

Amelia National Community Development District

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

PHONE 407-723-5900, FAX 407-723-5901

www.amelianationalcdd.com

The meeting of the Board of Supervisors of Amelia National Community Development District will be held **Monday, May 8, 2023, at 11:30 a.m. 95211 Clubhouse Road, Fernandina Beach FL 32034**. The following is the agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 792 560 599 #

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]*
- 1. Letter from the Supervisor of Elections – Nassau County

General Business Matters

- 2. Consideration of the Minutes of the April 10, 2023, Board of Supervisors' Meeting
- 3. Ratification of Payment Authorizations 187 & 188
- 4. Review and Consideration of District Financials

Other Business

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

Adjournment

If you are interested in obtaining any of the materials for the agenda, please reach out to Venessa Ripoll at (407) 723-5900 or ripollv@pfm.com



**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Letter from the Supervisor of Elections
– Nassau County



904.491.7500



96135 Nassau Place, Suite 3
Yulee, FL 32097



info@votenassaufl.gov
www.VoteNassaufl.gov

April 15, 2023

Ms. Vivian Carvalho
District Manager
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817

RE: Amelia National Community Development District

Dear Ms. Carvalho,

In accordance with FS 190.006, we are providing you with the following information that as of April 15, 2023, there are 785 registered voters within Amelia National Community Development District's boundaries.

Should you have questions, please do not hesitate to contact us.

Sincerely,

Janet H. Adkins
Nassau County Supervisor of Elections

Para solicitar este documento en español, llame a nuestra oficina al 904.491.7500

**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of the Minutes of the
April 10, 2023, Board of Supervisors' Meeting

MINUTES OF MEETING

AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES

Monday, April 10, 2023, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
Jean Stanley	Assistant Secretary
Julie Stola	Assistant Secretary
Vance Renfro	Vice Chairperson
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Vivian Carvalho	District Manager- PFM Group Consulting LLC	(via phone)
Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Kwame Jackson	Assistant District Manager- PFM Consulting	(via phone)
Katie Buchanan	District Counsel- Kutak Rock LLP	
Dee Belet	Field Manager- Leland Management, Inc.	
Amy Champagne	PFM Group Consulting LLC	(via phone)
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called to order at 11:33 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. Hebron gave her thanks to the Board for their participation in the Sunshine Laws training.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the
Minutes of the January 9,
2023, Board of Supervisors'
Meeting**

The Board reviewed the minutes. A minor change will need to be made, Ms. Belet was present and not on the phone.

ON MOTION by Mr. Kearney, seconded by Ms. Stanley, with all in favor, the Board approved the Minutes of the January 9, 2023, Board of Supervisors Meeting.

**Consideration of
Resolution 2023-04,
Approving a Preliminary
Budget for Fiscal Year 2024
and Setting a Public
Hearing Date [Suggested
Date, August 14, 2023]**

The Board reviewed the line items from the presented preliminary budget with Ms. Champagne and had some comments concerning items that had a price change from last year like aeration, landscape, lighting, reserves. There were some lengthy discussions about certain line items that had issues in the previous year.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, all in favor, the Board approved Resolution 2023-04, Approving a Preliminary Budget for Fiscal Year 2024 and Setting a Public Hearing Date for August 14, 2023 at 11:30 a.m.

**Discussion of Effluent
Water from JEA**

Mr. Kearney stated that as of now, there is a quote to put aeration water into pond 3 which directly connects to pond 2 but believes that since there are no homes around pond 3, they should not bother with putting effluent water in that pond. He proposed that the aeration water be put in ponds 13 and 14 instead since they're connected. There was some discussion of leaves clogging the drains and homeowners saying that the cleanup is the association's responsibility. Ms. Buchanan suggested reaching out to the POA to enforce the responsibilities of the residents on behalf of the CDD. They decided that attorney letters should be sent to vendors and residents that have been identified as causing damage to the community.

**Discussion of Wildlife in
Ponds**

There was a lengthy discussion of how to go about taking care of the alligators that have been found in the ponds throughout the community. Information concerning coexisting with alligators in the area will be posted to the website for residents to view. The board

agreed with Florida Fish Wildlife recommendation that alligators is deemed a nuisance if its at least 4 feet in length and the caller believes it poses a threat to people, pets or property. If you see an alligator at least 4 feet in length to contact Dee Belet and she will contact Nuisance Alligator Hotline

Update on Lighting for the ANGCC Entry Corridor

Mr. Renfro provided an overview of the status of the lighting for the entry corridor. There was mention of homeowners wondering if lights are kept up year-round, what would be done for the holidays. A suggestion was made to keep the lights hung up but turned off unless it's during certain holidays.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved keeping lights on for the 4th of July, Thanksgiving, Christmas, and New Year's.

Ratification of Payment Authorizations 172 – 183

The Board reviewed the payment authorizations.

ON MOTION by Ms. Stola, seconded by Ms. Stanley, with all in favor, the Board ratified Payment Authorizations 172 – 183.

Review and Consideration of District Financials

The Board reviewed the District Financials. No further action was required by the Board at this time.

Mr. Renfro stated that they would work on collecting bids for lights for the next meeting and will be sent to Mr. Hebron.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – Not present.

District Manager – Ms. Ripoll stated that the next meeting is scheduled for May 8, 2023 at 11:30 a.m.

Field Manager – Ms. Belet mentioned that 2 valve will need to be replaced at the Guard Gate Center, she asked for approval to proceed for the repair done by Martex Irrigation for \$1,450.

ON MOTION by Ms. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved to proceed for the repair done by Martex Irrigation for \$1,450.

Ms. Belet mentioned that there is a dead tree in Tract C behind 9266 Amelia National Parkway, she had received two different bids from the Greenery Martex for \$1,305 and Lucas Trees for \$500. Lucas Trees said they would cut the tree and leave it in the conservation area.

ON MOTION by Ms. Kearney, seconded by Ms. Stola, with all in favor, the Board approved the bid of \$500 from Lucas Trees for their services.

Ms. Belet mentioned the need for pressure washing in the common areas, she received two different bids from Shark Pro for \$4,300 and Krystal Clean for \$3,130.88. The Board stated that they would only want the sidewalks completed. Krystal Clean was at \$700 with an addition \$275 from JAE to provide a water source. The Board agreed not to exceed \$1,000

ON MOTION by Ms. Kearney, seconded by Ms. Stola, with all in favor, the Board approved going forward with a contract with Krystal Clean with a not to exceed amount of \$1,000.

The Board decided to wait until the August meeting to gather aeration bids for ponds 13 & 14.

**Audience Comments and
Supervisor Requests**

There were no additional comments at this time.

FOURTH ORDER OF BUSINESS

Adjournment

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

ON MOTION by Ms. Stola, seconded by Mr. Kearney, all in favor, the April 10, 2023, Board of Supervisors Meeting of the Amelia National CDD was adjourned at 1:46 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations
187 & 188

**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 187

4/14/2023

Item No.	Payee	Invoice #	General Fund FY 2023
1	The Greenery		
	Sod Repair Work 04/05/23	716994	\$ 549.37
	Irrigation Repairs - 04/05/23	716995	\$ 160.79
	Landscape Maintenance: April 2023	717148	\$ 2,552.00
2	PFM Group Consulting		
	District Management Fee: April 2023	DM-04-2023-01	\$ 2,750.00
3	Supervisor Fees: Meeting 04/10/2023		
	Vance Renfro	--	\$ 200.00
	Stephen Kearney	--	\$ 200.00
	Julie Stola	--	\$ 200.00
	Jean Stanley	--	\$ 200.00
	Ronald Hebron	--	\$ 200.00

TOTAL \$ 7,012.16

6462.79

20 APRIL 2023

Secretary/Assistant Secretary

Chairperson/ Vice Chairperson

Amy - NEED TO KNOW WHY?
SOD REPAIR


**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 188

4/20/2023

Item No.	Payee	Invoice #	General Fund FY 2023
1	Leland Management Management Fee: April 2023	33194	\$ 800.00
2	PFM Group Consulting Agenda Copies: April 2023 Billable Expenses: March 2023	124461 124498	\$ 126.21 \$ 128.28
TOTAL			\$ 1,054.49

Secretary/Assistant Secretary

 24 April 2023

Chairperson/~~Vice Chairperson~~

**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Review and Consideration of District Financials

Amelia National CDD
Statement of Financial Position
As of 3/31/2023

	General Fund	Debt Service Fund - 2021	Debt Service Fund - 2006A	Construction Fund	Long Term Debt Group	Total
<u>Assets</u>						
<u>Current Assets</u>						
General Checking - CNB	\$189,595.34					\$189,595.34
State Board of Administration	6,083.92					6,083.92
Assessments Receivable	49,401.05					49,401.05
Assessments Receivable		\$74,686.51				74,686.51
Revenue 2021 Refund		346,814.72				346,814.72
Interest 2021 Refund		15.91				15.91
Prepayment 2021		853,120.79				853,120.79
Assessments Receivable			\$335,018.60			335,018.60
Debt Service Reserve - 2006A			247,138.13			247,138.13
Revenue - 2006A			13,944.23			13,944.23
Prepayment 2006A			2,728.62			2,728.62
Acquisition/Construction - 2006A				\$38,973.14		38,973.14
Deferred Cost - 2006A				204,814.28		204,814.28
Total Current Assets	<u>\$245,080.31</u>	<u>\$1,274,637.93</u>	<u>\$598,829.58</u>	<u>\$243,787.42</u>	<u>\$0.00</u>	<u>\$2,362,335.24</u>
<u>Investments</u>						
Amount Available in Debt Service Funds					\$1,463,762.40	\$1,463,762.40
Amount To Be Provided					6,316,237.60	6,316,237.60
Total Investments		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,780,000.00</u>	<u>\$7,780,000.00</u>
Total Assets	<u><u>\$245,080.31</u></u>	<u><u>\$1,274,637.93</u></u>	<u><u>\$598,829.58</u></u>	<u><u>\$243,787.42</u></u>	<u><u>\$7,780,000.00</u></u>	<u><u>\$10,142,335.24</u></u>
<u>Liabilities and Net Assets</u>						
<u>Current Liabilities</u>						
Accounts Payable	\$24,743.86					\$24,743.86
Deferred Revenue	49,401.05					49,401.05
Deferred Revenue		\$74,686.51				74,686.51
Deferred Revenue			\$335,018.60			335,018.60
Total Current Liabilities	<u>\$74,144.91</u>	<u>\$74,686.51</u>	<u>\$335,018.60</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$483,850.02</u>

Amelia National CDD
Statement of Financial Position
As of 3/31/2023

	General Fund	Debt Service Fund - 2021	Debt Service Fund - 2006A	Construction Fund	Long Term Debt Group	Total
<u>Long Term Liabilities</u>						
Revenue Bonds Payable - Long-Term					\$7,780,000.00	\$7,780,000.00
Total Long Term Liabilities		\$0.00	\$0.00	\$0.00	\$7,780,000.00	\$7,780,000.00
Total Liabilities	<u>\$74,144.91</u>	<u>\$74,686.51</u>	<u>\$335,018.60</u>	<u>\$0.00</u>	<u>\$7,780,000.00</u>	<u>\$8,263,850.02</u>
<u>Net Assets</u>						
Net Assets, Unrestricted	\$183,653.14					\$183,653.14
Net Assets - General Government	(91,864.32)					(91,864.32)
Current Year Net Assets - General Government	79,146.58					79,146.58
Net Assets, Unrestricted		\$677,524.42				677,524.42
Current Year Net Assets, Unrestricted		522,427.00				522,427.00
Net Assets, Unrestricted			\$358,091.78			358,091.78
Current Year Net Assets, Unrestricted			(94,280.80)			(94,280.80)
Net Assets, Unrestricted				\$245,814.56		245,814.56
Current Year Net Assets, Unrestricted				(2,027.12)		(2,027.12)
Net Assets - General Government				(0.02)		(0.02)
Total Net Assets	<u>\$170,935.40</u>	<u>\$1,199,951.42</u>	<u>\$263,810.98</u>	<u>\$243,787.42</u>	<u>\$0.00</u>	<u>\$1,878,485.22</u>
Total Liabilities and Net Assets	<u>\$245,080.31</u>	<u>\$1,274,637.93</u>	<u>\$598,829.58</u>	<u>\$243,787.42</u>	<u>\$7,780,000.00</u>	<u>\$10,142,335.24</u>

Amelia National CDD
Statement of Activities
As of 3/31/2023

	General Fund	Debt Service Fund - 2021	Debt Service Fund - 2006A	Construction Fund	Long Term Debt Group	Total
<u>Revenues</u>						
On-Roll Assessments	\$156,806.93					\$156,806.93
Off-Roll Assessments	75,087.02					75,087.02
Other Income & Other Financing Sources	60.00					60.00
On-Roll Assessments		\$248,859.74				248,859.74
Other Assessments		303,484.99				303,484.99
Inter-Fund Transfers		8,102.59				8,102.59
Inter-Fund Transfers			(\$1,886.70)			(1,886.70)
Inter-Fund Transfers				(\$6,215.89)		(6,215.89)
Total Revenues	<u>\$231,953.95</u>	<u>\$560,447.32</u>	<u>(\$1,886.70)</u>	<u>(\$6,215.89)</u>	<u>\$0.00</u>	<u>\$784,298.68</u>
<u>Expenses</u>						
Supervisor Fees	\$2,000.00					\$2,000.00
Public Official Insurance	3,147.00					3,147.00
Trustee Services	5,737.69					5,737.69
Management	16,500.00					16,500.00
Field Management	4,800.00					4,800.00
Dissemination Agent	1,250.00					1,250.00
Property Appraiser	5,002.00					5,002.00
District Counsel	1,837.00					1,837.00
Assessment Administration	5,000.00					5,000.00
Audit	3,500.00					3,500.00
Legal Advertising	756.34					756.34
Contingency/Miscellaneous	48,848.00					48,848.00
Web Site Maintenance	440.00					440.00
Office Misc (Postage, Tel, Copies, Etc.)	307.39					307.39
Dues, Licenses, and Fees	175.00					175.00
Electric	1,401.82					1,401.82
General Insurance	4,089.00					4,089.00
General Repair & Maintenance	275.85					275.85
Irrigation	510.76					510.76
Lake Maintenance	16,051.75					16,051.75
Landscaping Maintenance & Material	14,736.00					14,736.00
Landscape Improvements	12,841.88					12,841.88
Entry Decorations	3,742.11					3,742.11
Interest Payments		\$45,771.00				45,771.00
Interest Payments			\$96,750.00			96,750.00
Total Expenses	<u>\$152,949.59</u>	<u>\$45,771.00</u>	<u>\$96,750.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$295,470.59</u>

Amelia National CDD
Statement of Activities
As of 3/31/2023

	General Fund	Debt Service Fund - 2021	Debt Service Fund - 2006A	Construction Fund	Long Term Debt Group	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>						
Interest Income	\$142.22					\$142.22
Interest Income		\$7,750.68				7,750.68
Interest Income			\$4,355.90			4,355.90
Interest Income				\$4,188.77		4,188.77
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$142.22</u>	<u>\$7,750.68</u>	<u>\$4,355.90</u>	<u>\$4,188.77</u>	<u>\$0.00</u>	<u>\$16,437.57</u>
Change In Net Assets	\$79,146.58	\$522,427.00	(\$94,280.80)	(\$2,027.12)	\$0.00	\$505,265.66
Net Assets At Beginning Of Year	<u>\$91,788.82</u>	<u>\$677,524.42</u>	<u>\$358,091.78</u>	<u>\$245,814.54</u>	<u>\$0.00</u>	<u>\$1,373,219.56</u>
Net Assets At End Of Year	<u><u>\$170,935.40</u></u>	<u><u>\$1,199,951.42</u></u>	<u><u>\$263,810.98</u></u>	<u><u>\$243,787.42</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,878,485.22</u></u>

Amelia National CDD
Budget to Actual
For the Month Ended 3/31/23

	Actual	Year To Date Budget	Variance	Adopted FY 2023 Budget
<u>Revenues</u>				
Assessments	\$231,893.95	\$140,647.50	\$91,246.45	\$281,295.00
Other Income & Other Financing Sources	60.00	0.00	60.00	0.00
Net Revenues	\$231,953.95	\$140,647.50	\$91,306.45	\$281,295.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$2,000.00	\$3,500.00	-\$1,500.00	\$7,000.00
Public Official Insurance	3,147.00	1,646.50	1,500.50	3,293.00
Trustee Fees	5,737.69	3,750.00	1,987.69	7,500.00
District Management Fees	16,500.00	16,500.00	0.00	33,000.00
Management Fees - Field	4,800.00	4,800.00	0.00	9,600.00
District Engineer	0.00	1,000.00	-1,000.00	2,000.00
Engineering Inspections	0.00	2,500.00	-2,500.00	5,000.00
Dissemination Agent	1,250.00	3,000.00	-1,750.00	6,000.00
Property Appraiser Fee	5,002.00	2,900.00	2,102.00	5,800.00
District Counsel	1,837.00	2,000.00	-163.00	4,000.00
Assessment Administration	5,000.00	2,500.00	2,500.00	5,000.00
Reamortization Schedule	0.00	250.00	-250.00	500.00
Audit Fees	3,500.00	3,315.00	185.00	6,630.00
Arbitrage	0.00	500.00	-500.00	1,000.00
Legal Advertising	756.34	750.00	6.34	1,500.00
Bank Fees	0.00	50.00	-50.00	100.00
Contingency/Miscellaneous	15,918.00	19,773.50	-3,855.50	39,547.00
Website Maintenance	440.00	1,260.00	-820.00	2,520.00
Office Misc (Phone/Postage/Copies/Supplies/etc)	307.39	375.00	-67.61	750.00
Dues, Licenses & Fees	175.00	87.50	87.50	175.00
Electric	1,401.82	2,700.00	-1,298.18	5,400.00
General Insurance	4,089.00	2,140.00	1,949.00	4,280.00
Repairs & Maintenance - Entry	275.85	2,500.00	-2,224.15	5,000.00
Lake Maintenance	16,051.75	15,000.00	1,051.75	30,000.00
Lake Improvements/Aerators	32,930.00	15,500.00	17,430.00	31,000.00
Landscape Maintenance	14,736.00	17,500.00	-2,764.00	35,000.00
Landscape Improvement	12,841.88	9,650.00	3,191.88	19,300.00
Repairs & Maintenance - Irrigation/wetland tree maint.	510.76	4,000.00	-3,489.24	8,000.00
Entry Decorations	3,742.11	1,200.00	2,542.11	2,400.00
Total General & Administrative Expenses	\$152,949.59	\$140,647.50	\$12,302.09	\$281,295.00
Income (Loss) from Operations	\$79,004.36	\$0.00	\$79,004.36	\$0.00
<u>Other Income (Expense)</u>				
Interest Income	\$142.22	\$0.00	\$142.22	\$0.00
Total Other Income (Expense)	\$142.22	\$0.00	\$142.22	\$0.00
Net Income (Loss)	\$79,146.58	\$0.00	\$79,146.58	\$0.00

**AMELIA NATIONAL
COMMUNITY DEVELOPMENT DISTRICT**

Staff Reports