

MINUTES OF MEETING

AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

Monday, October 20, 2025, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
Vance Renfro	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	(via phone)
Jennifer Glasgow	District Accountant – PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel - Kutak Rock LLP	(via phone)
Lianne Barker	HOA Manager – Leland Management, Inc.	
Leilani Chamberlain	Field Manager - Leland Management, Inc.	
Eric Williams	Lake Doctors	(via phone)
Matthew Lewis	Lake Doctors	(via phone)
Mike Clark	Lake Doctors	(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. District Staff and vendors introduced themselves.

Public Comment Period

A homeowner had a comment regarding the No Fishing signs and no fishing at Pond 10. She noted there has been inconsistent rules regarding fishing in the ponds. Mr. Kearney stated there

is no fishing in the ponds, but the District cannot stop owners from fishing on their property. She also commented regarding the drainage issues on Wild Cherry. It was noted cars have been totaled due to the level of water.

Another resident noted he has submitted photos to the POA of the vehicles that were totaled due to the flooding.

There was brief discussion regarding road and drainage issues. It was noted the gutters are deteriorating.

A resident, living on Wild Cherry, noted three cars have been totaled due to the flooding. He noted the road is collapsing and the gutters are completely broken. It is a high risk area.

A resident noted the storm drains are full and without covers.

Mr. Kearney noted he will be meeting this week with the District Engineer, the Developer, and the POA regarding the issues. The homeowners meeting is taking place on October 27, 2025, and this issue should be addressed.

There was brief discussion regarding sending an email blast to residents after the meeting by Leland Management. Ms. Chamberlain confirmed.

Ms. Ripoll requested purchase of mesh for the storm drains, noting this was a previous request. Ms. Chamberlain will follow up.

A resident commented regarding easements.

A resident commented regarding the brightness of the strip lights at the entrance.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the August 11, 2025, Board of Supervisors' Meeting

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

ON MOTION by Ms. Stola, seconded by Mr. Renfro, with all in favor, the Board approved the Minutes of the August 11, 2025, Board of Supervisors' Meeting.

Update of Partial Termination of Access and Maintenance Easement

Ms. Buchanan gave an overview of the plat map and easement. It was noted the resident has requested a modification to the access easement to make it the 10-15 foot strip along the edge of the pond as it is in all other locations within the District. The Chair, District Counsel, and District Management have reviewed the easement. It was noted this does not impede the CDD from accessing that area or from performing any improvements.

Ms. Buchanan gave an overview of the Chair's authorization permissions outside of meetings.

A resident commented regarding the easement location around the entire pond and the culvert.

It was noted there is normally an access easement. Ms. Buchanan noted the only change is to the northern part of the easement, not the south, which will be deeded to the golf course.

The Board reviewed the plats and the easement. It was noted the District Engineer, although not present at the meeting to confirm, reviewed the location and confirmed that the change will not affect the CDD or the pipe. St. Johns Water has no input regarding this easement.

There was discussion regarding access and the requirements of St. Johns Water.

It was noted the plat map was not in the agenda packet for this meeting or the last meeting. There was brief discussion regarding communication with District Counsel. It was noted Mr. Hebron has several outstanding requests from District Counsel which were listed, including:

1. Failure from the May 5th Board Meeting to send summary of recent Legislative Session
2. Failure at the July 14th Board Meeting to report the Easement Release signed by Chairman on May 30th
3. Failure to send the CDD Bylaw Resolution allowing Chairperson authority to sign May 30th Easement Resolution. Requested, agreed to and documented in the Aug 11th meeting minutes.
4. Failure to respond to Board Members Aug 13th email re-requesting the above item.
5. Failure to respond to Board Members Sept 26th email asking Ms. Buchanan for her guidelines for responding to Board Members emails.
6. Failure to send letters of CDD easement non-compliance to affected Golden Glow residence as depicted in CDD Board Meeting minutes of Aug 11th.

ON MOTION by Mr. Hebron, with no second, the motion failed to be approved for the removal of Ms. Buchanan as District Counsel and the hiring of a new firm.

Mr. Kearney noted Ms. Buchanan is on notice and there needs to be better communication with the Board. He requested verification in writing from the District Engineer that there will be no impact to the CDD regarding the easement. He also noted there is no by-law that allows the Chair to approve of issues that take place between meetings.

There was discussion regarding giving authorization to the Chair, Mr. Renfroe and Ms. Stola agreed with the authorization.

Ms. Stola noted this was a previous discussion at a meeting. This keeps District business moving forward in between meetings. It was noted everything was reviewed by the appropriate District Staff.

Mr. Kearney requested a letter from District Counsel giving authorization to the Chair for issues outside of meetings. This will be brought back to the Board for review.

There was discussion regarding the urgency of the situation and working with ICI. It was noted Mr. Kearney was advised that he had the authority to execute the document. In the interest of transparency, Ms. Buchanan has formally acknowledged that the legal advice given to the Chairperson on this matter was wrong.

Mr. Hebron noted this issue should have been discussed at the July meeting.

A resident commented regarding being fiscally responsible and the responsibilities of the Board.

There was brief discussion regarding authorizing the Chair under emergency circumstances. It was noted the by-laws are on the District's website.

Ms. Ripoll reviewed the requests for District Counsel. These items will be put on the agenda for the next meeting.

This item will be kept on the agenda.

**Review and Consideration of
Resolution 2026-01, Adopting
Goals, Objectives, and
Performance Measures and
Standards**

Ms. Ripoll noted this is an annual statutory requirement. The goals and objectives have not changed from the previous fiscal year.

ON MOTION by Ms. Stola, seconded by Mr. Kearney, with all in favor, the Board approved Resolution 2026-01, Adopting Goals, Objectives, and Performance Measures and Standards.

**Review and Consideration of
Resolution 2026-02, Adopting a
Revised Budget for FY 2025**

Ms. Ripoll noted the overall budget did not change, but certain line items went over budget by 15%. This will be placed on the District's website once approved.

Mr. Kearney gave an overview of the overages.

There was brief discussion regarding the budget adjustments.

ON MOTION by Mr. Kearney, seconded by Mr. Renfro, with all in favor, the Board approved Resolution 2026-02, Adopting a Revised Budget for FY 2025.

Discussion of Conservation Easement Clearing

Ms. Ripoll gave an overview of the request and location. She noted it has been reviewed by the District Engineer and District Counsel.

Ms. Buchanan gave an overview of the letter and noted that any damage to CDD property will be at the cost to the resident.

There was brief discussion regarding the letter and the location. Mr. Hebron recommended including the Nassau County ordinance (ref. 3703) for buffer zones in wetland areas.

District Counsel will send an updated letter to Ms. Ripoll to send to the residents.

ON MOTION by Ms. Stola, seconded by Mr. Phelleps, with all in favor, the Board approved the Conservation Easement Clearing letter to the resident, with the added ordinance addendum.

Ms. Stola gave an overview and noted this was discussed at the previous Board meeting. The signs for 15 locations have been ordered and will be installed. The workshop following the Board meeting will be to discuss these locations. It was noted the biggest issue is non-residents fishing in the ponds. Owners are allowed to fish from their property.

There was brief discussion regarding the approval of the locations.

ON MOTION by Mr. Kearney, seconded by Mr. Renfro, with all in favor, the Board authorized Ms. Stola to decide on locations of the signage following the Board workshop, and to work with Ms. Barker to schedule installation.

Update on Amelia National Entry Corridor Electrical & Lighting System Rebuild

Mr. Renfro gave an update and noted a dimmer has been ordered for the strip light at the entrance. He gave an overview of the reasoning for the mounting locations.

There was brief discussion regarding the lighting. It was noted the uplighting is on 30 trees, the endcap is lit, and the entrances. Two additional lights have been ordered for the entrances.

Mr. Renfroe noted there is no lighting as of yet on the walkway. The contractor has submitted a proposal for seven more trees. Mr. Renfroe gave an overview of the proposal. If approved, the second phase of the project will be completed the first week of November.

There was discussion regarding the budget for the project, the scope of work, and trenching that has already been completed. Mr. Renfroe noted he was not allowed to be onsite during the project.

Ms. Chamberlain noted the scope of work was changed and reviewed the location for the conduit, noting it stopped before the guardhouse due to cost.

There was brief discussion regarding the contract and approved scope of work.
A resident commented regarding the need for lighting on the sidewalks due to safety.

There was brief discussion regarding the costs of the project. Mr. Renfroe recommended completing the next two phases in the next fiscal year due to budget. It was noted this amount could be taken from contingency.

Mr. Renfroe will work on proposals for the next phases. He reviewed the scope of work that is included in the second and third phase of the project.

There was continued discussion regarding the budgeted amount for the project and the lighting needed.

Ms. Ripoll reviewed the proposal cost.

ON MOTION by Mr. Hebron, seconded by Mr. Renfroe, with all in favor, the Board approved the Amelia National Entry Corridor Electrical and Lighting System Rebuild for the Phase 2 lighting project, in the amount of \$9,689.64.

Mr. Hebron requested the third phase to be budgeted for in the next fiscal year.

Review and Consideration of Fence Proposals

Ms. Ripoll gave an overview of the proposals.

A resident, living on Pond 17, recommended having a six-foot fence due to consistent issues with dumping and fishing.

There was brief discussion regarding the amount of fencing needed. It was noted there needs to be 360 linear feet of fence.

The Board reviewed the proposals and cost.

Mr. Kearney recommended having a four-foot fence with signage for "No Trespassing" and "No Fishing". It was noted this is not in the budget.

There was discussion regarding the height of the fence. It was noted a six-foot fence would allow for consistency.

Mr. Phelleps noted the new area is not under CDD control as of yet and the six-foot fence is standard in the community.

There was discussion regarding the cost and the responsibility of maintaining that location.

A resident commented regarding the easement and the fencing.

It was noted the Board recommended a six-foot commercial grade fence. Mr. Kearney noted he will follow up with Mr. Veazey on the possibility of sharing the cost. The cost is \$15,300.00.

ON MOTION by Mr. Renfroe, with no second, the motion failed to be approved for the purchase of the least expensive fence possible.

A resident gave an overview of the deer fence in that location.

There was brief discussion regarding the deer fence. It was noted the original Developer most likely placed the deer fence in that location.

There was brief discussion regarding the cost of a six-foot fence versus a four-foot fence. It was noted this is an area that is seen from the road, and a four-foot fence will not be visually pleasing.

Mr. Kearney recommended contacting the police when there are trespassers.

ON MOTION by Ms. Stola, seconded by Mr. Phelleps, with all in favor, the Board approved the Fence Proposal from Sterling Specialties, for a six-foot commercial grade fence, in the amount of \$15,300.00.

Update on Pond Maintenance

Mr. Phelleps gave an update. He noted the midge control applications have been completed. There has been a recommendation to add blue gill in Ponds 7, 15, and 18 and to complete the grass carp license. The blue gills help control the midges.

There was brief discussion regarding the grass carp.

ON MOTION by Mr. Phelleps, seconded by Mr. Hebron, with all in favor, the Board approved the Blue Gill proposal in the amount of \$2,200.00, and the finishing of the grass carp license.

Mr. Phelleps gave an overview of the algae issue. Lake Doctors has recommended adding aeration to Pond 5 and to change the service agreement to add beneficial bacteria maintenance. He noted the front ponds and Pond 32 are being affected by the reuse water flow.

There was brief discussion regarding how the ponds are connected.

Mr. Phelleps has requested proposals from two other pond maintenance companies regarding the issues. These will be brought to the next Board meeting.

Mr. Kearney noted the aerators have been in the pond for only three years.

There was discussion regarding the aeration, the reuse water flow, and possible remedies.

Mr. Hebron recommended an aluminum drip.

There was brief discussion regarding the locations of the ponds.

Ms. Chamberlain will follow up with information on North Hampton's vendor.

There was continued discussion regarding reuse water.

This item will be kept on the agenda.

Discussion of No Fishing on Pond 10

Ms. Ripoll noted this was previously discussed.

Mr. Hebron noted there was an email sent out by Treva stating there could be fishing on Pond 10.

Mr. Kearney noted an email blast needs to be sent out stating there is no fishing on any ponds, including Pond 10. Mr. Kearney will follow up with Treva.

Leland Management will send out the email blast to residents, with a map included. The email will reference the by-laws related to fishing.

Ms. Chamberlain reviewed the HOA documents related to fishing.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved the no fishing on any pond, including Pond 10.

Review and Consideration of Tree Proposals from Victory

Ms. Ripoll reviewed the proposals.

Ms. Chamberlain noted the CDD should maintain the trees.

The Board reviewed the budget and the proposals.

Mr. Kearney recommended reviewing this for the landscaping budget in the next fiscal year. He noted the scope of work should be reviewed by an arborist.

There was brief discussion regarding the maintenance. Ms. Stola noted it is something that will need to be done.

The Board agreed to add a line item for tree maintenance under landscaping for the next fiscal year's budget.

Discussion of Illegal Dumping on CDD Property

Mr. Hebron noted this was covered during the fencing discussion for Pond 17.

Discussion of Bermuda Ditch

Ms. Ripoll noted this will be covered at the next POA meeting and the findings will be brought back to the Board.

Review and Consideration of Installation of a Fountain at Pond 10

Mr. Hebron recommended having a resident petition for those that would want this fountain. He noted the pond would not be seen clearly if installed.

It was noted this can be reviewed for the Fiscal Year 2027 budget.

Review and Consideration of Aeration Proposal for Pond 5

This item will be reviewed once Mr. Phelleps receives proposals.

Consideration of FY 25 Audit Engagement Letter with Grau & Associates

Ms. Ripoll gave an overview of the letter. This is for the audit of 2025 with the current vendor.

ON MOTION by Mr. Hebron, seconded by Ms. Stola, with all in favor, the Board approved the FY 25 Audit Engagement Letter with Grau and Associates.

Ratification of Egis Insurance Package for FY 2026

Ms. Ripoll gave an overview and noted this is for ratification. It was previously approved due to the timing of the insurance. She noted nothing has changed in the insurance package.

There was brief discussion regarding the cost.

Ms. Ripoll gave an overview of the line items.

ON MOTION by Ms. Stola, seconded by Mr. Kearney, with all in favor, the Board ratified the Egis Insurance Package for FY 2026.

Ratification of Payment Authorization Nos. 296-303

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

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board ratified Payment Authorizations Nos. 296-303.

Review and Consideration of District Financials

Ms. Ripoll noted the financials are available on the District's website.

The Board reviewed the financials.

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

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

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.

Ms. Ripoll gave an overview of the upcoming workshop and noted the next Board meeting is December 8, 2025, at the same location, at 11:30 a.m.

Audience Comments and Supervisor Requests

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

FOURTH ORDER OF BUSINESS

Adjournment

Ms. Ripoll called for a motion.

ON MOTION by Mr. Renfro, seconded by Ms. Stola, with all in favor, the Board adjourned the October 20, 2025, Board of Supervisors Meeting for the Amelia National Community Development District at 2:14 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson