

Amelia National Community Development District

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The meeting of the Board of Supervisors of Amelia National Community Development District will be held **Thursday, March 5, 2020 at 11:30 a.m. at 910 South 8th Street, Suite 100, Fernandina Beach, FL 32034**. The following is the agenda for this meeting.

Call in number: 1-844-621-3956 (New)

Passcode: 790 562 990 # (New)

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

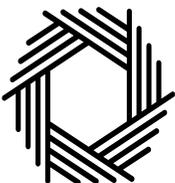
General Business Matters

1. Consideration of the meeting minutes from the January 23, 2020 Special Board of Supervisors Meeting
2. Update of Bond Restructuring Series 2004A Bonds
3. Update of potential Capital Improvement Projects

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
- Audience Comments
- Supervisors Requests

Adjournment



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**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of the meeting minutes from the
January 23, 2020 Special Board of Supervisors
Meeting

MINUTES OF MEETING

**AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS SPECIAL MEETING MINUTES**

Thursday, January 23, 2020

910 South 8th Street, Suite 100

Fernandina Beach, FL 32034

11:30 AM

Present and constituting a quorum:

John Calkins	Chairperson
Stephen Kearney	Vice Chairperson
Anna Jowers	Assistant Secretary
Kelly McCarrick	Assistant Secretary (joined at 12:11 p.m.)
Laura Dubberly	Assistant Secretary (via phone)

Also, present were:

Vivian Carvalho	District Manager- PFM Group Consulting, LLC
Venessa Ripoll	Assistant DM- PFM Group Consulting, LLC
Kevin Plenzler	PFM Financial Advisors, LLC
Katie Buchanan	District Counsel- Hopping Green & Sams (via phone)
Mike Veazey	ICI Homes (via phone)
Cheryl Graham	Leland Management, Inc.
Various Homeowners Present	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Carvalho called to order at 11:33 a.m. the Amelia National CDD Board of Supervisors' meeting in which roll call was initiated. Quorum was established with the attendance of the following Board Members: John Calkins, Stephen Kearney, and Anna Jowers. Others in attendance are listed above.

Public Comment Period

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of
the October 10, 2019 Board of
Supervisors Meeting**

The Board reviewed the Minutes from the October 10, 2019 meeting. A lengthy discussion ensued related to the Rules of Procedure and the process for the cancellation of Board Meetings.

On MOTION by Mr. Kearney, seconded by Mr. Calkins, with all in favor, the Board approved the Minutes from the October 10, 2019 Board of Supervisors Meeting, as presented.

**Review of Management Fees
Comparison Information**

Mr. Calkins previously requested Ms. Carvalho to create a spreadsheet of different management companies and similar fees. Ms. Carvalho provided a spreadsheet based on similar demographics. Mr. Calkins explained this request was for Supervisors to understand what the comparative fees were and he felt it would be helpful for the Board to understand it rather than going through a process to solicit bids for the management fees. No action was required by the Board.

**Review of PFM Financial
Advisors, LLC. Proposal and
Discussion about the Debt
Service Bonds**

Mr. Plenzler provided an overview of the Bond refinancing. A discussion ensued. Ms. Buchanan provided an overview of the process. The Board continued their discussion.

Ms. McCarrick joined the meeting in progress at 12:11 p.m.

Ms. Carvalho stated the Board needs to consider PFM Financial Advisors, LLC. because the District only has a contract with PFM Group Consulting, LLC for management services.

Mr. Plenzler presented the Financial Advisory Agreement. PFM is only paid out of the cost of issuance. A Board discussion took place related to District responsibilities and what is can do with the Capital Project. Ms. Jowers answered resident inquiries.

On MOTION by Mr. Calkins, seconded by Mr. Kearney, with all in favor, the Board approved the Financial Advisory Agreement with PFM Financial Advisors, LLC subject to District Counsel review prior to the Chair executing the Agreement.

Mr. Calkins asked how many lots are platted for the District.

Ms. McCarrick commented the Board needs to make sure this is something the Bank can underwrite because the diversification of repayment is a big factor in the credit worthiness of the District. She will review the Tax Roll to answer Mr. Calkins' question.

Ms. Buchanan will review the agreement that was sent digitally and send an email to Mr. Calkins and Ms. Carvalho with her approval so Mr. Calkins can proceed with execution.

Ms. McCarrick reviewed the Tax Roll and responded 34.7% of the 2004 assessments are being direct billed. There are 351 platted lots and 141 future lots for a total of 492 lots. The Amenity Center pays an assessment of \$20,000.00 per year. \$216,000.00 of \$624,000.00 is being direct billed. Just over 65% is being assessed on the Tax Roll.

Mr. Plenzler added banks will evaluate their credit risk due to the nature of the underlying credit. Mr. Calkins asked how long it will take Ms. Buchanan to review the Financial Advisory Agreement. Ms. Buchanan will provide her reply to Mr. Calkins next week.

Consideration of Proposal from Solitude Lake Management

Mr. Calkins provided an overview of the proposal. He had requested Leland solicit bids for the ponds fed by reclaimed water.

Ms. Graham provided an overview of the bids for ponds 3, 4, 5, and 10. Proposals do not include electric connection fee or meter component.

Mr. Calkins asked Ms. Graham to coordinate with ICI in terms of easements and where contact points would go. He reviewed the proposal from Solitude Lake Management. The aeration is guaranteed, warranted, and the company is reliable. A lengthy discussion took place.

On MOTION by Mr. Calkins, seconded by Ms. Jowers, with all in favor, the Board approved Solitude Lake Management Proposal as outlined in the actual proposal of the ponds to be addressed.

A discussion ensued among the Board and District Staff related to cost of the electrical and meter component. Ms. Carvalho requested the Board approve a not to exceed amount of \$18,000.00 including electrical and meters for respective ponds. Also authorizing Ms. Graham to proceed with soliciting quotes for electrical work, conduit, and meter. Lastly, having District staff review the proposals, make a recommendation to the Chair Authorizing the Chair to sign off on the bid prior with proceeding with the work and bringing it back for ratification from the Board.

On MOTION by Mr. Calkins, seconded by Ms. Jowers, with all in favor, the Board approved a not to exceed amount of \$18,000.00 including electrical and meters for respective ponds. Authorizing Ms. Graham to proceed with soliciting quotes for electrical work, conduit, meter and have District Staff review the proposals, make a recommendation to the Chair Authorizing the Chair to sign off on the bid prior with proceeding with the work and bringing it back for ratification from the Board at the next Board Meeting.

A resident asked if it would make sense to see how pond 7 worked out before investing in the other ponds. Mr. Calkins responded the chemical approach alone did not work on Pond 7. The experts informed the Board that under water aeration is better. The problem the Board had was with delays because they follow the Sunshine Law and cannot talk to each other outside a meeting so they do not want to be as slow in reacting as they were with Pond 7. He does not think there is a risk to go forward with the work.

The resident brought up issues with the lack of responsiveness of the chemical treatment of Pond 7.

Mr. Calkins mentioned that the pond by the parking lot of the golf course had a fish kill. The solution which worked was to bring a temporary aeration system to install in the pond. The Board rely on the expertise of the biologists etc.

Consideration of Proposal from The Tree Surgeons Installation

Ms. Graham explained that six trees on the north side of Amelia National Parkway were removed. Another was leaning toward the Road so seventh total of seven trees were cut down. This is work that has already been completed.

Ms. Carvalho requested ratification from the Board for the Proposal and work completed by The Tree Surgeons in the total amount of \$1,050.00 for the removal of seven trees.

On MOTION by Mr. Kearney, seconded by Ms. Jowers, with all in favor, the Board ratified the Proposal and work completed by The Tree Surgeons in the total amount of \$1,050.00 for the removal of seven trees.

Consideration of Proposal from The Lake Doctors, Inc., Pond Maintenance

The District is currently contracted with Future Horizons for pond maintenance however there has been a lack of responsiveness with the company so Ms. Graham was requested to solicit proposals from other Pond Maintenance Companies.

Ms. Graham presented proposals from Lake Doctors and Solitude. The Solitude proposal is in the amount of \$3,522.00 per month. The Lake Doctors proposal is in the amount of \$2,500.00 per month. The District is currently paying \$2,400.00 with Future Horizons.

It was asked if the Future Horizon Contract includes shoreline grass and brush control because the Lake Doctors proposal has it included. It is part of the Future Horizons Contract to maintain to the water's edge. The Lake Doctors proposal includes using chemicals for boarder vegetation at the water's edge but the customer is responsible for desired physical cutting and removal.

A discussion took place among the Board to include trash and debris clean up and revise the number of ponds included in the Lake Doctors proposal.

Ms. Carvalho requested a motion to authorize District staff to send a termination letter to Future Horizons who has a 30 day termination provision in their contract.

On MOTION by Mr. Kearney, seconded by Ms. Jowers, with all in favor, the Board authorized District staff to send a Termination Letter to Future Horizons. There is a 30 day Termination Clause in their Contract.

Ms. Carvalho requested a motion to approve the Lake Doctors Proposal upon Ms. Graham confirming that #16 for trash removal is included in the contract and revising the number of ponds and to include the proposal as part of the Standard Agreement for the District for the amount of \$2,500.00 per month.

On MOTION by Mr. Calkins, seconded by Mr. Kearney, with all in favor, the Board approved Lake Doctors Proposal upon Ms. Graham confirming that #16 for trash removal is included in the contract and revising the number of ponds and to include the proposal as part of the Standard Agreement for the District for the amount of \$2,500.00 per month.

Discussion of Clarification on Section 14 of the Adopted Rules of Procedure

Ms. Carvalho noted there are Statutory changes Ms. Buchanan brought to the Board's attention. District Manager's Office will review the changes in conjunction with the budget process.

At the April meeting there will be changes to the Adopted Rules of Procedure in proposed form. At that time the Board can make changes to Section 14 of the existing Rules of Procedure as in pertains to the cancellation of Board Meetings.

The District will hold a public hearing for adoption of the Rules of Procedure on the same date as the public hearing for the budget. No action is required by the Board at this time.

Discussion pertaining to Board Members Re-Election

Ms. Carvalho explained the District is in a General Election Year. Seat 1 currently held by Ms. McCarrick, Seat 3 currently held by Ms. Jowers, Seat 4 currently held by Ms. Dubberly are up for election. Ms. Jowers and Ms. Dubberly will not be running for their seats again.

At the April meeting the Board will pass a resolution and District staff is responsible with proceeding with the advertisement of the qualifying period with the Supervisor of Elections of Nassau County.

Any residents interested in running for those seats must contact the Supervisor of Elections during the qualifying period. A discussion took place about noticing the qualifying period. It was suggested to send an E-Blast through the HOA again like the District did two years ago. Ms. Graham will get the proper verbiage from District Management and post it on the website.

Discussion pertaining to Sidewalk Cleanup

Ms. Graham indicated that during the holidays a homeowner informed her that he slipped on the sidewalk due to the mildew buildup at the columns. Mr. Calkins was informed and authorized the immediate resolution to the problem. The original proposal from SG Maintenance Services, Inc. was for \$1,000.00 for the whole sidewalk. He only authorized \$250.00 by SG Maintenance Services, Inc. for immediate cleanup of the problem area.

On MOTION by Ms. Jowers, seconded by Mr. Calkins, with all in favor, the Board ratified SG Maintenance Services, Inc. for a total of \$250.00.

The Board directed Ms. Graham to provide proposals at the April's meeting for the cleanup of the remaining sidewalks throughout the CDD portion of the community.

Discussion of Sign Site of Line Lighting

Mr. Calkins explained when the District did re-landscaping he wanted to correct the lighting because the signs were not visible. A discussion took place. There is no lighting in front of the gate and the signs are unreadable. There are also issues with the visibility of the median. The Board directed District staff to get proposals for lighting sign and applying reflecting paint on the curbs. No action is required by the Board.

A resident stated turning left coming out of the District there is no green arrow to tell motorists that it is their right of way. District staff expressed that this is a County or

Traffic Commission Issue and that individual residents can make that requests. Mr. Calkins, as a resident, asked Ms. Graham who is the POA representative to send a letter or call the Traffic Commission regarding the green left turn arrow matter.

Mr. Kearney reported for the front gate the planting schedule for the next two plantings has been determined. It will look equally as good as the last planting.

Ratification of Payment Authorizations 2019-44

The Board Reviewed Payment Authorizations 2019-44.

On MOTION by Ms. Jowers, seconded by Mr. Kearney, with all in favor, the Board Ratified Payment Authorizations 2019-44.

Review of District Financial Statements

The Board reviewed the Financial Statements. Ms. Carvalho noted that these statements are through December 31, 2019. No action was necessary.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report

District Engineer – Not Present

District Manager – Ms. Carvalho noted the next meeting is scheduled for April 9, 2020.

Mr. Kearney asked if the District needs to hold a Special Meeting before the meeting in April to discuss what Capital Projects the District can do. The Board agreed that the District should hold a meeting in March and a discussion took place about the date.

Ms. Carvalho requested a motion from the Board to authorize District Staff to notice a Special BOS Meeting for Thursday, March 5, 2020 at 11:30 a.m. at this location.

On MOTION by Mr. Kearney, seconded by Mr. Calkins with all in favor, the Board authorized District Staff to run an ad noticing a Special BOS Meeting for March 5, 2020 at 11:30 a.m. at this location.

**Audience Comments and
Supervisor Requests**

Mr. Calkins asked about Trustee Fees, Irrigation, and Landscape Improvement line items. Ms. Carvalho will asked Ms. Glasgow the District accountant to do the itemization of what included in that account. It will be sent to everyone as well as a map of the District. Ms. Carvalho reminded the Board not to reply all.

A resident questioned the refinancing and asked the cost as part of the cost of issuance. Ms. Carvalho explained it is premature to have that answer because every deal will have a cost of issuance depending how the deal is structure.

The resident asked if the CDD controls or pays for the roads as they are built. The Board said no. Mr. Calkins will answer this question off the record as it does not pertain to the CDD.

FOURTH ORDER OF BUSINESS

Adjournment

There was no additional business to be discussed. Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. Kearney, seconded by Ms. Jowers, with all in favor, the January 23, 2020 Special Board of Supervisors meeting of the Amelia National CDD was adjourned at 1:52 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Update of Bond Restructuring Series 2004A
Bonds

**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Update of potential Capital Improvement
Projects

Amelia National CDD

OLD
NASSAUVILLE RD

AMELIA
CONCOURSE

— = Amelia National
Golf Club.

— = Amelia National
Energy Park

— = Amelia National CDD

