

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, May 20, 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
Kimberley Chamerda	Supervisor
William Busby	Supervisor
Jeff Snow	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Operations Manager
Terry Glynn <i>by phone</i>	GMS, LLC
Kelly Mullins	GMS, LLC

The following is a summary of the discussions and actions taken at the May 20, 2025 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 11:00 a.m. and called the roll. He then introduced Ms. Mullins to the Board stating that she will be working in Amelia Concourse.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being no comments, the next item followed.

**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 Dream Finders put the swale project on hold until they address the other Phase 3 concerns that have been raised in trying to close out the permit. They have adjusted the control structure and have addressed the areas around the ponds that had low spots that needed regrading. The much bigger concern are the swales behind the lots on Orchid Blossom and what should be done about it. Dream Finders would now like to get moving on the swale project, and their desired approach is to obtain an easement from Amelia Walk on a portion of the haul road and reconstruct the swale on the haul road outside of the residents' properties. It would then be tied back into Amelia Concourse's drainage system. The next step is to meet onsite with the water management district as they will need to provide permission for the work to take place. He also noted agreement is needed from the board to accept the modifications. Mr. Yuro added that he understands the Board has a punch list of things related to Phase 3, however those are two different issues, and he has been focused on the engineering-related issues.

Mr. Greenberg asked if there is any value to having Mr. Yuro deal with the punch list items.

Ms. Chamerda asked if the District has any leverage on letting Dream Finders do the swale project but not signing off on it until they complete the punch list items.

Ms. Gentry stated that Mr. Yuro's sign off will be purely engineering and that's just one step of the package. The District also gets certifications from Dream Finders and there is a Bill of Sale and Acceptance Letter that the CDD would have to sign, so there is some leverage. When that request comes in to accept the property, she recommends making a list of things of things that still need to be addressed and work with Dream Finders to accomplish that list.

Next, Mr. Yuro stated that he was asked to look at some stakes around the AT&T building. There are four stakes around the equipment by the road and there is a fifth stake that he believes is just identifying the property corner. He does not believe AT&T would need to go that far back.

Mr. Greenberg stated that his other concern is the rear portion where the equipment is, the stakes are in line with one of the trees and he believes it's appropriate that it be in front of the tree as they do not need that much property.

Ms. Gentry stated that AT&T just sent her their proposed easement map the night before the meeting, so she will show it to the Board and if it's too large, they can broach that issue with AT&T.

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Mr. Yuro added that there is a drainage structure between the equipment and fifth stake out by the water, and some drainage pipes under the ground, so that will need to be considered before an easement is granted in that area.

## **B. Landscape Maintenance**

Mr. Greenberg stated that for the most part The Greenery is doing a good job, however there are some things that they are doing on a consistent basis and that needs to change as it's been pointed out numerous times. The areas that need to be more consistently maintenance include the inside of the fence on Daisy, the area in front of the lift station and the edge of the ponds. He also asked that a request be put into JEA to trim the bushes around the list station.

Mr. Gay added the 80-yards of fence line needs to be cleaned up from Phase 1 up to Phase 3. He also noted there is a dead oak tree on the corner of Bellflower.

Next, Mr. Greenberg presented a proposal from The Greenery to create a golf cart parking area using pavers as the perimeter and crushed shells as the base. Mr. Dellinger added that the proposal ties in the existing mulch beds so that it doesn't look like an afterthought. The design also provides some privacy and a sound barrier to the nearby homeowner.

On MOTION by Mr. Snow seconded by Mr. Busby with all in favor, the proposal from The Greenery totaling \$3,912.39 to create a golf cart parking area was approved.

## **FOURTH ORDER OF BUSINESS**

### **Approval of Minutes**

#### **A. March 18, 2025 Meeting**

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor, the March 18, 2025 minutes were approved as presented.

#### **B. April 15, 2025 Workshop**

There being no comments, a motion to approve followed.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the April 15, 2025 workshop minutes were approved as presented.

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**FIFTH ORDER OF BUSINESS****Consideration of Proposal for Golf Cart  
Parking**

This item was discussed under the landscape report.

**SIXTH ORDER OF BUSINESS****Ratification of Proposals for Electrical  
Engineering Services for the Storage  
Building**

Mr. Laughlin noted All Weather is already undergoing the process to get a permit and has sent a list of items needed to get that accomplished, including a site plan and an electrical plan. Mr. Yuro provided the site plan. The proposal included in the agenda package from Stone Electrical Engineering totaling \$900 is to create the electrical plan.

On MOTION by Mr. Snow seconded by Mr. Busby with all in favor, the proposal from Stone Electrical Engineering totaling \$900 for electrical engineering plans was ratified.

Mr. Greenberg stated that he was previously given authorization by the Board to finalize a contract for the storage building renovation. That has been accomplished and the total cost for the renovation is \$57,394 and the roof has a 10-year warranty.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2025-03,  
Approving the Proposed Budget for Fiscal  
Year 2026 and Setting a Public Hearing Date  
for Adoption**

Mr. Laughlin presented the proposed budget for fiscal year 2026, noting there is a proposed assessment increase of 3.9%, which comes to \$42 for the year per unit.

Mr. Busby stated proposed increasing the interest revenue from \$5,000 to \$15,000 as the current projection is too conservative. With Mr. Greenberg and Ms. Chamerda not agreeable to the proposed change, it will stay as proposed.

On MOTION by Ms. Chamerda seconded by Mr. Snow with all in favor, Resolution 2025-03, approving the proposed budget for fiscal year 2026 and setting a public hearing for July 22, 2025 at 11:00 a.m. was approved.

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**EIGHTH ORDER OF BUSINESS****Discussion of Fishing Policy**

Mr. Busby stated that he has noticed increased traffic with people fishing. He recommended a policy be put in place to prohibit fishing in the District's ponds.

Ms. Chamerda added that she's seen a storm grate that has been removed, so it's not just an issue of people accessing private property. She also questioned what would happen if the District were to get sued by someone that got injured fishing in the ponds.

Ms. Gentry stated that the person fishing on the pond would be trespassing.

Mr. Snow stated that he would be against he knows there are residents that would not mind kids passing through their yard to get to a pond. He would be against a blanket policy prohibiting fishing.

Mr. Greenberg stated that he is of the opinion that there is nothing wrong with people having the ability to fish and as long as the people fishing are respectful of people's rights, they do not leave garbage, and they do not create a disturbance, it might be beneficial given that there is nothing in the community for the younger residents. Mr. Greenberg suggested a compromise of allowing fishing on just the pond at the amenity center as it would not need to be accessed through the resident's properties.

Ms. Chamerda stated she is not for fishing at all.

Since it did not seem like there would be a consensus amongst the Board, Mr. Greenberg suggested sending out a notice advising people that if they are entering on private property, it is up to the property owner whether or not they have access and can fish from their property. If that does not have an effect, the policy can be amended from there.

Mr. Laughlin stated that staff will work on sending out an e-blast to the residents.

**SIXTH ORDER OF BUSINESS****Staff Reports (2)****A. District Counsel**

Ms. Gentry stated that as she mentioned earlier, AT&T has sent over their proposed sketch of the easement area, which is a 17x13 rectangle around their equipment. She will send it to Mr. Yuro for review. She will also confirm if it includes the tree, and if so, she will request that it be amended. Next, she reminded the board members to file their Form 1 by July 1<sup>st</sup> and to complete four hours' worth of ethics training by December 31<sup>st</sup>. Lastly, she informed the Board that the legislative session has ended. There was no increase to the sovereign immunity

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limitations, the bill transferring liabilities for fallen trees did not pass, nor did the bill that proposed to get rid of the requirement to adopt goals and objectives.

#### **B. District Manager – Report on the Number of Registered Voters (915)**

Mr. Laughlin informed the Board there are 915 registered voters reported to be residing within the District's boundaries as of April 15<sup>th</sup>. Next, Mr. Laughlin reported that he reached out to Commission Huppman about the traffic study and the purpose of the cables in the road, and Mr. Huppman responded he will be contact the county's engineer and will get back to Mr. Laughlin.

#### **C. Field Operations Manager – Report**

Mr. Dellinger provided an overview of the operations report, a copy of which was included in the agenda package for the Board's review.

Mr. Greenberg asked Ms. Mullins to gather the most important take aways from the board meetings and send them out to the community to keep residents informed. Next, he stated that there is a problem with residents feeding the geese, so he's asked Mr. Dellinger to walk the pond banks to see where the geese seem to be frequenting.

Mr. Laughlin stated that staff could send an e-blast to the community to inform residents of why feeding the geese is not good for them and the problems it can cause.

Next, Mr. Greenberg stated that he was approached by someone concerned about the number of vehicles coming to the pool and the fact that people are now parking partially on the grass and along the curb on the outside of the pool and sometimes on both sides, which means that it may not permit the passage of an emergency vehicle.

Mr. Laughlin stated that it would be up to the police to ticket the vehicles due to it being a county road.

Ms. Gentry added that she could see how far the right of way extends to see if there is any leeway. Amelia Walk has been going through the same thing and has considered installing prohibitive landscaping or boulders, or install signage, but nothing has been a good solution yet.

### **TENTH ORDER OF BUSINESS**

#### **Financial Reports**

##### **A. Financial Statements as of April 30, 2025**

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

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**B. Approval of Check Register**

A copy of the check register totaling \$52,764.34 was included in the agenda package.

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

**ELEVENTH ORDER OF BUSINESS****Supervisors' Requests and Audience Comments**

Mr. Snow stated that he has had a few residents ask about the possibility of providing shade at the pool. He understands the want for them, but he also understands the fact that residents not taking care of umbrellas costs the District money and there is the argument of whether everyone in the community should pay for the umbrellas for the limited number of people coming to the pool.

Mr. Greenberg agreed with Mr. Snow and stated that he believes the final solution has to be part of the plans for the amenity center renovation, such as permanent shade structures, as \$4,000 per year is being spent on umbrellas. He suggested forming a working group under the guidance of one of the board members, with any viable options to be brought to the board for consideration.

Mr. Snow agreed but given that a renovation is likely a few years down the road, he questioned what could be done in the interim. He asked if there is any liability for the District if someone wanted to bring their own umbrella to the pool.

Ms. Gentry responded that the whole pool is 'use at your own risk'. She thinks that the liability is minimal.

Mr. Greenberg asked Mr. Laughlin to reach out to each of the HOAs to request one representative from each participate in the proposed working group. He also asked Mr. Laughlin if the contribution from Phase 3 has been received.

Mr. Laughlin responded that it has not.

Duane Rust asked what is in the pond maintenance contract.

Mr. Laughlin responded once monthly maintenance; however they assess the ponds and do not treat the ponds with every visit depending on necessity. He also noted the reason for the increase in the pond maintenance line item in the proposed budget is because an additional pond will be maintained.

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**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 22, 2025 at  
11:00 a.m. at the Amelia Concourse Amenity  
Center**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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*

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Chairman / Vice Chairman