

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, September 17, 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
Kimberley Chamerda	Supervisor
William Busby	Supervisor
Jeff Snow	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mary Grace Henley	District Counsel
Lauren Gentry	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Operations Manager
Roy Grantham	The Greenery
Alan Flannery	The Greenery
Terry Glynn <i>by phone</i>	GMS

The following is a summary of the discussions and actions taken at the September 17, 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 asked why the people that signed the agreement for the storage building with AT&T were not contacted.

Mr. Laughlin stated that counsel has been in contact with AT&T for about six months, and the Board has determined they are moving forward with making repairs to the building.

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

**SIXTH ORDER OF BUSINESS**

**Ratification of Agreement with The Greenery for Landscape and Irrigation Maintenance Services**

Mr. Laughlin stated that The Greenery was the landscape and irrigation maintenance vendor chosen by the Board at the last meeting. The agreement to provide landscape and irrigation maintenance services was signed between meetings as the service began on September 1, 2024.

Mr. Greenberg asked if The Greenery has had a chance to draft a proposal to remove old mulch.

Mr. Flannery responded that a proposal was submitted in the amount of \$1,600.

Mr. Dellinger noted that the cost for replacement mulch is included in the agreement.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor the proposal from The Greenery to remove the old mulch and to regrade the area for a total of \$1,600 was approved.

Mr. Flannery presented a proposal to cut the Wax Myrtles near the utility building flush to the soil totaling \$2,335.59.

This proposal was tabled to the next meeting.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor the agreement with The Greenery for landscape and irrigation maintenance services was ratified.

**THIRD ORDER OF BUSINESS**

**Staff Reports (1): District Engineer – Consideration of Proposal for Preparation of a Public Facilities Report**

Mr. Yuro presented a proposal to prepare an updated public facilities report totaling \$1,950, which is required to be updated every seven years per the Florida Statutes.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor the proposal from Yuro & Associates to prepare an updated public facilities report for a total of \$1,950 was approved.

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Mr. Yuro stated that he is an engineer for three communities in the area, and he is receiving a lot of complaints regarding the wetlands and preserve areas behind people’s homes. He was asked to look at two areas, the first being behind 95333 Snapdragon. He inspected the area prior to the meeting and found that it is still flooded. According to the previous engineer, the intent is that the wetland would spill over the pond bank behind Windflower. There is a little water leeching through currently, but it does appear that there is a berm that would prevent anything from spilling over into the pond. He needs to review the grading plans. A potential solution is to cut a swale into the wetland. He also thinks the lots look low, so there’s a chance the problem is more with the lot grading. Additionally, there was a complaint of some erosion by 94666 Windflower. It appears to be tire ruts from the mowers, and the vegetation in the area does not appear to be well maintained.

Mr. Yuro stated that he has not received any updates from Dream Finders regarding the items necessary for turnover of the new phase. Mr. Greenberg asked Mr. Yuro to provide Ms. Gentry with a brief outline, so counsel can again put the county on notice about the deficiencies from the builder to encourage them not to accept anything and not to return the performance bond.

Ms. Gentry stated that she will check her records but that based on previous correspondence she believes the county has already accepted the areas.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 24, 2024 Meeting**

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

On MOTION by Ms. Chamerda seconded by Mr. Busby with Ms. Chamerda, Mr. Snow and Mr. Busby in favor and Mr. Greenberg opposed, the minutes of the July 24, 2024 meeting were approved as presented 3-1.

**FIFTH ORDER OF BUSINESS**

**Update on Utility/Storage Building – Consideration of Proposal for Building Repair**

Ms. Gentry informed the Board that AT&T has made an opening offer of \$5,000 and noted she believes there is room for negotiation. Her firm has reviewed their standard form of easement agreement, and AT&T has accepted the changes her firm asked for. She also asked that

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they narrow down the area they would be asking for an easement over so it's not the whole tract, so they are working on that.

Mr. Snow asked if the dollar amount they offered is a lump sum.

Ms. Gentry responded that it is. She had proposed the possibility of an ongoing lease agreement where AT&T would make an annual payment, but they responded that is not something they do when they are installing permanent improvements.

Mr. Laughlin presented a proposal from Dallapiazza Construction to repair the utility building for a total of \$68,000.

Mr. Greenberg stated that there are two homeowners that he'd like to have consider repairing or replacing the roof, repair or replace the door, remove the mold inside the building, and removing the sheetrock as well as the non-supporting demising wall at cost for the materials and labor and only charging a 5% general contractor fee.

Mr. Dellinger stated that one of the homeowners provided a proposal to obtain the engineering plans for a total of \$1,700.

Kevin Rayberg stated that the professional opinion is the current roof is not a good style of roof. He proposed removing that roof and frame a hip style roof. He also noted that engineering will be necessary. He believes Wyatt can beat the \$68,000 estimate, however he cannot speak for them on whether they would do the job at cost.

On MOTION by Mr. Busby seconded by Mr. Snow with all in favor, the proposal from Wyatt's Contracting Services for engineering plans for the utility building totaling \$1,700 was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Acceptance of the Fiscal Year 2023 Audit Report**

Mr. Laughlin presented the fiscal year 2023 audit report. There were a couple of findings as in past years due to the SPE, however that should be cleared before the next audit.

On MOTION by Mr. Snow seconded by Ms. Chamerda with all in favor, the fiscal year 2023 audit report was accepted.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for Electrical Work**

Mr. Dellinger informed the Board that he received a proposal from Peacock Electric in the amount of \$3,450 for the middle island to replace eight light posts with LED flood lights, and to add GFI outlets on the posts. They also submitted a proposal in the amount of \$1,470 to replace four light posts and two GFI outlets at the entry towers. Johnny’s AC Electrical & More submitted a proposal in the amount of \$1,754 for replacing the eight light posts in the middle island, and \$988 to replace four posts at the entry towers.

Mr. Snow stated that a homeowner that is an electrician has recommended a junction box in the island.

Mr. Greenberg recommended approving a not to exceed amount to allow the homeowner to look at it.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor electrical work at the entrance was approved at an amount not to exceed \$2,800.

**NINTH ORDER OF BUSINESS**

**Staff Reports (2)**

**A. District Counsel**

There being nothing further to report, the next item followed.

**B. District Manager – Consideration of Adopting Goals and Objectives for Fiscal Year 2025**

Mr. Laughlin informed the Board Florida legislature now requires special districts adopt goals and objectives for each year. He presented a proposed performance measures/standards and annual reporting form that would be posted to the District’s website if it is adopted.

On MOTION by Mr. Snow seconded by Mr. Busby with all in favor the performance measures/standards and annual reporting form was approved as presented.

**C. Field Operations Manager – Report**



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On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor authorizing Supervisor Snow to approve a Christmas lighting proposal was approved.

Charles Gay asked why the original board members that signed the agreement with AT&T were not contacted.

Mr. Laughlin responded that he did contact the person that signed the agreement for the HOA, as she used to be on the CDD’s board, and she had no information to provide.

Ms. Gentry added that there is nothing in the agreement about the CDD building and it wasn’t signed by the CDD, it was only signed by the HOA.

Charles Gay asked why brand new electrical is being replaced.

Mr. Snow responded that he does not think the towers will be touched, just the median will be changed.

Ms. Chamerda asked if there should be a request to ask Johnny’s AC Electrical & More to install the junction box in the island.

Mr. Greenberg responded that he thinks before that is done, a better indication is needed from the homeowner that is an electrician.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 19, 2024 at 11:00 a.m. at the Amelia Concourse Amenity Center**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:  
  
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Secretary / Assistant Secretary

Signed by:  
  
9A79A816FDE84EA...  
Chairman / Vice Chairman