

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 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
Kimberley Chamerda	Supervisor
Fred Eichmann	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	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 15, 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

Mr. Robert Brown, Orchid Blossom Trail, stated, "At the last meeting there was an item brought up regarding the south retaining ponds between Orchid Blossom and Windflower and an issue with grading. They finished the house and it's been sodded, but the area behind it has never been sodded or graded, so it's still in the same condition."

Mr. Laughlin stated, "We haven't accepted those areas yet from the developer, but there will be a checklist of items for the developer to complete before the District will accept maintenance responsibilities."

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THIRD ORDER OF BUSINESS

Staff Reports (1)

A. District Engineer

Mr. Yuro stated, “On the grading issue, I have reached out to Louis Cowling with the developer to let them know that the residents and the CDD are going to expect that to be regraded. I’m happy to reach out to him again so that it doesn’t fall off the list of things to do.”

Mr. Laughlin stated, “We also had a discussion at the last meeting on the pond bank issue with the resident. We have sent a letter to them about repairing it. Last I spoke to Louis, he was going to have some people come out there and look at it. I sent him the as-builts and surveys”

Mr. Greenberg asked, “Do you want to briefly report on the issue that has been going on where apparently the homeowners have taken to correcting the deficiencies that either the builder or the town permitted?”

Mr. Laughlin stated, “Essentially, they had high water levels, and the pond was coming up almost to their fence, so the engineer did a survey and looked at the as-builts, and from what we can tell, the developer didn’t have enough dirt brought in when they graded the lots, so their pond bank sits lower than the people next to them. It’s a combination of the issue on the resident’s property and the CDD pond banks, so we’re working to get them to repair that right now.”

B. Trim All Landscape Report

Mr. Shiver provided the Board with an overview of landscape maintenance items that have taken place since the last meeting.

Mr. Greenberg asked Mr. Shiver to speak with Trim All regarding mulch bags that were left in the street.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 20, 2022 Meeting

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

On MOTION by Mr. Toohey seconded by Mr. Eichmann with all in favor the minutes of the September 20, 2022 meeting were approved as revised.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Landscape and Irrigation Maintenance Services

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

Copies of the proposals were provided to the Board members for their review. Mr. Shiver provided an overview of the proposals, noting the current vendor, Trim All, provided the lowest bid.

Mr. Greenberg questioned whether the number of visits should be increased to twice per week. Mr. Snow stated that he's not sure whether increasing the number of visits would resolve the biggest issue, which is trimming around the ponds.

The Board members asked staff for their opinion on the contractors. Both Mr. Shiver and Mr. Laughlin noted they work with BrightView on other districts and spoke favorably of the service provided in those communities.

On MOTION by Mr. Toohey seconded by Mr. Eichmann with all in favor BrightView's proposal for landscape and irrigation maintenance services was approved.

Mr. Laughlin noted a termination letter will be provided to Trim All.

SIXTH ORDER OF BUSINESS

Update on Phase II and III Easement Access

Ms. Gentry reminded the Board there were petitions for injunctions filed in Phase II and Phase III for the properties that still have fences or other encroachments in the easement areas. In Phase II there were six injunctions filed. Three have been dismissed without prejudice because the property owners agreed to move the fences. Two of the individuals asked the court for more time to respond. The last one of the six has a hearing set to go before the judge to argue the case for why the District is entitled to an injunction.

In Phase III, there have been two petitions for injunctions filed and both were voluntarily dismissed because the homeowners agreed to move the fences.

SEVENTH ORDER OF BUSINESS

Ratification of Requisition No. 36

Mr. Laughlin noted requisition number 36 is for an invoice that was approved when it was first submitted, however it fell through the cracks during the transition between engineers and was never processed.

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On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor requisition number 36 was ratified.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH 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

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

Mr. Greenberg noted the District is in the process of saving funds for the purpose of renovating to the amenity facilities. He asked the Board if they would be amenable to obtaining proposals to evaluate whether the current facility system’s capacity is appropriate, or if the systems should be expanded or improved on. Mr. Toohey stated that the most important items to look at are the equipment serving the facilities. Mr. Shiver mentioned a firm called Wet Engineering that can advise on anything related to the design of the pools for a fee around \$2,000 to \$3,000.

The Board directed Mr. Shiver to obtain a proposal from Wet Engineering.

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. Approval of Check Register

A copy of the check register totaling \$344,629.88 was included in the agenda package. Mr. Laughlin noted \$250,000 of that total was a transfer of funds in the State Board of Administration investment account.

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

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ELEVENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments**Supervisor Requests**

There being none, the next item followed.

Audience Comments

Mr. Jim Murphy, Orchid Blossom Trail, asked if there is a timeframe for when Phase 3 will be turned over to the homeowner's association. Mr. Laughlin responded that the homeowner's association is a different entity. Mr. Greenberg stated that they were required to turn it over a long time ago.

A resident asked what is going on with the area outside the fence between the fence and the sidewalk. Mr. Greenberg responded that the area is part of a punch list before the property can be turned over to the District. Mr. Laughlin noted that he has spoken to the County Engineer and requested he be notified when the walk-through is scheduled.

Mr. Rich Wheeler, Cornflower, asked if a discussion on solutions for reducing vandalism will be part of the closed session to take place at the end of the meeting, and if the Board will report back on what will be done at the January meeting. Mr. Laughlin explained that some details can be made public, however there are some items that are confidential.

Mr. Wheeler also stated that the amenity facility is beginning to look neglected and asked if cleanup of the facility will be part of the multi-year plan discussed earlier in the meeting. Mr. Shiver responded that those items will be taken care of earlier, such as the stones around the facility, the tops of the columns, and the door located in the back.

Mr. Toohey left the meeting at this time.

The Board entered a closed session to discuss security matters at approximately 11:49 a.m.

TWELFTH ORDER OF BUSINESS Discussion of Security Matters

Ms. Gentry noted that this portion of the meeting is closed subject to Section 119.071 and 281.301 of the Florida Statutes, which permits discussions of the details of the District's security system plan to be outside of public record and outside of the Sunshine for security reasons.

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The Board and staff discussed issues with vandalism and minors accessing the facility after hours and deterrents that can be put in place to curb those issues.

The Board resumed the public portion of the meeting at approximately 12:17 p.m.

Ms. Gentry noted a motion was proposed during the closed session to approve an amount not to exceed \$2,500 for additional security cameras, bird deterrents and security signage.

On MOTION by Mr. Snow seconded by Mr. Eichmann with all in favor purchasing additional security cameras, bird deterrent and signage at an amount not to exceed \$2,500 was approved.

Mr. Greenberg stated that he believes there should be a zero-tolerance approach taken to vandalism of the District’s facilities. The other board members concurred.

Mr. Shiver asked if a minor’s amenity privileges are to be suspended, if the entire family’s privileges should also be suspended. Ms. Gentry stated that for the initial suspension the family’s privileges can also be suspended and anyone whose access has been suspended can come before the Board to plead their case.

Mr. Greenberg stated that violators should be charged for the cost of repair as well as the labor time for those repairs to be made.

Ms. Gentry noted that costs that are actually incurred can be charged. She also stated that she wants to ensure the Board is being consistent with the amenity policies in terms of the length of suspension.

Mr. Laughlin noted a letter notifying a minor resident of the suspension of their amenity privileges will be sent.

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 17, 2023
at 11:00 a.m. at the Amelia Concourse
Amenity Center**

FOURTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Daniel Laughlin

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Secretary / Assistant Secretary

DocuSigned by:

Harvey Greenberg

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Chairman / Vice Chairman