

MINUTES OF MEETING

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

Thursday, August 11, 2022, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
John Calkins	Vice Chairperson
Jean Stanley	Assistant Secretary
Julie Stola	Assistant Secretary
Vance Renfroe	Assistant Secretary

Also present in person or via phone:

Vivian Carvalho	District Manager- PFM Group Consulting LLC	
Venessa Ripoll	District Manager- PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel- Kutak Rock LLP	(via phone)
Dee Belet	Field Manager- Leland Management, Inc.	
Amy Champagne	PFM Group Consulting LLC	(via phone)
Don Hasenbank	PFM Group Consulting LLC	(via phone)
Kevin Plenzler	PFM Financial Advisors LLC	(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Carvalho called to order at 11:35 a.m. the Amelia National CDD Board of Supervisors' meeting in which roll call was initiated. Those in attendance are listed above.

Public Comment Period

Ms. Bolton, who is the Vice President of the POA spoke and wanted to discuss communication between the CDD and the POA. The POA is in the process of putting together a quarterly newsletter and would appreciate input from the CDD including basic information and functions.

Mr. Plenzler provided information concerning the debt service schedule. They have identified some additional revenue which comes to around \$300,000.00. The suggestion was made to reduce all assessments going forward by using \$250,000.00 of that revenue which in turn would lower annual assessment rates by just over 6%. For homeowners who

has not prepaid their assessment, their existing gross assessment would be \$1,052.83 but would be reduced down to \$986.00 annually.

Mr. Kearney asked about when the reduction would go into the tax roll where Mr. Plenzler confirmed that it would go into effect in November if it were agreed upon today. Mr. Calkins was concerned about the possibility of a reverse assessment, revenue not being available, and additional expenses to the Board or community concerning the proposal. Ms. Stola commented that the Board should have been informed of this proposal before the start of the meeting. There was a question why they recommend having \$50,000.00 in reserve where Mr. Plenzler responded that it was just in case something was to happen so that the Board was not forced to raise assessments. One of the homeowners in attendance asked if the \$50,000.00 would earn any interest. Ms. Champagne mentioned that there are 50 units left to plat. The Board was upset that they were not informed beforehand of the possibility of this occurring and wanted to be informed in the future. Ms. Carvalho discussed with the Board about a MEMO from PFM being formalized on the revenue account and based on the decision made at the meeting the MEMO will be part of the record keeping for the District. Mr. Plenzler confirmed that such MEMO will be drafted and provided to the Board accordingly for the record keeping.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with 4-1 in favor, Mr. Calkins abstaining from the vote, the Board approved taking \$250,000.00 from the revenue account to reduce the bond debt service schedule on a per unit basis.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the July 14, 2022, Auditor Selection Committee Meeting

The Board reviewed the minutes. The minutes will need to reflect that Ms. Carvalho held the meeting instead of Ms. Ripoll.

ON MOTION by Mr. Calkins, seconded by Mr. Renfroe, with all in favor, the Board approved the Minutes of the July 14, 2022, Auditor Selection Committee Meeting with the suggested changes.

Consideration of the Minutes of the July 14,

**2022, Board of Supervisors’
Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Calkins, seconded by Ms. Stola, all in favor, the Board approved the Minutes of the July 14, 2022, Board of Supervisors’ Meeting as presented.

**Consideration of
Resolution 2022-10,
Adopting the Annual
Meeting Schedule for Fiscal
Year 2022-2023**

It was discussed at the last Board meeting that the day of the week the meetings would be held would be changed but they would continue to happen on the second week of the month on a quarterly basis at 11:30 a.m.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, all in favor, the Board approved Resolution 2022-10, Adopting the Annual Meeting Schedule for Fiscal Year 2022-2023 to be held on a Monday, second week of the Month on a quarterly basis at 11:30AM at the Clubhouse.

**Review and Consideration
of Grau & Associates
Engagement Letter for FY
2022 Audit**

Mr. Calkins had a comment concerning the wording of the document provided. He also suggested that professional liability insurance should be on record with the Chair and the Board be listed as additional insured on the policies that PFM holds.

ON MOTION by Mr. Renfroe, seconded by Mr. Calkins, all in favor, the Board approved the Grau & Associates Engagement Letter for FY 2022 Audit.

**Update on Pond Aeration
Progress**

There was an update on ponds 2, 4, 5, and 6 concerning electrical services for the aeration pumps. Ms. Belet has reached out to Peacock Electric, Johnny's Electric, Beaches Electric, and Honey Done LLC. The aeration cost is \$29,694.00. It was suggested that the Chair be given authority to move forward with a contract that will not exceed \$15,000.00.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with 4-1 in favor, Ms. Stanley abstaining from the vote, the Board authorized the Chair to move forward with a contract that will not exceed \$15,000.00 with no less than 2-3 minimum proposals with a 2-week deadline of proposal submission.

Ratification of Payment Authorizations 152 – 154

The Board asked how much had been spent on irrigation in the last fiscal year. Ms. Belet noted that there has been some traffic damage around the same location that is having constant issues. Ms. Champagne noted that at the end of July, the cost of irrigation was \$3,727.29.

ON MOTION by Mr. Calkins, seconded by Ms. Stola, with all in favor, the Board ratified Payment Authorizations 152 – 154.

Review and Consideration of District Financials

The Board reviewed the District Financials as of June 30, 2022. No further action was required by the Board at this time.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report

District Engineer – Not present.

District Manager – Ms. Carvalho stated that the next meeting will take place on November 14, 2022, at 11:30 a.m. at this location.

**Audience Comments and
Supervisor Requests**

Mr. Renfroe stated that he had met with the contractor who had done the study of the electrical system to discuss the state of the lighting between Amelia Concourse and the gate house. Of the 79 total lights in that area were reported as being non-operational. The cost to update the entire lighting system would be \$20,800.00. An adjusted repair would be \$14,215.00. The Board decided previously that the lights should be converted to LED lights. The rest of the Board noted that this is not a dangerous issue at the moment.

Mr. Calkins started discussing how the community is at a stage where maintenance of certain areas should start to be considered including issues with current infrastructure where the prior developer and Board Members were involved and oversaw the operations. The projects being proposed do not have any budgeted amount to complete. It was suggested some money be used to make the community look more like a luxury community. There was discussion on what would take priority when it came to repairs over aesthetic appearance. There was also mention of trash being found underneath a grate that needed to be removed before it went into the retention pond. It was discussed that the possibility of hiring a handyman for the community should be considered.

Mr. Kearney thanked Mr. Calkins for providing great service and leadership on the Board of Supervisors for Amelia National CDD and expressed his gratitude.

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 Mr. Renfroe, all in favor, the August 11, 2022, Board of Supervisors Meeting of the Amelia National CDD was adjourned at 1:04 p.m.

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