

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, January 20, 2026, 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 <i>by phone</i>	District Engineer
Kelly Mullins	Operations Manager
Terry Glynn <i>by phone</i>	GMS, LLC
Alan Flannery	The Greenery
Jim Lynch	The Greenery

The following is a summary of the discussions and actions taken at the January 20, 2026 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

There being none, 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 Orchid Blossom Trail**

January 20, 2026

Amelia Concourse CDD

Mr. Yuro stated that he has not heard from Dream Finders regarding movement on the swale project.

Next, Mr. Yuro reported that he reached out to contractors for a reduced scope on the Snapdragon wetland project and is awaiting proposals.

B. Landscape Maintenance

Mr. Flannery introduced Jim Lynch as the new account representative.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the November 18, 2025 Meeting

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

FIFTH ORDER OF BUSINESS

Discussion of County Response Regarding Phase 3 Exit

Mr. Laughlin presented a letter from the county stating that the median cut out on Orchid Blossom is no longer supported and will not be implemented. The county agreed to update the traffic study and have a warrant analysis performed to determine the best course of action. Mr. Laughlin will follow up to see the results of the updated traffic study.

SIXTH ORDER OF BUSINESS

Update on Amenity Center Renovations

Ms. Chamerda stated that a working group made up of residents from all three phases got together to discuss possible renovations to the amenity center. Everyone agreed the kiddie pool needs to be removed. It would be cost prohibitive to expand the main pool, so she recommends expanding the pavers over the area in which the kiddie pool is removed, refurbishing the main pool and putting in more shade structures.

Mr. Laughlin stated that he could reach out to Urban Edge to get an idea of what it would cost to engage them to go over the plans and come up with proposals.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, authorizing Urban Edge to review amenity center renovations plans at an amount not to exceed \$1,500 was approved.

January 20, 2026

Amelia Concourse CDD

Ms. Mullins stated that the awning near the splash pad has no existing warranty. For the other awning, Thompsom Awnings recommended proceeding with recovering the awnings and sending the old fabric to the Sunbrella factory for evaluation to determine if there is a valid warranty.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, purchasing two new shade awnings at an amount not to exceed \$6,000 and authorizing Supervisor Chamerda to make the final color selection was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Engagement Letter with Berger Toombs for the Fiscal Year 2025 Audit

Mr. Laughlin stated that this will be the last year with Berger Toombs. A request for proposals will be issued for fiscal year 2026 and option renewals for four years following. The engagement letter for fiscal year 2025 was executed between meetings to get the audit process moving forward as soon as possible.

On MOTION by Mr. Busby seconded by Ms. Snow with all in favor, the engagement letter with Berger Toombs for the fiscal year 2025 audit was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2026-03, Adopting an Amended Bonus Policy

Ms. Gentry reminded the Board that the maximum cap for potential district staff bonuses was met at the last meeting. The enclosed policy increases the cap from \$500 to \$1,000 to provide flexibility. Attached to the policy is an evaluation sheet that draws criteria from the contracts and job descriptions.

On MOTION by Ms. Chamerda seconded by Mr. Busby with all in favor, Resolution 2026-03, adopting an amended bonus policy was approved.

NINTH ORDER OF BUSINESS

Staff Reports (2)

A. District Counsel

January 20, 2026

Amelia Concourse CDD

Ms. Gentry reported that AT&T signed the payment agreement, and their payment is due by February 10th. Next, she reported that the legislative session has begun and her firm is monitoring any bills that may impact CDDs. Lastly, she informed the Board that 2026 is an election year and the resolution announcing the qualifying period will be provided at a future meeting. Mr. Laughlin added that three seats are up for election this year.

B. District Manager

There being nothing to report, the next item followed.

C. Field Operations Manager**1. Report**

A copy of the operations report was included in the agenda package for the Board's review. Ms. Mullins reminded the Board that at the last meeting she was given approval to work with Supervisor Toohey on the acid washing of the rust stains in the pool. The vendor confirmed they use acid; however, it is minimal contact and damage to the marcite. She asked the Board if they approved of her moving forward. There were no objections stated from the Board.

2. Proposal for Pool Motor Repair

Ms. Mullis presented two proposals, one for repair totaling \$2,991.13, and one for replacement totaling \$8,076.57 of the splash pool motor. The vendor recommends replacing the motor altogether. Mr. Greenberg and Ms. Chamerda stated their preference for replacement as the motor is original

Jesse Conklin recommended completing the needed maintenance on the splash pad while it is drained, such as sandblasting and repainting.

On MOTION by Ms. Chamerda seconded by Ms. Snow with all in favor, replacing the splash pool motor for a total of \$8,076.57 was approved.

Ms. Mullins will bring quotes for repainting the splash pad equipment to the next meeting for consideration.

January 20, 2026

Amelia Concourse CDD

TENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of December 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 \$120,365.03 was included in the agenda package.

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

Mr. Greenberg asked Mr. Laughlin to report on the bond balances at the next meeting.

ELEVENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Next Scheduled Meeting – March 17, 2026 at 11:00 a.m. at the Amelia Concourse Amenity Center

THIRTEENTH ORDER OF BUSINESS Adjournment

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

Signed by:

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Secretary / Assistant Secretary

Signed by:

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Chairman / Vice Chairman