

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, November 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
Khristen Snow	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Mary Grace Henley <i>by phone</i>	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 November 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

Jeff Robinson stated that he was an Amelia Walk resident and he has been monitoring the situation with the Dream Finders drainage swale project on Orchid Blossom. The Amelia Walk board was approached in March to potentially obtain an easement to fix the drainage problem. The Amelia Walk board was potentially about to make a decision that afternoon about their own drainage swale, so there may not be an easement opportunity in the future.

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THIRD 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 reported that a conceptual design for the swale project has been completed and Dream Finders has provided a topographic survey. The design is essentially to leave the yards sloping like they are currently and to construct a berm right at the property line to capture all of the water coming off the lots and redirect it into the inlets that would be uncovered. Dream Finders has indicated they would be ready to begin the project in January. A permit modification is needed from the water management district first. Mr. Yuro would be presenting the plan to the Amelia Walk board later that afternoon as the first step would be ensuring all of the neighborhoods involved are okay with this approach. It was noted there are several easements on the haul road that would need to be worked through.

Ms. Gentry asked if the Board wanted to appoint a board member to work with counsel between meetings since the Board does not meet again until January.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, appointing Supervisor Toohey to work with staff on the Orchid Blossom swale project matters was approved.

Next, Mr. Yuro reported that he has been working on the Snapdragon wetland that came close to flooding some homeowner’s backyards and has come up with a design to install a series of pipes and inlets to help the water flow into the pond. The water management district approved the permit, and the project was put out to bid, however several of the contractors had concerns with access points and what could be done with the debris from the trees, so several of the contractors opted not to bid. One bid was received for a total of \$213,000. In light of that, Mr. Yuro looked at a reduced scope that would be essentially taking a phased approach. That scope will be sent off to the contractors and any bids received will be brought back to the Board at the next meeting for their consideration.

B. Landscape Maintenance

Mr. Flannery reported that irrigation repairs have been completed. Irrigation will be reduced down to two days per week as the weather gets colder. Next, he reported that there is a

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Bottlebrush tree on the outside of the fence around the playground that has died. He asked if the Board would like to just cut the tree, or if they'd prefer to replace it.

The Board discussed cutting it down for now and it could be replaced later if it's deemed necessary.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, cutting the Bottlebrush tree down was approved.

Mr. Greenberg stated that the landscaping crew does not always cut the area behind the bushes in the area at the end of Phase 1.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 16, 2025 Meeting

On MOTION by Ms. Snow seconded by Mr. Busby with all in favor, the September 16, 2025 minutes were approved as presented.

FIFTH ORDER OF BUSINESS

Ratification of Agreement with Superior Waterway Services, Inc. for Aquatic Management Services

A copy of the agreement was included in the agenda package for the Board's review. Mr. Laughlin reminded the Board they selected Superior Waterway as the new lake maintenance contractor at the last meeting.

On MOTION by Mr. Toohey seconded by Mr. Busby with all in favor, the agreement with Superior Waterway Services, Inc. was ratified.

SIXTH ORDER OF BUSINESS

Update on Amenity Center Renovations

Ms. Chamerda stated that during the meetings with residents discussing desired changes to the amenities, more shade and seating at the pool has been requested, the kiddie pool needs to be repurposed, and other ideas such as increasing the pool size or adding fountains have been discussed. She expects to have more to present in the next meeting or two.

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SEVENTH ORDER OF BUSINESS**Acceptance of the Fiscal Year 2024 Audit Report**

Mr. Laughlin presented the fiscal year 2024 audit report noting there were no deficiencies to report.

On MOTION by Ms. Snow seconded by Ms. Chamerda with all in favor, the fiscal year 2024 audit report was accepted.

Mr. Laughlin stated that Berger Toombs has had issues getting audits done on time. This audit report was due in June and it was just completed in October. He recommended starting the process to select a new audit firm. The first step in the process is to appoint the audit committee.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, appointing the board members as the audit committee was approved.

EIGHTH ORDER OF BUSINESS**Public Hearing for the Purpose of Adopting Revised Rules of Procedure; Consideration of Resolution 2026-01**

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

Ms. Gentry stated that the changes made were changes to account for changes adopted by the legislature such as increasing the time in which public hearings must be noticed, changing the criteria considered with a formal construction bid, and other small changes such as increasing the timeline for people to request ADA accommodations at meetings and giving greater clarity for what constitutes an emergency for an emergency meeting.

There being no comments from members of the public, a motion to close the public hearing followed.

On MOTION by Mr. Toohey 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. Snow with all in favor, Resolution 2026-01, adopting revised rules of procedure was approved.

NINTH ORDER OF BUSINESS**Consideration of Resolution 2026-02,
Amending the Fiscal Year 2025 Budget**

Mr. Laughlin stated that as a governmental entity the CDD cannot have line items over budget, so the purpose of this resolution is to pull funds from line items under budget to balance out the line items over the budget.

On MOTION by Ms. Snow seconded by Mr. Toohey with all in favor, Resolution 2026-02, amending the fiscal year 2025 budget was approved.

TENTH ORDER OF BUSINESS**Consideration of Proposals**

Ms. Mullins stated that just prior to the meeting she was made aware that the motor for the kid's splash pool was not working properly, so it was closed. More research was being done, but the repair estimates were between \$4,000 and \$8,000.

A. Acid Wash Pool Returns

Ms. Mullins presented a proposal from C Buss Enterprises totaling \$1,170 to remove the rust stains at the bottom of the pool.

Resident Jesse recommended that instead of an acid, a stain and scale remover should be used to avoid damaging the finish.

On MOTION by Ms. Snow seconded by Mr. Busby with all in favor, authorizing Supervisor Toohey to work with staff and C Buss Enterprises to clean the rust stains at an amount not to exceed \$1,170 was approved.

B. Repaint Amenity Center Parking Lot Lines

Ms. Mullins presented a proposal from G-Force Jacksonville totaling \$654 to repaint the parking lot lines at the amenity center.

Mr. Greenberg stated that he has asked the engineer to see if parking spots can be added around the island in the center.

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Mr. Yuro stated that there was not enough room to add new spots.

On MOTION by Mr. Toohey seconded by Ms. Chamerda with all in favor, the proposal from G-Force Jacksonville totaling \$654 was approved.

C. Recover Pool Awnings

Ms. Mullins presented two proposals to recover the pool awnings totaling \$6,850 and \$5,720.

The Board discussed the fact that the awnings may not stay in their current locations with the future renovations to the amenities, so it may be a waste of money to approve either of the proposals at this time. Ms. Mullins was directed to research whether there was a warranty still in place that could be used to replace the awnings in the meantime.

This item was tabled.

ELEVENTH ORDER OF BUSINESS

Staff Reports (2)

A. District Counsel – Proposed 2025/2026 Rate Increase

Ms. Gentry reported that she worked with Supervisor Chamerda to send a letter to the county regarding the Orchid Blossom Road turnout problem. The county has acknowledged receipt of the letter, but has not responded with any plans to solve the problem. Next, Ms. Gentry reminded the board members to complete four hours of ethics training by December 31st. Next, Ms. Gentry reported that a payment agreement with AT&T has been put in place as their corporate policy is not to include payment amounts for easement rights in the easement agreements. The signed easement agreement will not be turned over until AT&T's signature is in place on the payment agreement.

Ms. Gentry presented proposed rate increases for her firm, which would take effect on January 1, 2026. She noted Mr. Greenberg requested that any future rate increases be brought to the board for their approval first.

On MOTION by Mr. Toohey seconded by Mr. Busby with all in favor, the rate increase for 2026 was approved.

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Mr. Laughlin and Ms. Mullins left the room at this time and Mr. Greenberg proposed bonuses for Mr. Laughlin and Ms. Mullins. The Board's consensus was to approve a \$500 bonus for Mr. Laughlin and a \$300 bonus for Ms. Mullins.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, bonuses in the amount of \$500 for Daniel Laughlin and \$300 for Ms. Mullins were approved.

Ms. Gentry reminded the Board that the current bonus policy caps the bonuses at \$500. She asked if the Board would like her to bring back a revised policy that allows the Board to increase the bonuses above \$500. The Board directed her to bring back the revised policy.

B. District Manager – Update on the Fiscal Year 2025 Goals & Objectives

Mr. Laughlin presented the goals and objectives previously adopted by the Board, noting they were all achieved. The completed goals and objectives form will be posted to the District's website.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, marking the goals and objectives for Fiscal Year 2025 achieved was approved.

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. It was noted the storage building renovation has been completed.

Mr. Greenberg suggested replacing one of the fence panels with a two-sided locked gate so that the pool chemical contractor does not have to run their hose over the fence during the pool chemical deliveries.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, replacing a fence panel with a gate in the storage building fencing was approved at an amount not to exceed \$750.

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TWELFTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of October 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 \$98,181.82 was included in the agenda package.

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

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

Mr. Busby asked if a sign could be installed at the end of Snapdragon where it cuts through to Windflower on the Windflower side of the road as it doesn't make sense to have signs on one side and not the other. Mr. Laughlin stated that staff would look into it as Mr. Greenberg questioned whether a sign could be installed on a county roadway.

Ms. Mullins asked if the area at the end of Snapdragon where is cuts through to Windflower should be in the landscaping contract. Mr. Laughlin stated that he would look into it as it's not part of the stormwater system, so it may already be owned by the District.

Ms. Chamerda asked if there is an update on anything else Dream Finders is responsible for to close out the community. Mr. Yuro responded that they have completed the pond outfall control structure modifications and the regrading of those areas, however they have not completed the more cosmetic issues.

**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – January 20, 2026
at 11:00 a.m. at the Amelia Concourse
Amenity Center**

FIFTEENTH 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