

# **MINUTES OF MEETING**

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

**Monday, July 14, 2025, 11:30 AM**

**95211 Clubhouse Road, Fernandina Beach, FL, 32034**

Board Members present:

Stephen Kearney	Chairperson
Vance Renfroe	Vice Chairperson
Julie Stola	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Venessa Ripoll	District Manager - PFM Group Consulting LLC	
Gazmin Kerr	PFM Group Consulting LLC	(via phone)
Kiara Cuesta	PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Acct. - PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel - Kutak Rock LLP	(via phone)
Leilani Chamberlain	Field Manager - Leland Management, Inc.	(via phone)

Various Audience Members

### **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

#### **Call to Order and Roll Call**

Ms. Ripoll called to order the Amelia National CDD Board of Supervisors' meeting at 11:38 a.m. and roll call was initiated. Those in attendance are listed above.

#### **Public Comment Period**

A homeowner, Mr. Straton, had a comment regarding issues with trespassers jumping over the fence adjacent to his property. There was brief discussion regarding the location. It was noted this is at Lake 17, where there is no fence, and pictures were submitted. Mr. Kearney noted that the pond is CDD property, but the land is POA property. This issue needs to be directed to Mr. Veazey for the POA. Ms. Buchanan reviewed the location on the Property Appraiser's website.

Another resident had a comment regarding signage for residents to pick up dog waste. Mr. Kearney noted this would also be POA responsibility.

There was brief discussion regarding minors fishing in the pond and the liability of that. Mr. Kearney stated this has been a continued discussion with the POA, along with the possibility of getting a fence around the property.

After viewing the Property Appraiser's website, Ms. Buchanan noted there is CDD ownership in that area of the pond. Ms. Buchanan stated the District Engineer would have to confirm that a fence is not required around the pond, based on depth. If signage is posted, that negates the liability of anyone trespassing or fishing in the ponds. The County owns the buffer from the sidewalk to the fence. Ms. Buchanan will follow up with the County on what area they maintain.

Mr. Renfroe noted for any trespassing, the police need to be contacted.

There was discussion regarding placing a fence along the Concourse to the tree line. Mr. Kearney requested Ms. Chamberlain to get a quote for a fence along Concourse. Ms. Chamberlain noted that area is CDD responsibility, along with a few other areas. She reviewed the areas that belong to the Golf Course and the Developer as well. There was brief discussion regarding the type of fence needed.

Another resident also noted that trespassing is an ongoing problem. There was brief discussion regarding the allowance of reporting trespassers. Prior to that time, trespassers were only given a warning. Ms. Chamberlain noted that she has a case number that should be referenced when reporting trespassing.

## **SECOND ORDER OF BUSINESS**

### **General Business Matters** **Consideration of the Minutes of the May 12, 2025, Board of Supervisors' Meeting**

The Board reviewed the minutes. Ms. Ripoll noted the minutes will be on the District's website.

Mr. Hebron requested the summary of the recent legislative session from District Counsel. Ms. Buchanan noted it was sent out, but she will re-forward to the Board.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Minutes of the May 12, 2025, Board of Supervisors' Meeting.

### **Discussion on No Fishing Signs**

Ms. Stola gave an update on the "No Fishing" signs and gave an overview on what they will look like. She noted the golf course and ICI Homes have put up about 11 of the signs. There is a

Florida Statute listed on the signs, and they would be placed around the ponds. There will always be those who do not comply with the law, but the sign is a deterrent. She reviewed the pricing and noted they are approximately \$226.00 per sign, which includes the post and clamps. Ms. Stanley recommended another vendor and will provide the information to Ms. Stola.

There was brief discussion regarding the signs, the liability, and the areas that have been left open by the golf course work. It was noted the signs do negate some of the CDD's liability. Mr. Kearney stated any areas needing clean up from the golf course work need to be communicated with them.

It was noted there are "No Fishing" signs already located at the entry to Amelia National. Mr. Hebron requested uniformity with the signs. There was brief discussion on where the signs would be placed.

Ms. Stanley noted the signs she purchased were approximately \$32.00 per sign. The Board agreed to start with 15 signs. Ms. Stola will get the quotes to Ms. Chamberlain, and she will bring them back to the next Board meeting for review. This will be kept on the agenda.

#### **Discussion of Educational Email Blast**

Mr. Hebron gave an overview of the educational email blast and noted he always tried to educate first. He would like to start a monthly or bi-monthly email campaign for residents. This would remind residents of the rules and regulations within the District. Some of the topics would include the no fishing, feeding the wildlife, flood prevention, lawn clippings, planting, and an overview of the CDD.

Mr. Hebron will compile, and Ms. Chamberlain will send out the email blast. He requested community workshops to get input from residents that need clarification. Ms. Ripoll recommended holding the workshops after the Board meetings in order to give proper notice.

#### **Update on Pond Maintenance • Midge Control**

Mr. Phelleps was not in attendance, but provided an update of the report in the Board's agenda packet. The reports will be available on the POA website.

Ms. Ripoll gave an update and noted she had a Teams meeting with Mr. Phelleps, and Lake Doctors. Mr. Phelleps expressed his concerns about the ponds during that meeting. Ms. Ripoll is working to have more open communication with the Board and Lake Doctors.

Ms. Ripoll noted that Lake Doctors will now let her know when they are on property. She will share that information with the Board.

Mr. Kearney noted that Pond 32 air hose was broken by the golf course updates and repaired by Lake Doctors. This was paid for by the CDD. He requested that Ms. Chamberlain follow up with

the golf course in order to get Invoice #2052890 reimbursed. Ms. Stanley noted this was out of the scope of the golf course and they should not have had access to that area. Ms. Ripoll will follow up.

There was brief discussion regarding Mr. Phelleps' report and what is included in the report. It was noted that any time there is an issue with the ponds, residents should contact Ms. Chamberlain.

### **Review and Consideration of Gage Tree Care Proposal**

Ms. Chamberlain gave an overview of the Gage tree care proposal. She has previously worked with this vendor.

There was brief discussion regarding the need for the proposal. Ms. Chamberlain noted this is maintenance that has been done in the past and is something that should be considered, especially with storm season approaching.

Mr. Hebron asked for clarification on what was included in the proposal from the new landscaping team. Mr. Kearney noted there was an extra monthly service fee to complete tree trimming. The Board chose not to add that monthly service fee when proposed. Ms. Stola noted she had seen the landscaping team trim some of the trees when on property.

Mr. Kearney requested two more proposals prior to making a decision. Ms. Ripoll recommended getting a proposal from the current landscaping vendor. Ms. Chamberlain will follow up. This will be kept on the agenda.

### **Discussion of Bermuda Ditch**

Ms. Ripoll gave an update on the Bermuda Ditch. Residents contacted the POA regarding drainage issues. Mr. Veazey has been working on this project and is waiting for the survey to come in. This will determine what is causing the standing water and what needs to be done to alleviate the issue. This will be brought before the Board at the next meeting.

There was brief discussion regarding where the ditch is located.

Mr. Kearney asked for clarification regarding the process of turning over the culverts and gutters to the CDD from ICI Homes. Ms. Buchanan gave an overview of that process and noted the culverts and gutters are included in the stormwater system. The District Engineer signs a certificate noting that everything is in good working condition prior to this taking place. She noted that the last acquisition took place a few years ago for a pond on Wild Cherry.

Mr. Kearney noted there has never been a formal approval of acquiring roadway gutters. Ms. Buchanan will follow up with the District Engineer. This will be kept on the agenda.

A resident had a question regarding the ownership of the curbs and drains. He noted there are issues with degrading and drainage. Mr. Hebron gave an overview of the past issues.

There was brief discussion regarding the issues with degrading and drainage and the process of acquisition. Ms. Ripoll will look for a Certificate of Completion as well and follow up with District Counsel.

**Update on Amelia National Entry  
Corridor Electrical & Lighting  
System Rebuild**

Ms. Chamberlain gave an update. She is awaiting a formal proposal from the trencher. The last proposed amount was \$30,000.00. The approved trenching budget is currently \$15,000.00. She is still reaching out to other vendors.

Ms. Ripoll noted the original trencher is no longer an option.

It was noted the holiday lighting vendor has been approved and larger wreaths have been requested. No deposit has been made, but the contract has been executed.

This will be kept on the agenda.

**Ratification of Payment  
Authorization Nos. 282 – 291**

Ms. Ripoll noted these are contractual obligations that have already been approved. These are solely for ratification.

Mr. Hebron asked for clarification on some of the Payment Authorizations. Ms. Ripoll noted they were for lighting that had been approved and ordered. The other payment authorizations were for the aeration electric bills.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board ratified Payment Authorizations Nos. 282-291.

**Review and Consideration of  
District Financials**

Ms. Ripoll stated the financials have been emailed and are as of April 2025. They are also available on the website. These will be approved at the next meeting.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved the District Financials.

## **Staff Reports**

**District Counsel** – No report.

**District Engineer** – No report.

**District Manager** –

- **Work Order Spreadsheet**

Ms. Ripoll requested permission to contact the District Engineers to work on a map of the water flow. This will be in conjunction with Mr. Phelleps.

Ms. Ripoll noted the next Board meeting will be on August 12, 2025, for the Budget Public Hearing.

Ms. Ripoll gave an overview of the Work Order Spreadsheet. This keeps track of all requests and projects within the District. This will be emailed to the Board in a bigger font.

## **Audience Comments and Supervisor Requests**

Mr. Kearney gave an update on the beavers. He noted he has reached out to Beaver Busters. There has been clogging and increased beaver activity. As of now, they are staying off property to the North.

Mr. Hebron asked for an update on the Wild Cherry curb issue. Ms. Ripoll noted this has been completed. There was brief discussion regarding this and that it may be a future issue.

Mr. Hebron also reviewed the meeting schedule for 2026 and recommended meeting every other month. There was brief discussion. Ms. Ripoll will work on the resolution to amend the dates. This will be on the next agenda.

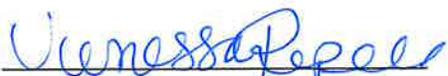
There were no further audience comments or supervisor requests at this time.

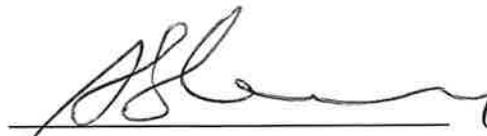
## **FOURTH ORDER OF BUSINESS**

## **Adjournment**

Ms. Ripoll called for a motion.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board adjourned the July 14, 2025, Board of Supervisors Meeting for the Amelia National Community Development District at 12:54 p.m.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson