

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 19, 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
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
Chip Dellinger	Operations Manager
Richard Craig	BrightView Landscaping
Jordan Creel	BrightView Landscaping
Alison Mossing	GMS
Terry Glynn	GMS
Corey Roberts	Kilinski Van Wyk
Commissioner Huppmann	Nassau County

The following is a summary of the discussions and actions taken at the September 19, 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**

Charles Gay stated that he hopes the board members get more involved in how much of the work has been missed at the pool and amenity center.

Mr. Laughlin stated that he has an email he would read in the next public comments section.

September 19, 2023

Amelia Concourse CDD

Amy Kruszewski asked if any of the CDD assessments are being set aside for lawn maintenance to be done in Phase 3.

Mr. Greenberg responded no, as that is Dream Finders responsibility currently.

Mr. Laughlin added that the CDD can maintain the area once it's turned over to the District.

Commissioner Huppman stated that a traffic study is underway, and a work order has been placed for the pothole on Lavender. He asked that the website for submitting road or sidewalk work orders to the county be shared with the community.

Mr. Greenberg asked Commissioner Huppman to look into whether the county has accepted some things in Phase 3 despite the District asking that they not be accepted due to deficiencies.

Commissioner Huppman stated that he will also look into the power outages along the Concourse. He also stated he saw some orange dots along the emergency access at the end of the street that appear that bollards are being installed.

Mr. Greenberg stated that a Dream Finders representative indicated it was going to have knock down bollards so it would prevent a golf cart or something similar from driving through, but emergency personnel would still have access.

Mr. Laughlin stated that he would get more details on the project.

Mr. Greenberg asked if the cut through on Orchid Blossom is still on schedule.

Commissioner Huppman responded yes.

### **THIRD ORDER OF BUSINESS**

#### **Staff Reports (1)**

##### **A. District Engineer**

Mr. Yuro informed the Board that he was still working with Dream Finders on the as-built certification that the Board asked him to look at, but noted the aesthetic issues are not related to the as-built. It's related to the paving and drainage to make sure it's functioning according to the permit. He also noted that once Dream Finders gets the as-built signed off, they can put in a request to transfer the permit and the Board has to accept that request and that is when the Board can accept it on certain conditions.

##### **B. Landscape Report**

September 19, 2023

Amelia Concourse CDD

Mr. Creel introduced himself as the new account manager for the District and noted weekly report should be submitted on Mondays.

Mr. Eichmann stated that the easements are being maintained by homeowners and do not need to be maintained by the landscape contractor.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 18, 2023 Meeting**

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

On MOTION by Ms. Chamerda seconded by Mr. Eichmann with all in favor the minutes of the July 18, 2023 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement with Governmental Management Services for Facility and Field Management Services**

Mr. Laughlin noted GMS has started onsite.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor the agreement with Governmental Management Services for facility and field management services was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal from BrightView for Playground Mulch**

Mr. Laughlin presented a proposal totaling \$2,268 to replenish the playground mulch.

On MOTION by Mr. Eichmann seconded by Mr. Snow with all in favor the proposal from BrightView for playground mulch was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05, Adopting Revised Amenity Policies**

Ms. Gentry stated that there are certain changes that can be made to the amenity policies just by adopting a resolution, so that is the first item before the Board. The second item sets a public hearing to adopt amended amenity rates and disciplinary rules. Some of the changes to the policies include updating the contact information for the amenity center, changing the hours of operation for the amenities, updating use at own risk and indemnification language, adding

September 19, 2023

Amelia Concourse CDD

language stating the pool will be closed during storms, and adding a service animal policy, among other changes shown in the document. These changes can be adopted by a vote of the Board.

On MOTION by Mr. Toohey seconded by Mr. Eichmann with all in favor Resolution 2023-05, adopting revised amenity policies was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-06, Setting a Public Hearing Date to Adopt Amended Amenity Policies and Disciplinary Rules**

Mr. Laughlin noted the public hearing will be set for November 14, 2023 at 11:00 a.m.

Ms. Gentry presented proposed rates including an increase to the non-resident annual user fee to \$3,000 and the rental rates for the gathering room proposed to be adjusted to \$50 for four hours and \$20 per additional hour.

Additionally, Ms. Gentry presented updated suspension and termination rules to provide more detail to the grounds for suspension and termination and hearing procedures, and to add a provision for property damage reimbursement.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor Resolution 2023-06, setting a public hearing for November 14, 2023 at 11:00 a.m. to adopt amended amenity policies and disciplinary rules was approved.

**NINTH ORDER OF BUSINESS**

**Discussion of Amenity Center Improvements**

Mr. Laughlin stated at the last meeting the Board discussed bringing an architect or consultant to come up with some designs for the amenity center. The firms he reached out to have asked for more details such as what the budget would be and what the Board is looking to do.

Mr. Greenberg stated that due to the needs of the community being dramatically different than they were when the amenity center was first built, someone will need to evaluate what the current needs are. He noted there are various maintenance updates needed such as replacing the roof, improvements are needed to the splash pad, the use of the wading pool needs to be evaluated, and amenities for middle aged kids need to be considered.

September 19, 2023

Amelia Concourse CDD

Ms. Mossing stated that staff could send an e-blast survey asking the community what they would like to see done with the amenities.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor authorizing Supervisor Snow to work with staff on coming up with plans for the amenities was approved.

**TENTH ORDER OF BUSINESS                      Discussion of AT&T Building Ownership**

Mr. Laughlin informed the Board that he looked in the District's records and the only thing he found regarding the building on the District's property was a mention in the minutes in 2012 about an agreement with AT&T with a term of eight years, which has now passed.

Ms. Gentry added that as far as she can tell, the CDD owns the land and the building, and there was apparently an agreement that allowed AT&T to use the building while they were supplying services to the community in exchange for discounted or free services. There does not seem to be an agreement currently in place that allows them to use the building. If it is still being used for storage, the CDD can require that use to cease. The first step will be to place a notice on the building requiring removal of any unauthorized items.

Mr. Greenberg stated that there were also fees totaling approximately \$25,000 that were paid by AT&T to the builder and/or HOA.

On MOTION by Mr. Toohey seconded by Mr. Eichmann with all in favor posting a notice on the building and installing a padlock on the door was approved.

**ELEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS                      Staff Reports (2)**

**A. District Counsel**

Ms. Gentry stated that it's been reported that there are some properties in Phase 3 that still have easement obstructions. Notices will be sent to those addresses and if those obstructions are not removed, they will be brought to the Board.

Mr. Dellinger stated that where the fences have been removed from the easement there have been giant holes left. Staff will discuss how the holes can be addressed.

September 19, 2023

Amelia Concourse CDD

**B. District Manager – Discussion of Electrical Utility Complaints**

Mr. Laughlin presented a draft letter to notify FPL and the County of concerns regarding the electrical utility system within the community.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor authorizing staff to send the letter regarding the concerns of the electrical utility system was approved.

**C. Field Operations Manager – Report**

Mr. Greenberg stated that there has been a dramatic change in the management of the amenities and thanked Mr. Dellinger for his service thus far.

Mr. Dellinger gave an overview of the maintenance report, a copy of which was included in the agenda package. He pointed out an area in which the landscaping needs to be addressed and suggested possibly relocating the bike racks as they’re not used much in their current location. He also noted the pool equipment needs to be repaired.

Mr. Greenberg suggested sending newsletters to the community in the months that the Board does not meet.

**THIRTEENTH ORDER OF BUSINESS Financial Reports**

**A. Financial Statements as of July 31, 2023**

Copies of the financial statements were included in the agenda package.

**B. Approval of Check Register**

A copy of the check register totaling \$68,494.70 was included in the agenda package.

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

**FOURTEENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments**

There were no supervisor requests.

**Audience Comments**

Ann Bachsan asked if service animals are allowed in the pool.

Ms. Gentry responded that they are not allowed in the water.

September 19, 2023

Amelia Concourse CDD

Mr. Greenberg stated that it's being suggested that it be clearly posted that an animal is not permitted in the pool.

Ms. Mossing stated that the rules could be sent as a reminder to the community in an e-blast. She also noted the pool signage will be updated so any suggested additions can be included at that time.

Mr. Laughlin read a letter from Mr. Gay into the record regarding the punch list of items needing to be completed by the developer. Within the letter he asks why the Board cannot get more involved in requiring Dream Finders to meet their promises.

Mr. Yuro informed Mr. Gay that the Phase 3 roads have not yet been accepted by the County.

Charles Gay asked that a board member is involved on a walk-through of the roads.

Amanda Jones asked for clarification on whether the pool hours are changing.

Mr. Greenberg responded that the hours are being changed to opening at 7:00 a.m. or sunrise, whichever is later, and closing at 9:00 p.m. or sunset, whichever is earlier.

Amanda Jones asked for clarification is a fee change is being made for renting the amenity room.

Mr. Greenberg responded that it's being changed to a flat fee of \$50 for four hours and a charge for each extra hour. He also noted if an event is booked on the same day as another event, then there may not be an option to book more than the four-hour time block. That will be determined by the facilities manager.

Mr. Snow asked if there is an online option for reserving the room.

Ms. Mossing stated that currently reservation requests need to be made by email.

Amanda Jones asked if there is still a restriction on each household only being able to rent the room once per quarter.

Mr. Greenberg responded that if the facility is available, he does not believe there would be an objection to it being rented again, but first priority will be given to someone who has not yet rented.

## **FIFTEENTH ORDER OF BUSINESS**

### **Consideration of Agreement with Envera Systems**

This portion of the meeting was closed to the public in accordance with Sections 119.071(3)(a) and 281.301, Florida Statutes, as the Board discussed matters related to the

September 19, 2023

Amelia Concourse CDD

security system plan. The closed session began at approximately 12:23 p.m. The public portion of the meeting resumed at approximately 1:34 p.m. and the following action was taken.

On MOTION by Mr. Toohey seconded by Ms. Chamerda with all in favor terminating negotiations with Envera Systems was approved.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor purchasing additional security cameras at an amount not to exceed \$2,500 was approved with Supervisor Toohey authorized to work with staff as needed.

Supervisor Snow asked the Board about a holiday lighting plan and recommended a not-to-exceed amount for purchasing extra lights and allowing residents to get involved in decorating if desired.

Mr. Toohey stated that the feedback he received about the wrapped palm trees last year was that they did not look as good as they could have.

Mr. Laughlin stated that there is \$2,000 set aside in the budget for holiday lighting so no motion is needed if that budget is kept.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 14, 2023 at 11:00 a.m. at the Amelia Concourse Amenity Center**

**SEVENTEENTH 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*  
9A989FE97A6A46D  
Secretary / Assistant Secretary

DocuSigned by:  
*Harvey Greenberg*  
0A79A816E84EA  
Chairman / Vice Chairman