

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 16, 2024 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
William Busby	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Chip Dellinger	Operations Manager
Terry Glynn	GMS
Jordan Creel	BrightView
Mary Grace Henley	Kilinski   Van Wyk

The following is a summary of the discussions and actions taken at the January 16, 2024 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 11:00 a.m. and called the roll.

Ms. Gentry informed the Board of a new requirement for CDD board members to complete four hours of ethics training by the end of each year, addressed electronic filing requirements for Form 1, and clarified that Form 6 is not required to be filed by CDD Supervisors.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

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**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Fred Eichmann**

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor Fred Eichmann's resignation was accepted.

**B. Consideration of Appointing a New Supervisor to Fill the Vacancy**

Mr. Laughlin stated that staff can send an e-blast regarding the vacancy to solicit resumes from interested candidates unless the Board already has someone they are interested in appointing.

Mr. Greenberg asked the Board to consider appointing William Busby. A motion followed.

On MOTION by Mr. Snow seconded by Mr. Toohey with all in favor appointing William Busby to the Board of Supervisors was approved.

**C. Oath of Office for New Supervisor**

Mr. Laughlin, being a notary for the State of Florida, administered an oath of office to William Busby.

Ms. Gentry gave an overview of the Sunshine Law, public records law and ethics requirements. She also recommended setting up a different email address for District business, or keeping a separate folder for any District emails in the event there is a public records request.

**D. Consideration of Resolution Designating Officers**

The Board made the motion below to leave the slate of officers the same with the exception of adding Mr. Busby as an Assistant Secretary.

On MOTION by Mr. Toohey seconded by Mr. Snow with all in favor Resolution 2024-04, designating officers was approved with the slate of officers to remain with exception of adding Mr. Busby as Assistant Secretary.

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**FOURTH ORDER OF BUSINESS**

**Staff Reports (1)**

**A. District Engineer**

Mr. Laughlin informed the Board that Mr. Yuro has provided an update on the Dream Finders easement request noting Dream Finders has not responded to the Board’s request that they provide a timeframe of the projects in which they will be undertaking in writing, and that they obtain homeowner’s consent to use access easements off their property.

**B. Landscape Report**

Mr. Creel stated that this time of year mowing is done as needed, so crews are focusing on clean-ups, pruning, cutting back grasses and trimming shrubs.

Mr. Greenberg asked how often BrightView is onsite currently.

Mr. Creel responded that the full crew is onsite every other Tuesday and on the weeks they are not onsite, a representative will drive through to see if there is anything that needs to be done.

Mr. Greenberg stated that when the contract was negotiated, one of the requirements is 52 weeks a year and this time of year, that would be used for things that the busy season doesn’t provide time for. He also stated that it appears that there have been weeks that crews have not been onsite. Additionally, a written report of everything that has been done each week is supposed to be provided. He asked for better communication going forward.

Ms. Chamerda stated that sod was laid between the cut through between Snap Dragon and Windflower and BrightView is responsible for mowing that area.

Mr. Laughlin stated that he does not believe that area is in the contract yet, so staff will keep an eye on it to see what needs to be done.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the November 14, 2023 Meeting**

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

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor the minutes of the November 14, 2023 meeting were approved as presented.

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**SIXTH ORDER OF BUSINESS****Consideration of Structural Engineering Proposals for Utility/Storage Building**

Copies of proposals from structural architect firms were included in the agenda package for the Board's review. Mr. Dellinger also informed the Board that Wyatt Construction has connected him with a structural engineer that has provided rough drawings, however more firm drawings are needed. He noted that the condition of the building is rapidly declining.

Mr. Greenberg suggested tabling this item as there are circumstances that will be discussed later that will impact the need or ability to proceed with a proposal. This item will be added to the next agenda.

**TENTH ORDER OF BUSINESS****Staff Reports (2)****A. District Counsel – Update on AT&T Utility Discussion**

Ms. Gentry informed the Board that a letter was sent to AT&T with their corporate counsel copied as well as a gentleman who signed the community agreement many years ago, although it's unclear if he is still with the company. They have not yet responded regarding the issue of the boxes on the District's property without an easement in place, however an insurance adjuster as reached out on their behalf regarding the utility building, so staff is working on getting some updated photos and information to send them and then the next step would be to schedule an onsite inspection. She also reported on easements that were granted on the plat to FPL, which granted FPL the right to construct, operate and maintain electric utilities and to permit other firms and corporations to connect to their facilities and lay conduit for communications purposes. She will continue to update the Board on these matters.

Next the Board discussed the methods the board members can use to complete the ethics training requirement including in-person training during the regular board meetings, adding shorter Q&A sessions during board meetings in conjunction with training on their own time, or scheduling a separate workshop for the training. The Board expressed their desire to discuss scheduling a workshop for an interactive ethics training session later in the year.

Next Ms. Gentry reminded the Board that at the last meeting she was instructed to reach out to Nassau County regarding the state of the roadways in Phase 3. She did reach out and the County responded that they accepted the roadways in January 2023. They have asked for updated photos of any issues so that the public works can address those. She stated that she has

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the photos from the report that was initially compiled, but requested that any recent photos be forwarded to her to provide to the County.

**SEVENTH ORDER OF BUSINESS                      Discussion of Dream Finders Easement Request**

This matter was discussed under the engineer’s report. Mr. Laughlin noted this item will remain on the agenda for any further updates.

**EIGHTH ORDER OF BUSINESS                      Discussion of County Traffic Survey Results**

Mr. Laughlin thanked Joe for working with Commission Huppmann on this matter.

Mr. Greenberg reported that the County will be redoing the traffic survey due to an equipment malfunction.

Mr. Snow asked if the District can request they perform the survey in a different location.

Mr. Toohey stated that it is already in progress.

Charles Gay stated he told the county it should be done farther down Snap Dragon.

Mr. Laughlin stated that he could reach out to the county regarding the location in which they perform the survey.

**NINTH ORDER OF BUSINESS                      Consideration of Resolution 2024-03, Amending the Fiscal Year 2024 Debt Service Fund Budgets and Authorizing a Corresponding Amendment in the Assessments Certified for Collection**

Mr. Laughlin noted this amendment does not affect the assessments being collected. The District currently receives a comment in the audit report each year related to the defaulted bonds from 2007. This amendment will correct the defaulted status.

Ms. Gentry added that based on her discussions with District staff she understands that the amendment also accounts for any prepayments made since the budget was adopted.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor Resolution 2024-03, amending the Fiscal Year 2024 debt service budgets and authorizing a corresponding amendment in the assessments certified for collection was approved.

**TENTH ORDER OF BUSINESS                      Staff Reports (2) Continued**

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**B. District Manager – Update on Potholes**

Mr. Laughlin informed the Board that now that the roads are owned by the county, potholes can be reported to the public works department. He will have a link posted to the District’s website that the residents can use to report any roadway issues. Mr. Laughlin also stated that he will be reaching out to Dream Finders regarding a sidewalk that was laid but the sod on either side has not been repaired.

**C. Field Operations Manager – Report**

Mr. Dellinger presented the operations report, a copy of which was included in the agenda package. He is working on gathering some proposals to upgrade the security system and will present those at a future meeting.

Mr. Snow informed the Board he’s requested a proposal to update the electrical work in the center median. The hope is the gemstone lights can then be installed prior to the upcoming holiday season.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Financial Statements as of November 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 \$75,905.65 was included in the agenda package.

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

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

Charles Gay thanked Mr. Busby for joining the Board and Mr. Dellinger for doing a good job.

**THIRTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – March 19, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center**

**FOURTEENTH ORDER OF BUSINESS                      Adjournment**

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

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*Daniel Laughlin*

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Secretary / Assistant Secretary

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Chairman / Vice Chairman