

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, March 19, 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
Jeff Snow	Supervisor
Kimberley Chamerda	Supervisor
William Busby	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro <i>by phone</i>	District Engineer
Chip Dellinger	Operations Manager
Mary Grace Henley	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the March 19, 2024 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

Staff Reports (1)

A. District Engineer

Mr. Yuro updated the Board on the Phase 3 repairs to be completed by Dream Finders stating that he's reached out to the project manager several times and his understanding is a document is being prepared for the Board to review regarding the drainage access areas to get to the stormwater ponds to make necessary repairs, however he has not yet received it.

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B. Landscape Team

1. Consideration of Proposal to Clean Up Landscaping on Orchid Blossom Trail

A proposal from BrightView to remove smaller weeds and trees and clean up the Palmettos along Orchid Blossom Trail totaling \$4,794 was included in the agenda package for the Board’s review.

Mr. Greenberg stated that the area is the responsibility of Dream Finders and the District will not pay for it.

Mr. Laughlin stated that Dream Finders agreed to do the work, but they also stated if they did this work, they would not do anything else. He added that he could inform Dream Finders the work needs to be completed.

2. Consideration of Proposal to Replace Declining Roses at Entrance

A proposal from BrightView to replace the declining roses in the entrance island totaling \$1,574.13 was included in the agenda package for the Board’s review.

Mr. Dellinger stated that BrightView is supposed to lower the entire bed and replace the mulch, so he suggested holding off on the roses until that is done.

Mr. Laughlin stated that this proposal could be approved contingent on getting that additional work done first.

Mr. Greenberg stated that it is also contingent on the mulch proposal, and customarily when new mulch is put down, the old mulch is removed and the new mulch is then installed, however BrightView has put the new mulch on top of the old mulch, which may have contributed to electrical issues at the island.

Mr. Laughlin stated that he will look at the contract to see if it includes mulch removal prior to new applications.

On MOTION by Mr. Snow seconded by Mr. Busby with all in favor the proposal from BrightView to replace the declining roses was approved contingent on the current mulch being removed and the electrical equipment being raised prior to new mulch being installed.

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3. Consideration of Proposal to Remove Built Up Mulch at Community Entrance and Around Pool Area

Mr. Snow asked that staff confirm what BrightView’s policy is with adding new mulch and removing old mulch.

Staff was directed to obtain proposals from mulch companies.

This item was tabled.

4. Consideration of Proposal to Add Mulch to Entrance, Amenity Center, and JEA Lift Station

This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 16, 2024 Meeting

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

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor the minutes of the January 16, 2024 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Update on Utility / Storage Building

Ms. Gentry stated that since the last meeting she has continued to pursue the storage building issues with AT&T and the fact that their utility boxes are on District property, and it does not appear permission was granted for that. AT&T has referred her to their insurance carrier for the issues with the building and referred her to their general counsel for the issues with the lack of an easement for the utility equipment. Their general counsel has not been able to produce any documentation showing that there was permission to install the utility boxes on the District’s property, so they discussed the need to clean that up with compensation to the District. The issues with the building were also discussed and he acknowledged that is an issue as well. She will continue to follow up with AT&T to get these issues resolved. She suggested a conversation be had to determine what kind of compensation is appropriate for addressing the building.

Mr. Greenberg stated that he feels the building should be restored so the District has use of it for storage purposes and AT&T should be responsible for the full cost of restoring the structure.

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Ms. Gentry recommended getting preliminary quotes for what it would take to repair the building to begin the negotiations.

SIXTH ORDER OF BUSINESS

Discussion of Dream Finders Easement Request

Mr. Yuro provided an update on this item under the engineer’s report.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Instructing the Nassau County Supervisor of Elections Office to Conduct the District’s 2024 General Election

Mr. Laughlin reminded the Board that two seats are up for election this year and noted the qualifying period is scheduled for the second week in June.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor Resolution 2024-05, instructing the Nassau County Supervisor of Elections to conduct the District’s 2024 general election was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Facility Rental Procedures and Deposits; Consideration of Resolution 2024-06, Setting a Public Hearing

Ms. Gentry stated that the current deposits for room rentals are \$125 for up to 25 attendees and \$250 for more than 25 attendees. Given some issues staff has had with rentals, the discussion is whether those deposits are still appropriate.

Mr. Dellinger explained that a recent rental left the facility in rough condition and went two hours over the time limit.

Mr. Laughlin noted that if damages occur that cost above and beyond what the deposit is, there are options such as suspending the resident’s amenity privileges and requesting payment prior to rescinding the suspension.

Ms. Chamerda stated that she does not think the deposit is sufficient.

Mr. Snow stated that he feels the current rates are appropriate.

Mr. Greenberg stated that the deposit is refundable, so it being raised should not be a reason for someone to not rent the amenity center.

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Ms. Gentry recommended setting a cap for the proposed deposit and following the public hearing in May, the Board can make a final decision.

The Board agreed to set the proposed deposit at \$250 regardless of the number of attendees.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor Resolution 2024-06, setting a public hearing for May 21, 2024 to adopt revised amenity rates was approved.

The Board discussed whether any action should be taken regarding the resident who went over the time limit for her rental and did not return the facility to an acceptable condition following the rental.

On MOTION by Mr. Greenberg seconded by Ms. Chamerda with Ms. Chamerda and Mr. Greenberg in favor and Mr. Busby and Mr. Snow opposed, suspending amenity rental privileges of the resident until May 21, 2024 was not approved.

Staff was directed to send a formal warning letter to the resident.

NINTH ORDER OF BUSINESS

Staff Reports (2)

A. District Counsel

Ms. Gentry reported that her firm is still waiting on the final report from the legislation to determine what measures are signed that apply to special districts. One of the measures passed was that special districts have new reporting requirements regarding goals and objectives with performance measures of the District, and then they must report on whether they met those goals and objectives. The other measure that has passed would provide cyber security liability if they comply with certain State cyber security protocols. She will provide more information to the Board when it is available.

B. District Manager

Mr. Laughlin reminded the Board that the fiscal year 2025 budget is scheduled to be approved at the May meeting.

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C. Field Operations Manager – Report

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

TENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of January 31, 2024

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

B. Approval of Check Register

A copy of the check register totaling \$38,112.81 was included in the agenda package.

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

ELEVENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

Rich Wheeler asked if there are audits performed periodically on the card access system to ensure the cards belong to current residents.

Mr. Laughlin responded that Mr. Dellinger is working on the system.

Mr. Greenberg added that changing the cards to a fob system is being considered, however that has not been brought to the Board yet.

Charles Gay stated that there was a punch list made up of what Dream Finders was supposed to do and asked why they’re not being pushed harder to complete that punch list.

Ms. Gentry responded that the District has not accepted Phase 3 yet, so Dream Finders is still on the hook for those punch list items. She noted there is another list of items that were county items that were issues with the road and the curbing and the District informed the county of those issues, however the county accepted the roads anyway.

Charles Gay asked if the seats up for election will be posted to the District’s website.

Mr. Laughlin responded yes, and he will also ask that email blasts be sent out to the residents.

Charles Gay also stated that the Board should be cautious of anyone renting the clubhouse frequently.

Mr. Dellinger stated that the clubhouse can only be rented by the same person once a quarter.

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Mr. Greenberg informed the Board that he has asked counsel to draft a letter that could be sent by email blast reminding residents of rules regarding underage children using the pool unattended and driving golf carts.

There were no objections from the Board on counsel drafting the letter.

Ms. Gentry noted that children driving the golf carts is not a CDD-enforcement issue, it is a law enforcement issue, so she will include a reminder that if residents are concerned about that, they should call the Sheriff's Office, not the CDD staff.

TWELFTH ORDER OF BUSINESS Discussion of Security Matters

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 security system plan. The closed session began at approximately 12:16 p.m. The public portion of the meeting resumed at approximately 12:26 p.m. and the following motion was made.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor the proposal from Hi-Tech for security cameras totaling \$8,244.99 for installation and a \$85 monthly service fee was approved subject to negotiating the termination language, with the Chair authorized to provide final approval.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – April 16, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center

FOURTEENTH ORDER OF BUSINESS Adjournment

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

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Daniel Langelin
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Secretary / Assistant Secretary

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