

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 Wednesday, July 24, 2024 at 1:00 p.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.

Present and constituting a quorum were:

Harvey Greenberg	Chairman
Kimberley Chamerda	Supervisor
William Busby	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the July 24, 2024 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 1:00 p.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) – District Engineer**

Mr. Greenberg asked Mr. Yuro if there has been a response from Dream Finders.

Mr. Yuro stated that he has not heard from them despite being promised information.

Mr. Laughlin stated that he was contacted by Dream Finders this week, and they are trying to get the ball rolling, so he is going to try to get a conference call set up.

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**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 21, 2024 Meeting**

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

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor the minutes of the May 21, 2024 meeting were approved as presented.

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

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape and Irrigation Maintenance Services**

Four proposals were provided to the Board for their review. Each contractor present at the meeting provided a brief overview of their company and the services they provide. Mr. Laughlin noted that The Greenery revised their mulch pricing from \$2,970 for 40 cubic yards to \$2,500. Following a discussion amongst the Board and residents, a motion was made to select The Greenery.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor selecting The Greenery to provide landscape and irrigation maintenance services was approved.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor terminating the contract with Brightview with 30 days' notice was approved.

**FIFTH ORDER OF BUSINESS**

**Update on Utility / Storage Building**

Ms. Gentry stated that AT&T's insurance claims administrator has denied the insurance claim for the building, so the decision needed from the Board is whether to pursue AT&T through a civil litigation, or whether to pursue repairing or demolishing the building at the CDD's own expense. Pros and cons of each approach have been discussed individually with each Board member.

The Board agreed to not pursue litigation but was in agreement to pursue payment for an easement to keep AT&T's equipment on the District's property.

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On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, not pursuing litigation against AT&T for the utility building was approved.

Mr. Greenberg suggested refurbishing the building for storage purposes.

Ms. Gentry recommended appointing a board member to discuss negotiations for the easement with staff between meetings. Any offers will be brought to the Board at the next meeting for approval.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor authorizing District Counsel to work with Supervisor Busby to negotiate an easement with AT&T was approved.

**SEVENTH ORDER OF BUSINESS                      Public Hearings**

**A.    Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget; Consideration of Resolution 2024-09, Relating to Annual Appropriations and Adopting the Budget**

Mr. Laughlin provided an overview of the budget noting that there is a proposed increase in assessments included in the budget in the amount of \$47.17 per household for the year.

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

A resident asked if any portion of the Phase 3 money is going to Dream Finders at this point.

Mr. Greenberg responded that there are no funds going to Dream Finders.

A resident stated that Pond 3 is budgeted for landscaping and asked if that means the pond will actually be mowed.

Mr. Laughlin responded that once the District takes ownership of the Phase 3 bonds, maintenance can begin right away.

Charles Gay stated that the HOA statements state that the homeowners will maintain the pond banks for Phase 1, however the same was not done for future phases.

Matthew Whaley asked what happens to any excess money left in the budget.

Mr. Laughlin responded that a budget amendment to be done to balance any line items that were under or over, and if there is anything left after that, the money will roll over to the

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next year to offset any increases in the next year’s budget, or it can be put in the capital reserve fund.

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

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor Resolution 2024-09, relating to annual appropriations and adopting the budget for fiscal year 2025 was approved.

**B. Public Hearing for the Purpose of Imposing Special Assessments; Consideration of Resolution 2024-10; Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025**

Mr. Laughlin stated that this resolution would impose the assessments needed to fund the general fund budget and would certify the assessment roll to be sent to the County.

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

Charles Gay asked if the assessment increase will be on the property tax bill for this year or next year.

Mr. Laughlin responded this year.

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

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor Resolution 2024-10, imposing special assessments and certifying an assessment roll for fiscal year 2025 was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports (2)**

**A. District Counsel**

Ms. Henley reminded the Board members to complete their ethics training requirement by December 31<sup>st</sup>.

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**B. District Manager****1. Consideration of Resolution 2024-11, Designating a Regular Meeting Schedule for Fiscal Year 2025**

Mr. Laughlin presented a proposed meeting schedule including meetings on the third Tuesday of every other month at 11:00 a.m. with the exception of July, which will be held on the fourth Tuesday.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor Resolution 2024-11, designating a regular meeting schedule for fiscal year 2025.

Mr. Laughlin informed the Board that the trail road between Amelia Concourse and Amelia Walk was used for construction vehicles to access Phases 4 and 5 and since the construction has been completed, the Board has designated the road as a walking trail for the Amelia Walk residents to use. Amelia Walk's board is working through a process to prevent motorized vehicles from using the trail.

**2. Discussion of Goals and Objectives**

Mr. Laughlin stated that there is a new requirement that special districts establish goals and objectives for each year, and the first set will need to be adopted by October 1<sup>st</sup>. GMS and district counsel have worked to develop a form that can be used that includes various performance measures and standards to follow. A copy of this form was included in the agenda package for the Board's review. He asked the board members to reach out to him if there is anything they'd like added to the list.

Mr. Greenberg asked Mr. Laughlin to check with the county on the status of the passthrough on Orange Branch Trail.

**C. Field Operations Manager****1. Report**

Mr. Dellinger presented the operations report, a copy of which was included in the agenda package. He also stated that he believes the doors throughout the amenity center are having issues sealing, which is affecting the air conditioner's ability to keep the facility cool.

Mr. Greenberg recommended getting pricing to replace the wooden doors and looking into refurbishing the metal doors.

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**2. Proposal to Replace Posts and Rope Around Pool**

Mr. Greenberg asked Mr. Dellinger to obtain more proposals for this work. This item was tabled pending receipt of additional proposals.

**NINTH ORDER OF BUSINESS Financial Reports**

**A. Financial Statements as of May 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 \$55,459.12 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. Busby stated that he attended the Phase 2 HOA meeting recently, and they seemed to indicate they would be willing to contribute to the Christmas decorations as long as all three of the HOAs did.

Mr. Laughlin stated that staff can look into it.

Carol Mosior commented on the amount of trash in the ponds and stated that the pond maintenance contractor does not pick anything up.

Mr. Laughlin asked Mr. Dellinger to speak to the pond maintenance provider about picking trash up.

A resident asked what the status is on the Phase 3 ponds and commented that they are disgusting.

Mr. Laughlin responded that there are a couple of close-out items that Dream Finders has to do before the District can accept ownership of the ponds.

**ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting – September 17, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center**

**TWELFTH ORDER OF BUSINESS Adjournment**

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On MOTION by Mr. Busby seconded by Ms. Chamerda 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