

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, July 22, 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
Khristen Snow	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the July 22, 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**

Bryan Taylor commented that the golf cart parking area looks good.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation from Jeff Snow**

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On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, Jeff Snow's resignation was accepted.

**B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2028)**

Mr. Greenberg asked to appoint Khristen Snow to the vacant seat as she has been involved from day one and is familiar with what is going on in the community.

Ms. Chamerda asked if there was anyone else in the audience who would be interested in serving on the Board. There being none, a motion to appoint Ms. Snow followed.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, appointing Khristen Snow was approved.

**C. Oath of Office for Newly Appointed Supervisor**

Mr. Laughlin, being a notary public for the State of Florida, administered an oath of office to Ms. Snow.

**D. Consideration of Resolution 2025-06, Designating Officers**

Mr. Laughlin stated that the current slate of officers is Mr. Greenberg as Chair, Mr. Toohey as Vice Chair and Mr. Busby and Ms. Chamerda as Assistant Secretaries. From GMS's office, Mr. Laughlin serves as the Secretary and Assistant Treasurer, Jim Oliver serves as the Treasurer and Assistant Secretary, and Marilee Giles and Darrin Mossing serve as Assistant Secretaries.

The Board's consensus was to designate Khristen Snow as Assistant Secretary and leaving the remaining slate of officers the same.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-06, designating officers was approved with adding Ms. Snow as an Assistant Secretary.

**FOURTH ORDER OF BUSINESS**

**Staff Reports (1)**

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

Mr. Yuro stated that he has been trying to set up an informational meeting with the St. Johns River Water Management District and has not been successful. He believes the District

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will need to apply for a permit modification as the property owner in coordination with Dream Finders.

## **B. Landscape Maintenance**

Mr. Flannery reported that The Greenery's detail team is working through some deficiencies at the entrance.

Multiple residents expressed concerns on the time it is taking for Phase 3 to be turned over to the CDD, the landscaping that needs to be completed, and the condition of the ponds. Mr. Greenberg stated that the CDD has no authority over the developer.

Ms. Gentry stated that the turnover cannot occur until the District's engineer signs off on the condition of the improvements to say that they were constructed in accordance with the plans. The Board has compiled a list of deficiencies that they want to be corrected before the CDD takes it over and the engineer has identified some things that need to be corrected to be brought into compliance with the plans and permits. The Board could choose to say the District is willing to spend its own money to make the corrections and the residents would bear the cost of making those repairs through the assessments, however that is typically unpopular for residents that do not live in the Phase in question.

Charles Gay stated that the landscapers seem to forget about the area where the end of Phase 1 meets the beginning of Phase 3 and it's out of hand. Mr. Flannery stated that the area he's referring to is not within their maintenance contract, but that is an easy fix.

Mr. Busby stated that the north Snapdragon pond was not edged for three weeks in a row. Additionally, the crew cut across his lawn rather than using the designated easement, and will park in the cul-de-sac for five hours, which shows a lack of respect for the property owners.

Mr. Greenberg asked for more hands-on supervision from The Greenery.

## **FIFTH ORDER OF BUSINESS**

### **Approval of Minutes of the May 20, 2025 Meeting**

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the May 20, 2025 minutes were approved as presented.

## **SIXTH ORDER OF BUSINESS**

### **Public Hearings**

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**A. Public Hearing for the Purpose of Adopting the Fiscal Year 2026 Budget; Consideration of Resolution 2025-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026**

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, the public hearing was opened.

Mr. Laughlin provided an overview of the fiscal year 2026 budget, noting there is an increase in assessments of \$42.95 per year for each lot.

A resident asked if there is a way to offset the increase with any savings the District has. Mr. Laughlin responded that there is carry forward surplus that is used to cover the expenses the District has prior to receiving the next year's assessments. The capital reserve fund contribution could be lowered, but the Board has been in the process of trying to build the capital reserve fund to be used toward refurbishing the amenity center.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the public hearing was closed.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-04, relating to annual appropriations and adopting the budget for fiscal year 2026 was approved.

**B. Public Hearing for the Purpose of Imposing Special Assessments for Fiscal Year 2026; Consideration of Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll**

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the public hearing was opened.

There being no questions or comments, a motion to close the public hearing followed.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, the public hearing was closed.

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On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-05, imposing special assessments and certifying an assessment roll was approved.

**SEVENTH ORDER OF BUSINESS****Discussion of Pond Maintenance**

Mr. Laughlin informed the Board that staff has received a few emails and phone calls regarding the quality of work being performed by the pond maintenance contractor. Mr. Greenberg added that over the last year and a half the contractor has been coming infrequently and does not treat all of the ponds.

On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, authorizing staff to request proposals for pond maintenance services was approved.

**EIGHTH ORDER OF BUSINESS****Update on the Storage Building**

Mr. Laughlin informed the Board that the source of electricity for the storage building has been found to be connected to an electrical box at the street that is no longer active. The last update from All Weather Contractors is that they plan to have drawings completed this week to submit to the county for permitting. Mr. Greenberg asked Mr. Laughlin to set up a meeting with All Weather onsite.

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

Ms. Gentry reminded the board members to be mindful of the Sunshine Law and to keep District discussions amongst the board members within the publicly held meetings. She also reminded the board members to complete four hours' worth of ethics training by the end of the year. Next, Ms. Gentry informed the Board that AT&T has revised the easement area sketch to remove a tree the board was concerned about. She asked the Board to give the Chair the authority to sign off on the completed easement. The Board previously accepted an offer of \$25,000 for the easement rights.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, authorizing the Chairman to execute the final easement agreement with AT&T was approved.

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**B. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2026**

Mr. Laughlin presented a proposed meeting schedule with meetings to be held the third Tuesday of the month at 11:00 a.m.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the fiscal year 2026 meeting schedule was approved as presented.

**C. Field Operations Manager – Report**

Ms. Mullins 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 that a sign be installed stating that parking is only allowed in designated areas.

Mr. Laughlin informed the Board that a few residents have volunteered to be part of a working group to come up with ideas for refurbishing the amenity centers and present them to the Board for consideration.

**TENTH ORDER OF BUSINESS                      Financial Reports**

**A. Financial Statements as of June 30, 2025**

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

**B. Approval of Check Register**

A copy of the check register totaling \$61,837.10 was included in the agenda package.

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

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

There were no supervisor requests.

Rich Wheeler asked what the process of the working group is. Mr. Greenberg stated that Supervisor Chamerda has an outline of things that need to be considered and addressed.

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Everything brought to the Board by the working group should be considered, and affordability will be of primary concern.

Bob Zingle asked how the parking restrictions in the golf cart parking area will be enforced. Ms. Gentry stated that she will review the amenity policies to see if there's any additional language that may need to be added, but generally the enforcement would be an amenity suspension.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 16,  
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.
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Signed by:



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Secretary / Assistant Secretary

Signed by:



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Chairman / Vice Chairman