

THIRD ORDER OF BUSINESS**Staff Reports (1)****A. District Engineer – Discussion of Grading Plan for 85456 Amaryllis Court**

Mr. Yuro reminded the Board that he was directed to investigate complaints from a resident regarding elevation of their property. He stated that it appears between the top of the pond bank and the back fence that the area is lower than what was designed. His opinion is that this is due to the homebuilder not bringing in enough fill dirt during the grading process. He provided what a potential regrading of the area would look like to get the property back to what the design grade was. He has not received quotes for the repair, however he estimates it would run around \$5,000.

The Board directed Ms. Kilinski to send a letter to the builder to start a conversation on behalf of both the District and the homeowner regarding the issue.

B. Trim All Landscape Report

A formal report was not submitted by Trim All. Mr. Shiver informed the Board that the palms have been trimmed.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the August 9, 2022 Meeting**

Mr. Eichmann noted item seven is not notated in the minutes. The correction will be included in the final version.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor the minutes of the August 9, 2022 meeting were approved as revised.
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FIFTH ORDER OF BUSINESS**Consideration of Proposals for Landscape and Irrigation Maintenance Services**

- A. BrightView**
- B. Coastal Greenery**
- C. Trim All**

Copies of the proposals were provided to the Board members for their review. A representative of Coastal Greenery was present and provided an overview of their proposal. The

September 20, 2022

Amelia Concourse CDD

Board asked for a summarized apples to apples comparison for consideration at the next meeting. This item was tabled.

SIXTH ORDER OF BUSINESS**Acceptance of the Fiscal Year 2021 Audit Report**

Mr. Laughlin provided a brief overview of the audit report for Fiscal Year 2021 noting there were no deficiencies in internal control or findings to report.

On MOTION by Mr. Snow seconded by Mr. Greenberg with all in favor the Fiscal Year 2021 audit report was accepted.

SEVENTH ORDER OF BUSINESS**Update on Phases II and III Easement Access**

Ms. Kilinski informed the Board that injunctions have not yet been filed for three properties in Phase 3 that recently installed fences blocking easements. Letters were sent earlier in the week to provide ample time to remove the fencing, consistent with the timeframe afforded other affected residents. As stated earlier in the meeting, injunctions were filed for Phase 2 and a portion of Phase 3 properties.

EIGHTH ORDER OF BUSINESS**Consideration of Approval of Retaining Wall Installation in Phase III**

Requests for installation of retaining walls provided by the HOA were included in the agenda package for the Board's review. Mr. Yuro reviewed the requests and stated that the walls are designed to be on the homeowner's properties, so it is not encroaching on the conservation easement, however there is a drainage easement going down the lot line between lots 44 and 45. The owner of lot 45 said the wall would not be tying into the neighbor's wall, however all three owners submitted the same overall site plan that shows one continuous wall. If it is one continuous wall it will cross a 15-foot drainage easement that has a stormwater pipe underneath. For that reason, he recommends entering into an agreement that includes language that says if the CDD ever has an issue that requires maintenance of the pipe, replacement of the wall will be at the expense of the homeowner.

On MOTION by Mr. Snow seconded by Mr. Eichmann with Mr. Greenberg, Mr. Eichmann, Ms. Chamerda and Mr. Snow in favor and Mr. Toohey opposed, the requests for approval of retaining

September 20, 2022

Amelia Concourse CDD

wall installation was approved subject to entering into agreements with the homeowners.

NINTH ORDER OF BUSINESS**Update on Classes and Activities to be Offered at the Amenity Center**

Mr. Laughlin pointed the Board's attention to a draft license agreement included in the agenda package. Ms. Kilinski provided two options, with one being that anyone that asks to provide classes out of the District's amenity center would come before the Board. The second being that the Board could provide authority to Mr. Shiver to approve such requests so long as the person or entity making the request signs the form of license agreement and provides proof of insurance. The Board members agreed to Mr. Shiver managing the facility use requests and made the following motion.

On MOTION Mr. Toohey seconded by Ms. Chamerda with all in favor authorizing Mr. Shiver approve facility use requests subject to agreements with the requesting parties was approved.

TENTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

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

There being nothing further to report, the next item followed.

B. District Manager

There being nothing further to report, the next item followed.

C. Field Operations Manager – Report

A copy of Mr. Shivers report was included in the agenda package for the Board's review. He informed the Board the marcite in the kid's activity pool is chipping in several places so he has reached out to the original contractor that handled the last marcite project. The marcite should be covered under a five-year application warranty, so the pool contractor is reaching out to Tempool to schedule those repairs.

Mr. Shiver also noted he's working on getting pricing to purchase spare parts to keep on hand for future pool repairs.

September 20, 2022

Amelia Concourse CDD

He also informed the Board the air conditioner has been repaired recently, and the contractors warned that the air conditioner unit is on its last leg. He provided quotes for a 3.5-ton unit from Arctic Air totaling \$6,588 and Ed's Comfort Solution totaling \$7,376. Following a discussion on whether to obtain more quotes, what the warranty will be and what the brands of the units are, the Board made the following motion to approve the quote from Arctic Air.

On MOTION by Mr. Toohey seconded by Mr. Snow with Mr. Toohey, Mr. Eichmann, Ms. Chamerda and Mr. Snow in favor and Mr. Greenberg opposed, the quote from Arctic Air totaling \$6,588 was approved.

Lastly, Mr. Shiver informed the Board he has received a proposal to update some of the electrical at the main entrance to accommodate gemstone lights. He is awaiting proposals from two other contractors. The quote from Johnny's Electrical to install outlets as needed and to upgrade the electrical on both sides and in the center island totals \$2,177. He asked the Board to approve a not to exceed amount to move forward once the remaining quotes are received.

On MOTION Mr. Greenberg seconded by Mr. Toohey with all in favor electrical improvements at the entrance were approved at an amount not to exceed \$2,100.

Mr. Greenberg asked if there have been any issues since the change in refuse companies. Mr. Shiver responded no.

Mr. Eichmann asked if there have been any more issues with vandalism and break-ins. Mr. Shiver responded no.

TWELFTH 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

September 20, 2022

Amelia Concourse CDD

A copy of the check register totaling \$65,526.15 was included in the agenda package. Mr. Laughlin noted the majority of that amount is due to a transfer to the capital reserve fund and the payment for liability insurance for the year.

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

**THIRTEENTH ORDER OF BUSINESS Supervisors' Requests and Audience
Comments**

Supervisor Requests

There being none, the next item followed.

Audience Comments

Mr. Rich Wheeler asked if the wooded area between the Phase 3 fence and the sidewalk on Amelia Concourse is the builder's responsibility. Mr. Laughlin responded that it is currently, and eventually it will be taken on by the District. Mr. Wheeler then asked if the District would accept it as-is. Mr. Laughlin responded that Dream Finders will work with the County on a list of items to take care of prior to the project getting turned over to the District.

In regard to the request for the retaining wall installations, Mr. Wheeler asked if the Southwest Florida Water Management District needs to be considered in the request. Mr. Yuro responded that St. Johns Water Management District is the governing entity, however there are no changes being proposed to the stormwater pipe or systems, so they would not need to be involved.

Mr. Snow asked how far the CDD owns from the fence line to the Concourse. Mr. Shiver responded that he believes it owns up to the sidewalk.

Mr. Robert Brown, 95252 Orchid Blossom Trail, stated that a month or so ago he sent pictures of instances of flooding behind lots 52 and 102, which are located near a pond. Mr. Yuro stated that he reached out to the developer to point out the issue and they responded that they are aware of the need for the area to be regraded. Mr. Laughlin stated that he would add the issue to the list of items that need to be resolved prior to the developer turning the property over to the District.

Ms. Dayna Rickerson asked who the letter regarding the injunction should be sent to. Ms. Kilinski stated that if someone knows they're going to fix the easement obstruction issue, they

September 20, 2022

Amelia Concourse CDD

should notify the CDD through her office or Mr. Laughlin's office and they can consult with the Chairman.

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 15, 2022 at 11:00 a.m. at the Amelia Concourse Amenity Center

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Daniel Laughlin
B48FC211DC1144D
Secretary / Assistant Secretary

DocuSigned by:
Harvey Greenberg
D05650B68DE4428
Chairman / Vice Chairman