

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, March 18, 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	Vice Chairman
Kimberley Chamerda	Supervisor
William Busby	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Operations Manager
Karen Gardener	The Greenery

The following is a summary of the discussions and actions taken at the March 18, 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

Charles Gay commented on the failure of counsel and the management company to allow the utility building to get in disarray and to have the building rented out without any knowledge of it.

THIRD ORDER OF BUSINESS

Staff Reports (1)

- A. District Engineer – Update on Dream Finder’s Request Relating to the Swales Behind Orange Blossom Trail**

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Mr. Yuro stated that he is contracted by Dream Finders to do their as-built review and sign off on the water management district permits. As part of that project, he has identified several items that weren't where they were supposed to be. There is also supposed to be a swale behind all the homes that back up to the haul road. A drawing of what the swale is supposed to look like was included in the agenda package for the Board's review. Many of those homes have fences that go across the 10-foot drainage easement. The inlets that could be found were buried under about a foot of fill. It appears that the homeowners are getting more useful yard due to the lack of swale and have taken advantage of that, however the water coming off the back of the houses needs to be captured and brought back into the stormwater system as was designed. Dream Finders is proposing to enter into an easement agreement with the Amelia Walk community to create a new swale just beyond the limits of the property to capture that water to be diverted back into Amelia Concourse's stormwater system. The alternative would be to remove all of the fences and regrade the yards to return to the original design.

Mr. Greenberg asked if Amelia Walk has agreed to the swale being built on their property.

Mr. Yuro responded that the Amelia Walk Board is open to it but would like to see more detail and understand what the compensation would be. If their board agrees to it, the next step would be come up with a design and submit it to the water management district for approval. He noted Amelia Concourse would be responsible for the long-term maintenance of the swale after it is constructed due to the permit being part of Amelia Concourse's stormwater plan.

Mr. Greenberg stated that it does not seem like Amelia Concourse is deriving any benefit from this and yet is obligated to maintain the property at its cost. He inquired whether there would be additional turf maintenance costs for the CDD if the swale is constructed on Amelia Walk property versus homeowner property as originally designed.

Mr. Yuro stated that he will make sure Dream Finders is aware that the turf maintenance is a concern.

Mr. Greenberg asked if the maintenance responsibility could be delegated to the homeowners.

Ms. Gentry responded no. The only entity that can require responsibility for areas outside of a homeowner's lot is the HOA through its declaration of covenants. The CDD would have to enter into an agreement with each homeowner in order for that obligation to be effective.

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Mr. Yuro will keep the Board updated on the swale issue. Next, Mr. Yuro reported that he is still working with the water management district and the county on the wetland issue. Next, he informed the Board that he looked at options for additional parking at the amenity center and he did not see any good options for vehicles other than golf carts. He does not believe there is enough room, and parking around the street would not be safe. Parallel parking is a possibility if the road were to be widened by 12-feet and the sidewalk were to be removed. Lastly, Mr. Yuro reported Dream Finders has signed their portion of the Phase 3 easement agreement.

B. Landscape Maintenance

A proposal for irrigation repairs totaling \$168.05 that was approved between meetings was included in the agenda package for the Board's review. The Board was also given a proposal to replace some of the plants at the clubhouse totaling \$1,702.27.

Ms. Chamerda asked if there is a warranty on the plants if they die.

Ms. Gardener responded that the plants will be replaced up to one year.

On MOTION by Mr. Toohey seconded by Mr. Busby with all in favor, the proposal from The Greenery to replace various plants at the amenity center was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the January 21, 2025 Meeting

There being no comments, a motion to approve followed.

On MOTION by Ms. Chamerda seconded by Mr. Toohey with all in favor, the January 21, 2025 minutes were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Renovation of Utility / Storage Building

Mr. Greenberg informed the Board that a modification to the original engineer drawings for the building is needed indicating support over the doorway for the roll-down door at a fee of \$150, which he authorized between meetings. The modification to the drawings has been received. Mr. Greenberg added the three proposals included in the agenda package still do not conform with the scope of work that was provided to the proposers. He would like authorization

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to sit down with the contractor, Mr. Laughlin and Mr. Dellinger to ensure that the scope is perfectly clear should a proposal be approved.

On MOTION by Mr. Toohey seconded by Ms. Chamerda with all in favor, the proposal from All Weather Contractors was approved with Mr. Greenberg authorized to work with the contractor and staff on negotiating the scope at an amount not to exceed \$60,000.

The following item was taken out of order.

SEVENTH 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 \$25,000.

On MOTION by Ms. Chamerda seconded by Mr. Toohey with all in favor, accepting the \$25,000 offer in exchange for allowing AT&T to maintain the utility easement was approved.

Next, Ms. Gentry reported that her firm is tracking any bills coming out of the legislative session that may affect CDDs. One they're watching intends to repeal the previously approved requirement for goals and objectives reporting. Another they're watching intends to increase the sovereign immunity limitations.

2. Overview of Turnover Process for Phase 3

Ms. Gentry stated that there is a very strict process for turning over phase 3 to ensure nothing flies under the radar in which everything must be signed off on by the District Engineer, that it was constructed in accordance with the plans and permits that were issued and everything is functioning properly. The field staff will inspect details like landscaping to ensure what was supposed to be done was properly completed. Additionally, a number of documents including as-builts, government approvals, releases from the contractors must be provided to the District, and the developer must sign a package of documents that releases to the District the ability to rely on the engineering plans and permits and conveys the physical improvements and real property.

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None of that gets signed, approved and turned over until the Board considers and approves it. Currently, Dream Finders is still working on a checklist of items that Mr. Yuro has given them.

SIXTH ORDER OF BUSINESS**Discussion of Amenity Center Renovations**

Mr. Laughlin stated that a couple years ago a company came out to provide renderings and proposals for potential amenity center renovations. The proposals and drawings were put back on the agenda to see if the Board had any interest in budgeting for any improvements during the next fiscal year.

Mr. Greenberg suggested a working group including at least one resident from each phase be put together to make recommendations to the Board as to what should be done. He noted there is \$240,000 in the capital reserves, which is insufficient for anything that will be done, so any improvements will take time. He did recommend looking at creating golf cart parking sooner rather than later.

Mr. Laughlin asked The Greenery to come up with some ideas and proposals for a golf cart parking area with the hopes that they will be available in time for the Board to discuss them at the April workshop in preparation for the next regular meeting.

SEVENTH ORDER OF BUSINESS**Staff Reports (2) Continued****B. District Manager**

There being nothing to report, the next item followed.

C. Field Operations Manager – Report

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

Mr. Greenberg asked Mr. Dellinger to check the camera footage as there was a report of a kids of a group of teenagers using the pool the Friday just prior to the meeting.

EIGHTH ORDER OF BUSINESS**Financial Reports****A. Financial Statements as of February 28, 2025**

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

B. Approval of Check Register

A copy of the check register totaling \$36,318.19 was included in the agenda package.

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

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Mr. Greenberg encouraged the other board members to attend the budget workshop on April 15th.

Charles Gay stated that he was told that the chemical feeders for the pool are outdated, so they are likely injecting too many chemicals.

Mr. Toohey left the meeting at this time.

TENTH ORDER OF BUSINESS

Next Scheduled Meetings – Budget Workshop on April 15, 2025 and a Regular Board Meeting on May 20, 2025 at 11:00 a.m. at the Amelia Concourse Amenity Center

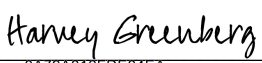
ELEVENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

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 Secretary / Assistant Secretary

Signed by:

UA79A816FDEB4EA...
 Chairman / Vice Chairman