

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 17, 2023 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
Jeff Snow	Supervisor
Kimberley Chamerda	Supervisor
Fred Eichmann	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro	District Engineer

The following is a summary of the discussions and actions taken at the January 17, 2023 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Laughlin, a notary public of the State of Florida, administered an oath of office to Mr. Eichmann, Ms. Chamerda, and Mr. Greenberg.

B. Consideration of Resolution 2023-01, Designating Officers

Mr. Laughlin noted the current slate of officers is Mr. Greenberg as Chair, Mr. Toohey as Vice Chair, Ms. Chamerda, Mr. Eichmann and Mr. Snow as Assistant Secretaries, Mr. Laughlin

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as Secretary and Assistant Treasurer, Mr. Jim Oliver as Treasurer and Assistant Secretary, and Ms. Marilee Giles as Assistant Secretary. He requested removal of Mr. Ernesto Torres from the slate of officers, and the addition of Mr. Darrin Mossing and Mr. Howard McGaffney as Assistant Secretaries.

On MOTION by Mr. Snow seconded by Mr. Eichmann with all in favor Resolution 2023-01, designating officers as detailed above was approved.

FOURTH ORDER OF BUSINESS Staff Reports (1)

A. District Engineer

Mr. Yuro updated the Board on the status of a grading issue with a Phase 3 pond noting there has been no change since the last picture of the pond was taken in October. He recommended keeping an eye on it and ensuring that prior to acceptance of Phase 3, Dream Finders provides as-builts that show it was properly graded.

B. Landscape Report

Mr. Laughlin informed the Board BrightView has taken over landscape maintenance responsibilities. Mr. Greenberg asked that staff ensure BrightView is not being paid for services they have not yet performed.

FIFTH ORDER OF BUSINESS Approval of Minutes of the November 15, 2022 Meeting

There being no comments on the minutes, a motion followed.

On MOTION by Mr. Greenberg seconded by Ms. Chamerda with all in favor the minutes of the November 15, 2022 meeting were approved as presented.

SIXTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS Staff Reports (2)

A. District Counsel

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Ms. Gentry updated the Board on the matter of fences obstructing District easements noting there is only one case still pending and that case is scheduled to proceed for a hearing oncourse in early February.

Mr. Greenberg asked about a letter Ms. Kilinski was to send to the builder. Ms. Gentry stated that she would look into it and report back. She added that her firm prepared informational materials to be posted to the District's website to help get information out to the community that easement obstructions are not permitted.

Mr. Greenberg stated that if the letter putting the builder on notice has not yet been sent, it should be sent immediately and should provide a deadline of five to seven business days to remove the signs at the front entrances. Mr. Greenberg also mentioned that the District is still awaiting a punch list for the Phase 3 turnover.

Mr. Laughlin responded that Dream Finders has stated they are beginning to work with the county and that they will have a representative on site to look at the items the board and residents are concerned about.

Ms. Chamerda noted that there are some items that could be taken care of immediately without the county, such as removing the temporary power poles used during home construction. Other items mentioned were pipes on roofs in Phase 3 that were supposed to be spray painted black, a break-away gate for the emergency connector road between Phases 2 and 3, and landscape maintenance between the fence line and Amelia Concourse in Phase 3.

B. District Manager

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

C. Field Operations Manager – Report

Mr. Laughlin provided the Board with an overview of the operations report, a copy of which was included in the agenda package.

Mr. Snow asked about the possibility of an electronic replacement for the marquee sign. Mr. Laughlin stated that it may be costly, but staff will look into it.

Mr. Snow also stated that the towers are currently operating off of a homeowner's WIFI, so he will be speaking with Tony about a WIFI extender to push WIFI from the clubhouse instead.

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EIGHTH 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. Approval of Check Register

A copy of the check register totaling \$41,141.07 was included in the agenda package.

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

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Supervisor Requests

Mr. Laughlin voluntarily exited the meeting at this time.

Mr. Greenberg informed the Board that in past years the Board has authorized a bonus for Mr. Laughlin and Mr. Shiver, in the amounts of \$250 and \$350 respectively, in appreciation for their efforts and asked if they'd like to do the same this year.

On MOTION by Mr. Snow seconded by Mr. Eichmann with all in favor performance bonuses for Mr. Laughlin in the amount of \$250 and Mr. Shiver in the amount of \$350 were approved.

Mr. Laughlin returned to the meeting at this time.

Mr. Snow stated that homeowners are questioning who is responsible for the trees between the fence and the Concourse.

Mr. Laughlin responded that any limbs over the homeowner's fence can be trimmed by the homeowner. If they are concerned about the tree falling, it can be reported to District staff and if the tree is determined to be dead, it will be removed.

Mr. Snow informed the Board another resident has requested a lending library.

Mr. Greenberg stated that to his recollection, the last time a lending library was requested, the information the Board asked for was never submitted.

Mr. Snow stated if everyone is willing to have a conversation, he will get information to Mr. Laughlin to include the request on the next agenda.

Audience Comments

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Mr. Charles Gay, 95185 Windflower Trail, recommended the Board replace the current landscape lights with LED lights.

Mr. Duane Rust, 95023 Periwinkle, stated that at one time the cul-de-sac at the end of Orchid Blossom was to have a sidewalk, however it was never poured. The query will be added to the list of items to discuss with the developer for Phase 3.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 21, 2023 at 11:00 a.m. at the Amelia Concourse Amenity Center

ELEVENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Daniel Laughlin
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Secretary / Assistant Secretary

DocuSigned by:
Harvey Greenberg
B85658BC6DE4428...

Chairman / Vice Chairman