

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, May 21, 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 May 21, 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

Charles Gay stated that he hopes the Board looks at what the property management company is looking to raise rates to.

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 seven times and often received a response

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stating that they will have some information for the easement agreement they want to make the final repairs, however that has still not been received.

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. Laughlin stated that there has been no further communication from Dream Finders on completing this project.

This item was tabled.

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

Mr. Laughlin informed the Board that removal of any old mulch would be an extra fee.

Mr. Greenberg stated that he expects to see some kind of financial consideration for what was not properly done.

Mr. Busby asked if it can be specified in the next contract that old mulch should be removed prior to new mulch being added.

No action was taken on this item.

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

Mr. Greenberg stated that this project should be the responsibility of JEA as they maintain the lift station.

Mr. Laughlin stated that he would reach out to JEA.

Mr. Greenberg stated that BrightView continues to underperform and suggested issuing a request for proposals.

There were no objections from the Board. The Board requested inclusion of requirements for a monthly report and coordinating the maintenance schedule with Chip for walk-throughs, and inclusion of a detailed map.

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On MOTION by Mr. Busby seconded by Mr. Snow with all in favor authorizing staff to issue an informal request for proposals for landscape maintenance services was approved with Supervisor Chamerda authorized to approve the final project manual.

FOURTH ORDER OF BUSINESS **Approval of Minutes**

A. March 19, 2024 Regular Board 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 March 19, 2024 meeting were approved as presented.

B. April 16, 2024 Budget Workshop

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

On MOTION by Mr. Snow seconded by Mr. Busby with all in favor the minutes of the April 16, 2024 workshop were approved as presented.

FIFTH ORDER OF BUSINESS **Update on Utility / Storage Building**

Ms. Gentry reminded the Board that AT&T’s general counsel is handling the easement, while the insurance company is handling the building. The insurance company is no longer responding, so she has told AT&T that she does not believe the Board will grant an easement for the equipment without the building issue being resolved. If there is not a resolution to the building issue by the next meeting, she will set up calls with the board members individually to discuss litigation.

SIXTH ORDER OF BUSINESS **Public Hearing for the Purpose of Adopting Rental Rates; Consideration of Resolution 2024-07**

Mr. Laughlin stated that the purpose of the public hearing is to change the refundable deposit from \$125 or \$250 depending on the number of attendees, to \$250 regardless of the number of attendees due to issues with past rentals.

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

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A resident stated that the community is being punished for a few bad apples and suggested sending a bill to a renter who causes any damage above the deposit.

Mr. Greenberg stated that would mean expenditures on the District’s part to try to recoup money for any damage caused. He also pointed out that the deposit is refundable.

Mr. Dellinger added that he has had rentals submit the lower deposit amount based on inaccurate guest counts, when it should have been \$250, so having one deposit would simplify the process.

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

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor Resolution 2024-07, adopting amended deposit rates was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-08, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption

Mr. Laughlin presented the proposed budget, noting there is a 4.5% increase in assessments being proposed. He also informed the Board the July meeting will need to be moved further out to accommodate the 60 required between budget approval and budget adoption.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor Resolution 2024-08, approving the proposed budget and setting a public hearing for July 24, 2024 at 1:00 p.m. was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports (2)

A. District Counsel

Ms. Gentry reminded the Board members their Form 1 is due electronically by July 1st. She also reminded the Board there are two seats up for election this year and the qualifying period for any candidates to register is noon on June 10th through noon on June 14th.

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Mr. Greenberg updated the Board on the details of the agreement for security equipment stating that the total cost came to \$8,244.77 and they agreed to a one-year contract that includes a provision for a maximum 9% increase. He noted they will be better quality cameras and will cover more area.

B. District Manager

1. Report on the Number of Registered Voters (876)

Mr. Laughlin informed the Board there are 876 registered voters reported to be residing within the District's boundaries.

2. Reminder of Qualifying Period for General Election

This item was covered under District Counsel's report.

Mr. Laughlin stated that a resident has asked to provide swim lessons at the District's pool. He noted she is fully insured and can provide a certificate of insurance.

Mr. Greenberg stated that he was okay with one student at a time.

Ms. Gentry stated if the Board feels this is a worthwhile amenity for the residents, the District would enter into a license agreement with the swim instructor that would require insurance and indemnification for the District. There would also be a requirement to schedule everything with Mr. Dellinger and to yield pool space to residents.

Mr. Dellinger commented that he does not see an issue with yielding to resident usage so long as the lessons end by noon.

A resident commented that she does not believe the pool is big enough for both lessons and public usage at the same time.

Mr. Greenberg suggested limiting the lessons to under three participants and requiring that they end at noon to ease concerns of overcrowding.

The Board also agreed to limit the lessons to Tuesdays through Fridays, and to limit the lessons to residents only.

<p>On MOTION by Mr. Snow seconded by Mr. Busby with all in favor the request to allow swim lessons at the amenity pool was approved subject to an agreement, the lessons being limited to three participants, the lessons ending at noon, the lessons being</p>

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limited to Tuesdays through Fridays, and limiting the lessons to residents only.

C. Field Operations Manager – Report

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

Mr. Laughlin stated that he received the proposals and renderings for proposed amenity improvements from Urban Edge and will send those to the Board. This item will be discussed at the next meeting.

NINTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of March 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 \$24,320.41 was included in the agenda package.

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

TENTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

Mr. Snow asked if there is an online process for applying for rentals used in any other communities.

Mr. Laughlin stated that he would look into it.

Ms. Chamerda asked when Mr. Dellinger would be taking inventory of the issued access cards.

Mr. Greenberg responded that it’s already been done.

Bob Zingle asked if the security system is capable of facial recognition.

Mr. Greenberg responded that it is.

Duane Rust asked if the pond maintenance company is still coming on schedule.

Mr. Dellinger responded that they are, and they should be coming monthly through the summer.

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Mr. Greenberg asked Mr. Dellinger to obtain a schedule for the pond maintenance company.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – July 24, 2024 at 1:00 p.m. at the Amelia Concourse Amenity Center

TWELFTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Daniel Laughlin
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Secretary / Assistant Secretary

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