

**Amelia Concourse
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.AmeliaConcourseCDD.com

April 8, 2025

Board of Supervisors
Amelia Concourse Community Development District
Staff/Supervisor Call In #: 1-877-304-9269 Code 3537070

Dear Board Members:

The Amelia Concourse Community Development District Budget Workshop is scheduled to be held **Tuesday, April 15, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center, 85200 Amaryllis Court, Fernandina Beach, Florida 32034.**

Following is the agenda for the meeting:

- I. Call to Order
- II. Discussion of the Fiscal Year 2026 Budget
- III. Audience Comments
- IV. Next Scheduled Meeting – May 20, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center
- V. Adjournment

Amelia Concourse

Community Development District

Proposed Budget
FY 2026

Presented by:



Amelia Concourse
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY 2025	Actuals Thru 2/28/25	Projected Next 7 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
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REVENUES:

Special Assessments - Tax Roll	\$ 459,139	\$ 456,394	\$ 2,745	\$ 459,139	\$ 495,130
Interest income	5,000	8,917	6,083	15,000	5,000
Rental Revenue/Miscellaneous Revenue	500	530	470	1,000	500
Carry Forward Surplus	23,188	-	23,188	23,188	22,329
TOTAL REVENUES	\$ 487,827	\$ 465,840	\$ 32,486	\$ 498,327	\$ 522,958

EXPENDITURES:

Administrative

Supervisors	\$ 6,000	\$ 1,200	\$ 4,000	\$ 5,200	\$ 6,000
FICA Expense	459	92	306	398	459
Travel	300	-	300	300	300
Engineering	7,500	3,690	3,810	7,500	7,500
Attorney Fees	30,000	3,771	10,403	14,174	30,000
Annual Audit	4,350	-	4,350	4,350	4,500
Dissemination	11,798	5,016	6,782	11,798	12,152
Assessment Roll Administration	8,427	8,427	-	8,427	8,680
Property Appraiser	5,000	4,640	-	4,640	5,000
Trustee Fees	13,588	8,979	4,608	13,588	14,946
Arbitrage Rebate	1,800	-	1,800	1,800	1,800
Management Fees	51,588	21,495	30,093	51,588	53,135
Information Technology	2,247	936	1,311	2,247	2,315
Website Maintenance	1,124	468	655	1,124	1,157
Telephone	500	76	424	500	500
Postage	1,000	34	966	1,000	1,000
Insurance General Liability	11,580	11,264	-	11,264	12,159
Printing & Binding	750	228	522	750	750
Legal Advertising	2,500	-	2,500	2,500	2,500
Other Current Charges	1,000	837	163	1,000	1,000
Office Supplies	100	2	98	100	100
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 161,785	\$ 71,330	\$ 73,092	\$ 144,421	\$ 166,128

Amelia Concourse
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY 2025	Actuals Thru 2/28/25	Projected Next 7 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
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Operations & Maintenance

Contract Services:

Landscape Maintenance	\$ 45,000	\$ 15,885	\$ 29,115	\$ 45,000	\$ 58,250
Lake Maintenance	7,000	1,840	5,160	7,000	9,400
Field Operations Management	16,800	7,000	9,800	16,800	19,320

Repairs & Maintenance

Repairs & Maintenance	\$ 18,000	\$ 6,901	\$ 11,099	\$ 18,000	\$ 18,000
Irrigation Repairs	4,000	-	4,000	4,000	4,000
Landscape Contingency	10,000	5,358	4,642	10,000	10,000

Utilities

Electric	\$ 35,000	\$ 14,221	\$ 20,778	\$ 35,000	\$ 35,000
Water & Sewer	15,000	8,441	14,059	22,500	23,000

TOTAL OPERATIONS & MAINTENANCE	\$ 150,800	\$ 59,646	\$ 98,654	\$ 158,300	\$ 176,970
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Amenity Center

Insurance	\$ 22,207	\$ 20,242	\$ -	\$ 20,242	\$ 22,266
Facility Management	16,800	7,000	9,800	16,800	19,320
Pool Maintenance	18,318	7,633	10,686	18,318	18,318
Pool Chemicals	13,000	3,979	9,021	13,000	13,000
Pool Permits	530	-	530	530	530
Cable	2,200	812	1,388	2,200	2,200
Janitorial	9,841	4,100	5,740	9,841	9,841
Facility Maintenance	13,596	4,594	9,002	13,596	15,635
Pest Control	1,000	324	676	1,000	1,000
Refuse	750	302	448	750	750
Holiday Decorations	2,000	-	2,000	2,000	2,000

TOTAL AMENITY CENTER	\$ 100,242	\$ 48,986	\$ 49,290	\$ 98,277	\$ 104,860
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Reserves

Capital Reserve Fund	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
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TOTAL RESERVES	\$ 75,000	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
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TOTAL EXPENDITURES	\$ 487,827	\$ 179,962	\$ 296,036	\$ 475,998	\$ 522,958
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Other Sources/(Uses)

Interlocal Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
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EXCESS REVENUES (EXPENDITURES)	\$ (0)	\$ 285,878	\$ (263,549)	\$ 22,329	\$ 0
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Amelia Concourse
Community Development District
Budget Narrative
Fiscal Year 2026

REVENUES

Special Assessments-Tax Roll

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year. The assessment may either be invoiced directly to the property owner or placed on the Nassau County Tax Roll.

Interest Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

Rental Revenue/Miscellaneous Revenue

Income received from residents for rental of clubroom or patio and other miscellaneous revenue.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The amount for the fiscal year is based upon four supervisors attending an estimated 6 annual meetings.

FICA Taxes

FICA expense represents the Employer's (District's) share of Social Security and Medicare taxes withheld from the fee paid to the Board of Supervisors.

Travel

Expenses the Board of Supervisors may incur due to attending a CDD meeting or other District related travel expenses.

Engineering

The District's engineer Yuro & Associates will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

Attorney

The District's legal counsel Kilinski Van Wyk, PLLC will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Annual Audit

The District is required annually to conduct an audit of its financial records by Berger, Toombs, Elam, Gaines & Frank, an Independent Certified Public Accounting Firm.

Assessment Roll Administration

The District's assessment roll administration, Governmental Management Services, LLC will provide services to prepare assessment rolls to district property owners, prepare estoppel letters, administration of optional principal prepayments, and maintain lien book for Series 2007, Series 2016, and Series 2019A Bonds.

Property Appraiser

The Nassau County Board of Commissioners provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Board of Commissioners for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for Board of Commissioners costs was based on a unit price per parcel.

Trustee Fees

The District issued Series 2007, 2016, & 2019A Capital Improvement Revenue Bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2007, 2016, & 2019A Capital Improvement Revenue Bonds.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Amelia Concourse
Community Development District
Budget Narrative
Fiscal Year 2026

Expenditures - Administrative (continued)

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Telephone

The cost of telephone and fax machine service.

Postage and Delivery

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Printing and Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Expenditures - Field (Contract Services)

Landscape Maintenance

The District has contracted with The Greenery, Inc. to provide landscaping and irrigation maintenance services to all the common areas within the District. Includes plant maintenance at the Social Hall.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
The Greenery, Inc.	Landscape Maintenance	\$ 4,854	\$ 58,250

Lake Maintenance

The District has contracted with Sitex Aquatics, LLC to provide monthly water management services to all the lakes throughout the District.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
Sitex Aquatics	Lake Maintenance	\$ 700	\$ 8,400
	Contingency		1,000
Total			\$ 9,400

Field Operations Management

The District is contracted with Governmental Management Services, LLC to provide onsite field management of contracts for District Services such as landscape and lake maintenance. Services to include weekly site inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
GMS, LLC	Management Fees	\$ 1,610	\$ 19,320

Amelia Concourse
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Budget Narrative
Fiscal Year 2026

Expenditures – Field (Repairs & Maintenance)

Repairs & Maintenance

Represents any funds that will be used to make repairs, replacements and maintenance to facility or equipment in the District.

Irrigation Repairs

Represents any funds that are paid for repairs to the irrigation system of the District.

Landscape Contingency

Represents additional landscape services not provided in contracted services. Services include, but are not limited to, installing mulch, remove trees, and seasonal flower rotation.

Expenditures – Field (Utilities)

Electric

The cost of electricity for Amelia Concourse CDD for the following accounts with FPL:

Location	Meter Number	Monthly	Annual
85200 Amaryllis Ct	66164-80262	\$ 815	\$ 9,780
85200 Amaryllis Ct St Lights	69397-29510	770	9,240
95016 Daisy Ln # Entry Light	47823-07021	33	391
100 Amaryllis Ct	10995-48073	1,250	15,000
Contingency			589
Total			\$ 35,000

Water & Sewer

The cost of water, sewer, and irrigation services for Amelia Concourse CDD for the following accounts with JEA:

Location	Meter Number	Monthly	Annual
85190 Amaryllis Ct	67891789	\$ 1,170	\$ 14,040
85200 Amaryllis Ct	67891709	350	4,200
85200 Amaryllis Ct - Sewer	67891712	109	1,307
85200 Amaryllis Ct - Water	67891712	64	767
Contingency			2,686
Total			\$ 23,000

Expenditures – Amenity Center

Insurance

The District has issued a Property Insurance policy with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

Facility Management

Represents the cost to staff the Amenity Center, oversee maintenance contracts related to the Amenity Center such as janitorial and pool maintenance, conduct various special events throughout the year, administer rental program, issue access cards to new residents, respond to resident requests, etc.

Vendor	Description	Monthly	Annual
GMS, LLC	Management Fees	\$ 1,610	\$ 19,320

Pool Maintenance

The District has contracted with GMS, LLC for pool cleaning, water testing, treatment, checking chemicals and back washing of the Amenity Center pool.

Vendor	Description	Monthly	Annual
GMS, LLC	Pool Maintenance	\$ 1,527	\$ 18,318

Amelia Concourse
Community Development District
Budget Narrative
Fiscal Year 2026

Expenditures – Amenity Center (Continued)

Pool Chemicals

The District has contracted with Hawkins Inc. for chemicals needed to maintain Amenity Center pool.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
Hawkins Inc.	Pool Chemicals	\$ 1,083	\$ 13,000

Pool Permits

Represents the estimated cost for pool permits.

Cable

The District has contracted with AT&T for cable and internet services.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
AT&T	Cable & Internet	\$ 165	\$ 1,980
	Contingency		220
Total			\$ 2,200

Janitorial

The District will contract with GMS, LLC to provide janitorial services for the Amenity Center.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
GMS, LLC	Janitorial Services	\$ 820	\$ 9,841

Facility Maintenance

The cost of routine repairs and maintenances of the District's common areas and Amenity Center.

Pest Control

The estimated costs for Nadar's Pest Control to provide monthly pest control services.

Refuse

Garbage disposal services provided by Meridian Waste.

<u>Vendor</u>	<u>Description</u>	<u>Monthly</u>	<u>Annual</u>
Meridian Waste	Refuse	\$ 63	\$ 750

Holiday Decorations

The cost to install holiday lights around the CDD.

Expenditures – Reserves

Capital Reserve Fund

Money set aside for future replacements of capital related items