

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, January 21, 2025 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 <i>by phone</i>	Vice Chairman
Kimberley Chamerda	Supervisor
William Busby	Supervisor
Jeff Snow	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the January 21, 2025 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**

Duane Rust stated that at the last meeting he provided a letter that was to be given to The Greenery regarding damage they caused to a fence, however the homeowner has not heard anything from them.

Mr. Laughlin stated that he would follow up with The Greenery.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Renovation of  
Utility / Storage Building**

Mr. Greenberg stated that two residents in the construction business have recommended rebidding the project with a smaller scope to ensure all proposals can be compared apples to apples.

This item was tabled to allow staff to request updated proposals.

**THIRD ORDER OF BUSINESS**

**Staff Reports (1)**

**A. District Engineer**

Mr. Yuro informed the Board that District Counsel provided Dream Finders with an easement agreement prior to the holidays, however they have not provided a signed agreement yet and have been unresponsive.

Next, he reported that he has investigated ways to increase parking, and the best he thinks can be accomplished is two parking spaces where the patch of grass is adjacent to the sidewalk.

The Board asked Mr. Yuro to look at head-on or parallel parking options.

Next, Mr. Yuro reported that with the recent heavy rains, he's been investigating issues with wetlands ponding up and encroaching into backyards in multiple communities. There is a specific concern about a wetland behind Snapdragon and Windflower where the county has reached out to him. The wetland is designed to spill over into the adjacent pond; however, the pond berm elevation is higher than the wetland. A possible solution is to do a permit modification and install a structure at a lower elevation.

The Board directed Mr. Yuro to reach out to the St. Johns River Water Management District to see if they would even consider that type of permit modification.

Mr. Snow questioned if the other Board members would consider moving the playground to the kiddie pool area if that pool is removed and then converting the current playground area into additional parking spaces.

Mr. Greenberg and Ms. Chamerda stated that they would consider it.

Mr. Laughlin stated that some renderings of potential amenity improvements should be ready for presentation by the next board meeting.

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Mr. Greenberg suggested a working group be established with one homeowner from each phase along with a board member to come up with ideas for the amenity improvements.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 19, 2024 Meeting**

Mr. Laughlin asked for approval of the minutes in substantial form as there are some minor revisions that need to be made.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the November 19, 2024 minutes were approved in substantial form.

**SIXTH ORDER OF BUSINESS**

**Staff Reports (2)**

**A. District Counsel – Update on AT&T Easement**

Ms. Gentry informed the Board that AT&T’s offer for a utility easement has been increased to \$19,000.

The Board declined the offer and directed Ms. Gentry to continue negotiations.

**B. District Manager**

Mr. Laughlin stated that staff will send an e-blast to the community asking for volunteers for the amenity improvements working group.

Jesse Campo recommended providing the working group with a survey of the area that can be used to encompass the improvements and asking the working group for five specific things they’d like to see happen.

An attendee suggesting including someone with project management in the working group. He also suggested checking with other communities to see what is working and not working for them.

Mr. Greenberg stated that it needs to be determined what, if anything, will be done about the revised traffic study that was sent to Mr. Laughlin the day after the last board meeting regarding the cut through.

Mr. Laughlin added that he believes they are considering putting in traffic lights with the issuance of the revised traffic study.

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The Board directed staff to send an e-blast to the community regarding the latest developments in regard to the traffic study.

Mr. Greenberg stated that while the holiday lights were up, all the lights were on 24/7, which was unnecessary. He was under the impression timers were going to be installed.

Mr. Snow stated that the vendor did not provide the timers, however it is in writing that timers will be provided next year.

Mr. Laughlin stated that he has not received the contribution towards the holiday lighting costs from the Phase 3 HOA.

**THIRD ORDER OF BUSINESS**

**Staff Reports (1)**

**B. Landscape Maintenance**

Mr. Flannery presented two proposals for landscape enhancements. The first being to address the wax myrtles at the JEA lift station, and the second being to replace the three trees in the island with crepe myrtles.

No action was taken on the proposals as the lift station is JEA’s responsibility to maintain, and the island will not be addressed until the Board determines what improvements will take place to the amenities.

**FOURTH ORDER OF BUSINESS**

**Staff Reports (2)**

**C. Field Operations Manager – Report**

Mr. Dellinger presented the operations report, a copy of which was included in the agenda package. Next, Mr. Dellinger asked the board if they would like RMS to refinish the wood ceiling.

There were no objections from the Board.

Mr. Greenberg stated that all the proposals for the refurbishment of the storage/utility building included finishing the interior of the building, however it is intended to just use the building for storage as it will not be air conditioned. He asked if the Board would prefer to leave the interior unfinished.

The consensus of the Board was to spend money on what’s needed rather than aesthetics.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of November 30, 2024**

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

**B. Approval of Check Register**

A copy of the check register totaling \$62,701.06 was included in the agenda package.

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

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

Charles Gay stated that there was about 150-feet of fence missed during pressure washing. Next, Mr. Gay stated that the contract with AT&T for the utility building was signed by the original board. He asked why the management company has not followed up with on the building contract, which allowed AT&T to keep a lock on the door.

Mr. Greenberg stated that the CDD and HOA boards were both controlled by the developer, and as a result, they represented the interests of the builder and developer.

The Board discussed providing a bonus to Mr. Dellinger and Mr. Laughlin in appreciation for the work they do for the community. The Board's consensus was to give each of them \$400.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor authorizing a bonus for Mr. Laughlin and Mr. Dellinger in the amount of \$400 each was approved.

Mr. Snow stated that the grass is looking a little rough and needs to be cut in the area between the incoming lane at the entrance and the first home.

Mr. Dellinger stated that there was a disconnect with the landscape maintenance company, but it should be maintained going forward.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 18, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center**

**TENTH ORDER OF BUSINESS**

**Adjournment**

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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:  
  
0A79A816FDE84EA...  
Chairman / Vice Chairman