MINUTES OF MEETING

AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES
Monday, August 11, 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
Fred Phelleps	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	
Jennifer Glasgow	District Accountant – PFM Group Consulting LLC	
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 11:30 a.m. and roll call was initiated. Those in attendance are listed above.

Public Comment Period

A homeowner, Mr. Straton, had a comment regarding an issue with trespassing near the fence. Photos were provided to the Board.

SECOND ORDER OF BUSINESS **General Business Matters**

Consideration of the Minutes of the July 14, 2025, Board of Supervisors' Meeting

The Board reviewed the minutes. Ms. Ripoll noted the minutes have been amended as requested by the Board and will be on the District's website.

ON MOTION by Ms. Stola, seconded by Mr. Kearney, with all in favor, the Board approved the Minutes of the July 14, 2025, Board of Supervisors' Meeting.

Public Hearing on the Adoption of the District's Annual Budget

a. Public Comments and Testimony

b. Board Comments

c. Consideration of Resolution 2025-04, Adopting the Fiscal Year 2026 Budget and Appropriating Funds

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board opened the Public Hearing on the Adoption of the District's Annual Budget.

Ms. Ripoll noted the budget is the same as the overall proposed budget and there is no increase.

Ms. Stola noted this is a consistently stable budget.

There were no public comments at this time.

There were no further Board comments at this time.

ON MOTION by Mr. Renfroe, seconded by Mr. Kearney, with all in favor, the Board closed the Public Hearing on the Adoption of the District's Annual Budget.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board approved Resolution 2025-04, Adopting the Fiscal Year 2026 Budget and Appropriating Funds.

Public Hearing on the Imposition of O&M Assessments

a. Public Comments and Testimony

b. Board Comments

c. Consideration of Resolution 2025-05, Imposing O&M Assessments and Certifying an Assessment Roll

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board opened the Public Hearing on the Imposition of O&M Assessments.

There were no public comments at this time.

There were no Board comments at this time.

ON MOTION by Ms. Stola, seconded by Mr. Phelleps, with all in favor, the Board closed the Public Hearing on the Imposition of O&M Assessments.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved Resolution 2025-05, Imposing O&M Assessments and Certifying an Assessment Roll.

Consideration of Resolution 2025-06, Adopting the Annual Meeting Schedule for Fiscal Year 2026

Ms. Ripoll reviewed the annual meeting schedule and noted meetings will be every other month, for consistency. Workshops have also been added to the schedule.

There was discussion regarding the meeting dates and the possibility of holding evening workshops. It was noted that October 13th is a holiday and that meeting will be moved to October 20th. Ms. Ripoll noted she will not be in attendance, but will have coverage. She also noted that if any meetings change, a new advertisement can be done.

Ms. Buchanan noted Districts usually hold workshops during the budget season. Mr. Kearney recommended only having one workshop for the year. Ms. Ripoll noted that middle afternoon meetings are usually well attended in her other Districts. Mr. Hebron recommended holding the meetings at 11:30 a.m. and holding any workshops at 1:00 p.m.

Ms. Ripoll noted a quorum is not needed for workshops, but minutes will be taken. There was continued discussion regarding the process of attendance for workshops. Mr. Hebron noted a workshop could be for Hurricane Preparedness and another for the lighting. There was discussion regarding community topic workshops being hosted by the HOA. Ms. Buchanan noted that if two or more CDD Supervisors attend a workshop and CDD topics happen to be discussed, the workshop must be notified according to statutory requirements.

There was discussion regarding the Florida Sunshine law and how that affects other meetings.

Ms. Stola recommended holding two or three workshops after the Board meetings. The Board agreed to hold workshops on October 20th, February 9th, and June 8th at 1:30 p.m. Mr. Hebron will work with the County to set up the Hurricane Preparedness workshop and will be the liaison for the topics of the future workshops.

ON MOTION by Mr. Hebron, seconded by Ms. Stola, with all in favor, the Board approved Resolution 2025-06, Adopting the Annual Meeting Schedule for Fiscal Year 2026, with the amended changes.

Discussion on No Fishing Signs

Ms. Chamberlain gave an overview of the "No Fishing" signs proposals. There are various options. The River City Advertising proposal provides 15 signs and posts for $3,182.97 and includes installation. The Fast Signs proposal provides 15 signs and posts for $3,298.00 and does not include installation. It was noted, Ms. Stanley had previously mentioned the cheaper cost of signage at the church, but that did not include posts or installation.

The Board briefly discussed the proposals, what was included, and the way the signage looked. It was noted the tax will be removed as the District is tax exempt.

ON MOTION by Mr. Hebron, seconded by Mr. Renfroe, with all in favor, the Board approved the River City Advertising "No Fishing" signs proposal, Option C.

The Board discussed the sign locations. Ms. Buchanan noted workshops can be held to discuss the locations, but the Board makes the final decision at meetings. The Board agreed to have this discussion at the October workshop. Ms. Chamberlain will bring the list of ponds that have the most complaints to that workshop.

There was discussion regarding fishing being allowed at Pond 10. Mr. Kearney noted that fishing is no longer allowed at any pond unless it is directly behind a home and is being done by a resident. Ms. Chamberlain reviewed the Declarations for the golf course and noted no fishing is allowed from that side. Mr. Kearney will follow up with Mr. Veazey to confirm the by-laws.

There was also brief discussion regarding the number of signs to purchase. It was noted that all 15 will be used.

It was noted that signs may not stop every issue, but they do protect the District.

Update on Amelia National Entry Corridor Electrical & Lighting System Rebuild

Ms. Ripoll noted Ms. Chamberlain has received two proposals. Ms. Chamberlain noted the scope has been minorly changed and does not go all the way to the guardhouse. She has met with the vendors onsite to review the location.

The Board reviewed the proposals and cost. There was discussion regarding the liability for any damages. Ms. Chamberlain noted there will be removal of landscaping as it relates to liability. Coastal Greenery included putting the landscaping back in place in the proposal. Ms. Chamberlain recommended Coastal Greenery.

It was noted the trenching budget is $15,000.00.

There was brief discussion regarding the scope of work. Mr. Renfroe noted the lighting to the guardhouse may have to be completed eventually to protect pedestrians. Ms. Chamberlain will keep the Board up to date on the schedule.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved the Coastal Greenery proposal for the Amelia National Entry Corridor Electrical and Lighting System Rebuild.

Review and Consideration of Fence Proposals

Ms. Chamberlain gave an update on the fence proposals from Gains Fence and Superior Fence. She is still working with the vendors to get the final proposals and reviewed the location for the fencing. She noted the estimate for a 4-foot fence is approximately $62,750.00, and $85,675.00 for a 6-foot fence. The fence would be a black aluminum commercial grade fence.

Mr. Kearney noted this is not in the budget for the CDD. He requested a breakdown for a fence around Pond 17, along the concourse. Ms. Chamberlain noted the estimate is for 1,700 feet of 4-foot fence, which is approximately $37.00 per foot.

The Board discussed the need for a fence. Mr. Kearney recommended using law enforcement instead of using budgeted money towards a fence. There was discussion regarding the liability of the CDD if anyone were to drown in the pond.

Ms. Chamberlain noted the proposal can be adjusted to what areas need fencing the most and recommended using signage in the wooded areas. Mr. Kearney requested proposals for 4-foot and 6-foot fencing around Pond 17, along the concourse.

There was brief discussion regarding securing the community and the cost of fencing. Measurements will be sent to Ms. Chamberlain for the Pond 17 area.

This item will be kept on the agenda and updated proposals will be brought before the Board.

Update on Pond Maintenance
• Midge Control

Mr. Phelleps gave an update on pond maintenance and overview of his report. He noted there has been significant algae growth on the ponds, and noted some growth is reasonable. Lake Doctors is working to control it, but he is working to understand how to be proactive in stopping the growth as well. Mr. Phelleps is also working to get a better understanding of the water flow from Neal. Lastly, he is working with the golf course on trying to minimize what goes into the ponds.

Mr. Phelleps also gave an update on midge control. He noted two treatments had been approved for Pond 7 and one of the treatments has been completed. Midges are still an issue, and he will report back to Lake Doctors. Lake Doctors has repaired the Pond 7 aerator.

It was noted that the District is allowed to stock the ponds with Bluegill. Mr. Phelleps recommended stocking a couple of the ponds in November to see if it helps. He will work on getting a proposal for the October meeting. Mr. Renfroe noted the ponds are connected and the fish may migrate. Mr. Phelleps noted that might actually help the ponds.

Mr. Kearney noted Mr. Phelleps is doing great work with the ponds.

Review and Consideration of Tree Proposals

Ms. Chamberlain reviewed the tree proposals and scope of work. All the vendors have been onsite and the cost ranges from $9,600.00 - $12,600.00. She noted the tree work would go from entrance monuments to the guard house.

There was brief discussion regarding the current gardening vendor doing the scope of work. It was noted he would only go as high as the pole saws would reach.

Mr. Kearney noted this is not in the budget. Ms. Chamberlain noted the vendors did not show concern with the trees and should be okay for another year. However, the canopies should be lifted for the higher trucks coming through the community.

Ms. Stola recommended working with the current vendor. Ms. Chamberlain noted he would only go up to 10 feet and cost $300 per month.

Mr. Kearney reviewed the scope of work from the vendors.

The Board discussed using the current vendor for a one time service and budgeting for this item next year. Ms. Chamberlain will follow up. Ms. Glasgow noted she will make a line item for this project.

Discussion of Bermuda Ditch

Ms. Chamberlain noted she has not heard back from Mr. Veazey.

This will be kept on the agenda.

Discussion Regarding the Potential Installation of a Fountain at Pond 10

Mr. Kearney gave an overview of this item. He noted there have been several inquiries as to why Pond 10 does not have a fountain. There is already aeration and electricity for that pond.

The Board discussed the potential of having the fountain and the cost. It was noted it would be eye-catching and a draw for the community. Mr. Hebron requested proposals, and to know what the maintenance would be.

Ms. Chamberlain will get proposals and ask The Hamptons what type of fountain they have. She noted another community she works with, just installed a fountain for $12,000.00. She recommended having a fountain maintenance plan as well.

The Board gave their opinion of the possibility of a fountain. A resident noted she does not want to have special assessments towards a fountain. Mr. Kearney noted it would be out of contingency funds. Mr. Renfroe noted fountains were not originally installed because the priority was pond health.

This item will be kept on the agenda.

Ratification of Partial Termination of Access and Maintenance Easement

Ms. Buchanan gave an overview of the termination. Ms. Buchanan noted this is an adjustment to the property line easements. The Chair has discussed this with District Counsel and the District Engineer has had no concerns with loss of access.

The Board discussed the access and easement. Ms. Buchanan will email the Board the new easement location. She noted that there is a resolution that allows the Chair to approve items necessary between meetings to continue the development of the community. Ms. Buchanan will email the resolution to Mr. Hebron.

Mr. Kearney explained that the Developer was encroaching on the CDD easement, which was the reason for this adjustment. Ms. Buchanan noted there are minimal implications regarding this decision. It was also noted that this was unimpactful to St. Johns Water Management District, as this was not a conservation easement.

Ms. Buchanan noted that this easement should not affect Pond 24 and future Pond 24A. She reviewed the documents related to the access and easement with the Board. It was noted this was a no value transaction. There was continued discussion regarding modifications to the easement.

Ms. Buchanan reviewed the location and mapping of the easement. She will send this information and all documents to the Board.

This will be kept on the agenda for discussion with the District Engineer.

Ratification of Payment Authorization Nos. 293 – 295

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

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board ratified Payment Authorizations Nos. 293-295.

Review and Consideration of District Financials

Ms. Ripoll stated the financials have been emailed and are as of June 2025. They are also available on the website.

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

Staff Reports

District Counsel – Ms. Buchanan will send the updated legislative session information to Ms. Ripoll for the Board.

Ms. Ripoll noted there have been residents modifying their residences without ARC approval. The POA notified the CDD of the issue. Mr. Kearney noted that 6 homeowners have encroached onto the conservation area. Mr. Veazey has been notified. It was noted that St. Johns River Water

Management District can give fines, but the CDD and HOA cannot. It was recommended to fly a drone around the wetlands area to view the possible encroachments.

The Board discussed the options for viewing the conservation area. Mr. Phelleps noted you can view satellite images on the Nassau County website. Mr. Hebron suggested this as a topic for a workshop. Mr. Kearney noted District Counsel will be writing the homeowners a letter for non-compliance. Ms. Buchanan gave an overview of the process. Mr. Hebron noted he would like to know what St. Johns River Water Management District can do relating to this issue.

It was noted this is in the conservation easement area. There was brief discussion regarding the possibility of a drone. Ms. Buchanan noted the drone operator would have to sign an agreement noting they comply with all requirements. The other option is to have the District Engineer view the easement area, which is an additional cost to the District. Ms. Buchanan noted that the process of remedy includes identifying the issues, but also how to go about fixing them.

Mr. Hebron noted the golf course has been using drones in the community.

It was noted the easement is defined on the homeowner's property assessment. Ms. Buchanan noted it is also platted and recorded. She will research the address to confirm the easement area. If unable to do so, she will contact the District Engineer. She will send the letter of non-compliance immediately. Mr. Kearney noted that Ms. Chamberlain has the 6 addresses in question.

Mr. Phelleps recommended that Ms. Chamberlain send out an email blast noting that residents cannot touch any area of the preserves. Ms. Buchanan noted that the District has all preserve platting for reference.

There was discussion regarding getting the satellite images via the County website and the drone option. There was also discussion regarding access to those areas. Ms. Buchanan noted that the letter can include notification that the CDD will be coming to view the area with a date and time given. Mr. Kearney reviewed the location. Ms. Buchanan noted there will be District Engineering needed to review the damage and identify if mitigation is necessary. Once pictures are received, the engineer can review. Ms. Ripoll will follow up with the addresses.

The Board agreed to send out the non-compliance letter and hold a workshop related to the issue. The drone option will be a continued discussion once there has been discussion with the District Engineer.

District Engineer – No report.

District Manager –

- **Work Order Spreadsheet**

Ms. Ripoll provided the Work Order Spreadsheet. This keeps track of all requests and projects within the District.

Audience Comments and Supervisor Requests

There was brief discussion regarding the timing of the workshop. It was noted that it will be held after the meeting, regardless of time.

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. Kearney, with all in favor, the Board adjourned the August 11, 2025, Board of Supervisors Meeting for the Amelia National Community Development District at 2:02 p.m.

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Secretary/Assistant Secretary Chairperson/Vice Chairperson