

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 14, 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
Terry Glynn	GMS

The following is a summary of the discussions and actions taken at the November 14, 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**

Duane Rust asked if everyone has had a chance to look at the damage to the AT&T building.

Mr. Laughlin stated that a few of the Board members have, and he has pictures available if needed.

**THIRD ORDER OF BUSINESS**

**Staff Reports (1)**

**A. District Engineer – Consideration of Requisitions 40 and 41**

November 14, 2023

Amelia Concourse CDD

Mr. Laughlin noted that requisitions 40 and 41 are related to the close out, which is why they're being paid via requisition. Requisition 40 is payable to Kilinski Van Wyk in the amount of \$1,006.50 and requisition 41 is payable to Kilinski Van Wyk in the amount of \$610.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor requisition numbers 40 and 41 were approved.
---

Mr. Yuro stated that the outside of the AT&T building does not appear to be in bad shape. He also reported that he is working with Dream Finders on the as-built certification of Phase 3 and he has told them that at this time he is not comfortable certifying the as-builts because there are a number of items that need to be addressed including a control structure needing to be adjusted, some of the areas around the ponds needing to be properly graded and grassed, and there is a swale that needs to be regraded. Dream Finders has asked to hold off on the repairs until after the holidays and has also requested written approval to use some of the access easements for the repairs.

Mr. Greenberg suggested Dream Finders ask each of the homeowners for authorization in writing to use the access easements off their properties before the Board provides approval.

Mr. Toohey asked who would be responsible if resident's yards are torn up while the easements are being used.

Mr. Yuro responded that Dream Finders has acknowledged that would be their responsibility.

Mr. Greenberg added that he would not be comfortable providing approval to Dream Finders for anything without having it writing what is being done and timeframe for which it will be completed.

Mr. Yuro will ask Dream Finders to provide confirmation of the projects in writing.

Mr. Greenberg stated that it be put in writing that the County should not be releasing any construction or performance bond until everything is approved.

Ms. Gentry summarized that the County will be sent a letter notifying them of the community's concerns with Phase 3 and advising that they do a detailed review before releasing any bonds. Additionally, required of Dream Finders prior to the Board approving use of easements is a detailed schedule be provided, notification be provided to the homeowners that will be impacted by the work, Dream Finder's agrees to repair any damage done during the

November 14, 2023

Amelia Concourse CDD

repairs, the District be added as additional insured on any insurance, and to detail the work Dream Finders is allowed to complete.

The following item was taken out of order of the agenda.

**EIGHTH ORDER OF BUSINESS                      Discussion of AT&T Building**

Mr. Laughlin stated that the ownership of the building used by AT&T in the past was discussed at the last meeting and a comment was found in a set of meeting minutes that indicated the HOA worked out an agreement with AT&T to use the building in exchange for free service to the amenity center. Somewhere along the lines, that service ended along with the agreement that had been in place. The building is District owned and on District property. The building was inspected by District staff and it was found that the roof has collapsed on the building.

The Board discussed the options of demolishing or refurbishing the building and whether to pursue payments from AT&T for use of an easement.

On MOTION by Ms. Chamerda seconded by Mr. Eichmann with all in favor authorizing counsel to contact AT&T to negotiate easement rights and authorizing the Chair to work with staff on the negotiations was approved.

On MOTION by Mr. Greenberg seconded by Mr. Eichmann with all in favor authorizing staff to request proposals from structural engineers to evaluate the storage building was approved.

**FOURTH ORDER OF BUSINESS                      Approval of Minutes of the September 19, 2023 Meeting**

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

On MOTION by Mr. Eichmann seconded by Ms. Chamerda with all in favor the minutes of the September 19, 2023 meeting were approved as presented.

**THIRD ORDER OF BUSINESS                      Staff Reports (1 – Continued)**  
**B.    Landscape Report**

November 14, 2023

Amelia Concourse CDD

Mr. Dellinger stated that the landscape contractor has been doing a good job other than inconsistent days of service, however that does not seem to be a problem for the residents at this time. Staff is awaiting quotes to get the landscaping in the common areas along the Phase 3 road consistent with the rest of the community.

Mr. Glynn added that there is a drainage pond that backs up to the haul road and the western side of the easement of the lake is a common area and needs to be maintained, so BrightView will be submitting a quote to clean that up.

Mr. Greenberg stated that the District has not taken ownership of that property yet, so the District will not maintain it.

Mr. Laughlin stated that some of the quotes in progress will be sent to Dream Finders, such as the fence on the Concourse for Phase 3.

The Board also discussed the need for landscape reports to be submitted by BrightView as required by the contract.

Mr. Laughlin presented a proposal to add an 8'x12' auxiliary parking area at the amenity center for golf carts. The Board requested additional proposals that would include a larger parking area.

Mr. Snow reported that there are two plumbing fixtures at the storage building that is leaking water. He also stated that he spoke to a resident that owns a landscaping business regarding installing pine straw all along the Concourse on the other side of the fence.

Mr. Greenberg stated that the fence is scheduled to be pressure washed after the holidays, so the Board can consider laying pine straw after that project is complete.

Mr. Snow stated that some residents are dumping tree limbs over the fence to the Concourse side and it's visible when walking down the sidewalk. He asked for confirmation that dumping is not allowed on CDD property.

Mr. Laughlin responded that it is not allowed. He will get with Mr. Snow on the address so a letter can be sent to the resident.

Mr. Greenberg informed the Board that there are multiple electrical items that need to be addressed and Mr. Dellinger is putting a list together so an electrician can take care of them at the same time.

November 14, 2023

Amelia Concourse CDD

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01,  
Amending the Fiscal Year 2023 General  
Fund Budget**

Mr. Laughlin stated that the purpose of Resolution 2024-01 is to balance out any budget line items that are over or under the adopted budgeted amounts.

On MOTION by Mr. Eichmann seconded by Mr. Snow with all in favor Resolution 2024-01, amending the Fiscal Year 2023 general fund budget was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing for the Purpose of Adopting  
Disciplinary Rules, Rates, Charges and Fees;  
Resolution 2024-02**

Mr. Laughlin summarized the rates proposed to change including: the non-resident annual user fee increasing from \$1,800 to \$3,000, a replacement access card fee increasing from \$25 to \$35, rental fee for the gathering room changing from a range of \$15-\$75 to \$50 for four hours, revoking the ability for non-patrons to rent the gathering room, and adding a rate of \$20 per hour for additional gathering room rental hours.

Ms. Gentry added that the proposed suspension and termination of access rules are also being considered for approval. Those rules spell out in more detail the offenses can lead to a suspension and termination, gives discretion to staff to suspend individuals if there are violations, spells out the District’s ability to collect damages for property damage, spells out an automatic suspension if there is non-payment of any damages and details the right to appeal a suspension.

Mr. Snow stated that there used to be a refundable deposit associated with a rental.

Mr. Laughlin stated that the last box in the fee column can be adjusted to say refundable rather than non-refundable.

The Board discussed depositing the deposit check prior to the rental rather than holding on to it until the rental is complete to protect the District.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor the public hearing was opened.

A resident stated that they were in agreeance with the proposed changes.

November 14, 2023

Amelia Concourse CDD

On MOTION by Mr. Toohey seconded by Ms. Chamerda with all in favor the public hearing was closed.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor Resolution 2024-02, adopting disciplinary rules, rates, charges and fees was approved with the change to the deposit verbiage.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Architectural Services for Amenity Improvements**

Mr. Laughlin presented two proposals for architectural services for amenity improvements; one totaling \$1,500 from Urban Edge and one from Studio Horan totaling an amount not to exceed \$26,850 for multiple tasks.

Mr. Greenberg added that the intention in hiring a professional is to evaluate what the needs of the community are now and how the District can make the most use of the amenity space.

On MOTION by Mr. Toohey seconded by Ms. Chamerda with all in favor the proposal from Urban Edge was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports (2)**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Manager**

Mr. Laughlin informed the Board that Mr. Dellinger will begin sending newsletters to the community beginning in December during the months between meetings to provide any necessary updates.

Mr. Laughlin and Mr. Dellinger stepped out of the meeting at this time and the Board discussed bonuses for the District Manager and Community Manager.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor bonuses in the amount of \$300 for Mr. Laughlin and \$200 for Mr. Dellinger was approved.

November 14, 2023

Amelia Concourse CDD

Mr. Greenberg stated that he was disappointed in the engineer’s efforts when he was asked to inspect the AT&T building and asked if the Board would be amenable to looking for another firm once the work with Dream Finders has concluded.

Mr. Toohey stated that he would prefer to go down the coaching path rather than the path of termination.

Mr. Snow suggested having a conversation in which the engineer is told if there is a task outside of his abilities that he should express that.

**C. Field Operations Manager – Report**

Mr. Dellinger presented the operations report, a copy of which was included in the agenda package.

Mr. Greenberg stated that a lot of the multi-colored holiday lights need to be replaced and asked if there is any sort of permanent lighting that can be installed on the palm trees.

Mr. Snow stated that Gemstone, the vendor who installed the current permanent lighting, offers an option for flood lights to shine up on the palm trees on various colors for under \$4,000. He added that the lights are generally run off Wi-Fi, so he will speak with Mr. Dellinger about options such as a Wi-Fi extender.

Mr. Greenberg asked Mr. Laughlin to reach out to the various HOAs regarding a \$500 donation.

**TENTH ORDER OF BUSINESS Financial Reports**

**A. Financial Statements as of September 30, 2023**

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

**B. Approval of Check Register**

A copy of the check register totaling \$55,589.47 was included in the agenda package.

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

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

**Supervisor Requests**

Mr. Snow asked if anything has been reported on the traffic study.

November 14, 2023

Amelia Concourse CDD

Mr. Greenberg responded that he and Joe Gay met with Commissioner Huppman who acknowledged that a traffic study had been done on Amaryllis and the commissioner was supposed to check on the results of the study and the recommendation based on those results.

Mr. Laughlin stated that he would reach out to the commissioner.

Ms. Chamerda asked if before the speed humps are considered if the residents are aware of what the speed limit is.

Mr. Greenberg responded that the District has asked for speed limit signs to be posted, however a traffic study is needed for that as well.

Mr. Snow stated that Mr. Dellinger noticed some of the fabric on the chairs has been cut, so he contacted Horizon Casual and was quoted around \$65 for replacement fabric for just the seat part for one chair, or \$240 total plus \$45 for shipping for three chairs.

Mr. Toohey suggested purchasing extra fabric to keep on hand for future replacements due to the shipping cost.

Mr. Snow asked if there a process in place for a resident required to file with the sex offender registry in terms of amenity center usage.

Ms. Gentry responded that there is no obligation for the CDD to get involved and it typically doesn't as it is the burden on each person to make sure they are complying with the terms of whatever release they are under. If the District finds out a person is violating those terms and around children at the facilities, she recommended reporting it to law enforcement.

### **Audience Comments**

Ann Bachand stated that she thinks the community would benefit more from tearing down the AT&T building and using that area as golf cart parking and if the District is going to spend money improving the amenity center, a shed can be installed for storage purposes.

Duane Rust asked where the money that was paid under the agreement with the HOA for the AT&T building.

Mr. Laughlin responded that the agreement stated that the amenity center got free internet and that agreement was approved by the CDD board at the time.

Mr. Toohey stated that he recalls a conversation in which he was told the HOA received \$35 for every new service installed at the time, however he believes the agreement has expired.



November 14, 2023

Amelia Concourse CDD

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – January 16, 2024  
at 11:00 a.m. at the Amelia Concourse  
Amenity Center**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Daniel Langelin*  
9A989FE97A6A46D  
Secretary / Assistant Secretary

DocuSigned by:  
*Harvey Greenberg*  
0A79A816FDE84EA  
Chairman / Vice Chairman