

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, September 16, 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
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
Brian Campbell	Nassau County District Director

The following is a summary of the discussions and actions taken at the September 16, 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

**Discussion with Representative from
Congressman Bean's Office Regarding
Traffic Improvements on Amelia Concourse**

Mr. Campbell stated that Mr. Greenberg reached out a few months ago regarding concerns requesting the cut through at Orchid Blossom Trail. He has spoken to the county, has

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seen the traffic studies and has heard the county's justification for why the cut through wasn't previously done.

Ms. Chamerda stated that residents were told they would have a light at Daisy and a cut through at Orchid Blossom so drivers could turn left. The concern is people leaving the development will turn right since they cannot turn left and will make a U-Turn, however there is no turn lane to safely wait until they can make a U-Turn.

Kim Cesare stated that she lives on the corner of Orchid Blossom and Cornflower, and she chooses to leave through Daisy most of the time. One of the advantages to having a traffic light is to prevent the drag race that occurs as soon as people hit Amelia Walk. She would prefer a cut through, but a traffic light at Daisy is needed for safety reasons.

Nathan Davidson stated that he lives at the corner of Amaryllis and Orchid Blossom stated that traffic entering the neighborhood need to be considered too and some speed regulation may need to be added if a cut through is added.

Francesca Mills stated that there is an issue with speeders at bus stop times and there are near misses with kids every single day. Speed bumps are needed in the neighborhood, and she would love to see a four-way stop at Windflower and Amaryllis since it is a bus stop. Mr. Greenberg stated that a four-way stop has been requested numerous times and it has been rejected.

Carol Perrin commented that she advocates for a cut-through. She also asked if bus stop safety has been addressed with the county. Mr. Greenberg responded that it has and the county's response was that a four-way stop was not necessary. Mr. Laughlin added that he suggests concerned residents contact the county. Mr. Cambell stated that residents concerned about the bus stop safety will need to take their concerns to school board members and present any pictures or videos they have, as well as showing up to the school board meetings prepared to speak about the issues.

Mr. Campbell asked if the recommendations from the 2021 traffic study implemented and what has fundamentally changed since 2021 and today. The 2021 study recommended the northbound signal facing Amelia Concourse and State Road 200 be removed. Mr. Greenberg responded nothing has been done. Ms. Chamerda added that hundreds of homes have been added in the last few years.

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Mr. Campbell recommended the CDD board officially ask the county to do another traffic study. He also recommended pointing out that the recommendations from the 2021 traffic study have not been completed and there are hundreds more homes that have been built since the last study.

Blair Goodwin stated that speed bumps and additional stop signs would go a long way.

Resident Steven commented that speed bumps are a waste of time and an irritation to residents.

THIRD ORDER OF BUSINESS

Public Comment

A resident asked if the CDD has taken over maintenance of Phase 3. Mr. Greenberg responded no. Dream Finders is still the owner.

Mr. Toohey left the meeting by phone at this time.

The resident stated that the undergrowth in the preserve behind Phase 3 homes is going to be a fire hazard. Mr. Laughlin responded that the conservation easements have to be left untouched per the water management district.

A resident stated that the trees in the median near Bellflower create a sight issue for drivers. Mr. Laughlin responded that the trees in the median are the county's responsibility.

Ms. Gentry asked if the Board would like to appoint a board member to work with staff on writing a letter to Nassau County regarding the traffic safety concerns. Ms. Chamerda volunteered.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, authorizing Supervisor Chamerda to work with staff on drafting a letter regarding traffic safety concerns to Nassau County was approved.

FOURTH ORDER OF BUSINESS

Discussion of Suspension of Amenities

Mr. Laughlin stated that a resident was given multiple verbal warnings that smoking was not allowed at the pool and they continued to ignore the warnings, so a suspension letter was ultimately sent. Ms. Gentry added that the amenity policies allow for an immediate suspension by staff for up to sixty days. The Board has the authority to extend a suspension for longer, based on the facts and circumstances of the offense. The suspension was issued July 30th. She asked if the Board would like to consider the suspension time served, or to extend the suspension.

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Ms. Snow added that the individual was making inappropriate comments and had inappropriate interactions with children causing people to feel uncomfortable and leave the pool.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, extending the suspension six months from September 16, 2025 was approved.

FOURTH ORDER OF BUSINESS**Staff Reports (1)****A. District Engineer – Update on Dream Finder’s Request Relating to the Swales Behind Orchid Blossom Trail**

Mr. Yuro stated the Snapdragon wetland issue was reviewed by the water management district. Additional information was sent to the water management district at their request and is awaiting further review. If the request is approved, Mr. Yuro will seek proposals to construct inlets to relieve some of the flooding.

Next, Mr. Yuro reported that Dream Finders has been unresponsive regarding the Orchid Blossom Trail swale project.

B. Landscape Maintenance

Mr. Flannery reported that he is working to get the palm trees pruned and to get the flowers in the beds replaced as they have died due to all the rain.

SIXTH ORDER OF BUSINESS**Approval of Minutes of the July 22, 2025 Meeting**

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, the July 22, 2025 minutes were approved as presented.

SEVENTH ORDER OF BUSINESS**Consideration of Proposals for Pond Maintenance Services**

Mr. Laughlin presented three proposals for pond maintenance services, noting the current provider is charging \$4,416 per year for Phases 1 and 2. The budget for Fiscal Year 2026 contains \$9,400, and any proposal would fall within the budget.

Mr. Busby expressed concern about the boats being hauled behind homes and damaging the grass. Ms. Snow suggested having further conversations with Superior on the methods they

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use to treat the ponds and if they are willing to rotate the easements they are using to access the ponds so they are not using one property every time and causing damage.

Mr. Greenberg suggested giving Ms. Snow the authority to meet with Superior Waterway to get answers to the Board's questions and to finalize a contract with them if she's comfortable.

On MOTION by Ms. Snow seconded by Ms. Chamerda with all in favor, the proposal from Superior Waterways was approved with Supervisor Snow authorized to finalize the contract. If negotiations with Superior fail, Solitude will be the next preferred vendor.

Ms. Gentry recommended holding off on giving the current vendor 30 days' notice until negotiations with the new vendor are complete. There were no objections from the Board.

EIGHTH ORDER OF BUSINESS**Update on Amenity Center Renovations**

Ms. Chamerda stated that the first meeting with residents was had regarding ideas for the amenity center. She is looking to bring back a range of options from low to high cost. She's also looking at things that can be done in the interim, such as replacing the awnings.

NINTH ORDER OF BUSINESS**Update on Storage Building Work**

Ms. Mullins reported that permitting was approved, and work is scheduled to begin on September 22, 2025. Ms. Mullins asked if the Board has a preference on the color for a roller door to be installed.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, appointing Supervisor Snow to make the final color selection for the roller door was approved.

TENTH ORDER OF BUSINESS**Consideration of Resolution 2025-07,
Adopting Revised Public Comment Period
Policies**

Ms. Gentry presented proposed revisions to the public comment period policies. She noted the policies are substantially same, but language was added to provide more specificity on what is or is not permitted during public comments.

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On MOTION by Mr. Busby seconded by Ms. Chamerda with all in favor, Resolution 2025-07, adopting revised public comment period policies was approved.

ELEVENTH ORDER OF BUSINESS**Consideration of Resolution 2025-08, Setting a Public Hearing to Adopt Revised Rules of Procedure**

Ms. Gentry presented proposed revisions to the District's rules of procedure, which she noted stem from the latest legislative session. The main revisions are to the number of days that are required for noticing public hearings and to the criteria for awarding construction contracts, along with other minor changes described in the memo. A public hearing is required to adopt the revisions.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, Resolution 2025-08, setting a public hearing for November 18, 2025 at 11:00 a.m. to adopt revised rules of procedure was approved.

TWELFTH ORDER OF BUSINESS**Consideration of Resolution 2025-09, Authorizing Spending Authority**

Ms. Gentry stated that Resolution 2025-09 proposes formalizing spending amounts between meetings for items necessary for health, safety and welfare, that are needed to prevent damage to a District asset, or to remedy some sort of unforeseen disruption in services. The District Manager would have authority to spend up to \$2,500; the Chair or Vice Chair would have authority up to \$10,000; and the District Manager and Chair together would have up to \$25,000.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, Resolution 2025-09, authorizing spending authority was approved.

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

Ms. Gentry reminded the board members to complete four hours of ethics training by the end of the year.

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B. District Manager – Consideration of Adopting Goals & Objectives for Fiscal Year 2026

Mr. Laughlin presented a proposed list of goals and objectives for fiscal year 2026 as required by Florida Statutes. He asked if the Board would like to keep the goal to have the District Engineer perform infrastructure and facilities inspections. He noted it would be an extra cost to the District if they choose to have those inspections completed.

Mr. Greenberg suggested removing the requirement for the infrastructure and facilities inspections.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, the goals and objectives for Fiscal Year 2026 were approved as revised.

C. Field Operations Manager**1. 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. Next, Ms. Mullins stated that there was a request for adding colored holiday lights last year and presented a proposal from Celebration Lights to install the lights the District bought in addition to adding colored lights for \$4,230.

Mr. Greenberg suggested the District cover the cost of the lights rather than asking for contributions from the HOAs to ensure every resident contributes since the Phase 3 HOA has not been willing to contribute thus far.

On MOTION by Ms. Snow seconded by Ms. Chamerda with three in favor and Mr. Busby opposed, installing holiday lights with the addition of colored lights was approved.

2. Proposal for Gate Repair

Ms. Mullins presented a proposal from LC Fence & Gates, LLC totaling \$685 to repair the gate at the amenity center as it does not always latch properly.

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On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, the proposal from LV Fence & Gates was approved.

3. Proposal for Tree Removal Near Bellflower

Ms. Mullins presented a proposal from The Greenery totaling \$2,025 to remove a dead tree on the Concourse.

On MOTION by Ms. Snow seconded by Mr. Busby with all in favor, the proposal from The Greenery was approved.

Ms. Snow stated that there is a resident that frequently tests the pool water and has expressed concern that the water is not safe to swim in. Mr. Greenberg stated that inspection reports and test results are provided each week, and Ms. Mullins has already agreed to post them on the bulletin board each Friday.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of August 31, 2025

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

B. Approval of Check Register

A copy of the check register totaling \$56,113.28 was included in the agenda package.

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

FIFTEENTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Ms. Chamerda asked Ms. Mullins to look into the cost of replacing the awnings.

Andrea Davis asked if the chlorine system is in the new pump because she read that the chlorine needs to be at level 3 rather than 0.6 for a public pool. Mr. Laughlin responded that the Florida Health Department has specific criteria the chemical levels must meet, and the District's pool is within those levels.

Ann Bachand asked what was added or taken out of the public comment period policies. Ms. Gentry responded that she could provide a redline.

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Bob Zingle asked for clarification on the two parts to the assessments. Mr. Laughlin responded that there are two parts to the CDD assessment – debt service and operations and maintenance. The debt service repays the bond debt for each phase, while the operations and maintenance portion pays for the upkeep of the community. The operations and maintenance assessment is the same for all properties, \$1,100. For Phase 1, the debt service assessment is \$1,200 per year, Phase 2 debt service assessment is \$1,700, and Phase 3 debt service assessment is around \$1,300.

Dave Tegreeny asked if the amenity improvements being discussed are all-inclusive. Mr. Laughlin responded that the improvements are still being determined through discussions being had by the working group that was formed. There were some renderings previously created, but the Board has not yet proceeded with those. Mr. Greenberg added that it's likely the amenity improvement process will take three to five years as the District needs to budget for the improvements.

A resident asked if the swale behind Orchid Blossom runs the length of the green space. Mr. Yuro responded that it is along the limits of the haul road to the end of the Amelia Concourse community.

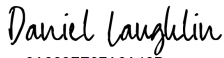
Charles Gay asked the Board to walk the Concourse as there is more than one dead tree.

SIXTEENTH ORDER OF BUSINESS

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

SEVENTEENTH ORDER OF BUSINESS Adjournment

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

Signed by:

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 Secretary / Assistant Secretary

Signed by:

9A79A816FDE84EA...
 Chairman / Vice Chairman