

## **MINUTES OF MEETING**

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

**Monday, December 22, 2025, 11:30 AM**

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

Board Members present:

Stephen Kearney	Chairperson (left at 1:32 p.m.)
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)
Dan Lewis	District Counsel – Persson, Cohen, Mooney, Fernandez & Jackson, P.A. (via phone)
Lianne Barker	HOA 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 confirmed quorum with roll call. Those in attendance are listed above.

### **Public Comment Period**

A resident, living on Wild Cherry Drive, commented regarding the Wild Cherry Drive water table for Pond 23 and Pond 24 outfalls.

A resident, Mr. Turner, commented regarding the entryway lighting.

Ms. Stanley, a resident, commented on several landscaping issues at the entryway. She noted these have been communicated with Leland Management. She also noted there was a young man fishing on Pond 2.

It was noted there are "No Fishing" signs posted. Any residents that see anyone fishing can contact the police for further action.

A resident, Mr. Frazier, commented regarding Pond 5 algae maintenance. It was noted the algae is being removed today. The resident also commented regarding the CDD responsibilities and the sidewalk repair issues. Mr. Kearney noted the CDD paid for sidewalk repair from the guardhouse to the street, any issues within the gate are the POA's responsibility. Mr. Hebron noted that CDD responsibilities are listed on the District's website. Mr. Frazier gave an overview of neighboring CDD's and noted they meet monthly, have special meetings as needed, and provide monthly assessments from the vendors that are on site. Lastly, he noted that the flowers are still dead in the front gate bed area.

Mr. Kearney noted each entity has its' own maintenance responsibilities with regard to the POA, the CDD, and the golf course.

A resident commented regarding the fishing and signage. She requested that all ponds have signage.

There was brief discussion regarding the cost of the signage, the location of the signs, and fishing on resident's property. It was noted the signs and poles cost \$2,600.96.

A resident, on Sugarberry, commented regarding the entrance lighting not working properly. It was noted there have been malicious attempts at opening the breaker box and the time clock on the exit sign is not working properly now. Locks have been placed on the box, and the electrician has been notified of needed repair. Anyone caught on camera will be prosecuted.

A resident commented regarding the holiday lighting and noted an animal chewed through the wiring. It was recommended that moving forward, there should not be lighting on the curbing due to safety issues.

A resident commented regarding the circulation issues in Pond 29. He noted he received a proposal from Lake Doctors for an aerator or a fountain in order to help the health of the pond. It was noted that proposals should be given to the Board. Mr. Phelleps stated there have been ongoing issues with that pond. The resident also commented regarding fishing on your own property.

There were no further public comments at this time.

## **SECOND ORDER OF BUSINESS**

## **General Business Matters**

### **Review and Consideration of Resolution 2026-03, Spending Authority**

Ms. Ripoll gave an overview of the resolution that was drafted by District Counsel.

There was discussion regarding the resolution wording and recommended spending amounts authorized. It was noted the District Manager is Venessa Ripoll and the Onsite Manager is Lianne

Barker. However, wording in the resolution should be changed to reflect Field Services Manager for Lianne's title.

District Counsel recommended between \$5,000.00 and \$10,000.00 for the spending resolution based on rising costs.

There was continued discussion regarding the spending amount authorized and those who would be authorized. It was noted the Board can choose the amount and amend the document as they choose.

District Counsel noted this is for items that are time sensitive, and the items will still come before the Board for ratification.

It was recommended that the limits be \$500.00 for the Onsite Manager, \$1,000.00 for the District Manager, and \$3,000.00 for the Chair. District Counsel can amend the document to also include an amount for the Chair, based on emergency status. There was brief discussion regarding the emergency status criteria.

There was a resident comment regarding communication via email and Florida Sunshine laws.

District Counsel gave an overview of the process related to emergency expense approval.

It was noted Onsite Manager will be changed to Field Manager.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with Mr. Hebron opposed, and all others in favor, the Board approved Resolution 2026-03, Spending Authority, with a \$500.00 spending limit for the Field Manager, \$1,000.00 for the District Manager, and \$3,000.00 for the Chair/Vice Chair, and with noted amendments.

#### **Review and Consideration of Resolution 2026-04, Election of Officers**

Mr. Hebron recommended voting for new positions for the Board members based on the new fiscal year. He nominated Ms. Stola as Chair.

Ms. Stola declined the nomination.

There was brief discussion regarding the process of nomination for new positions. District Counsel noted the District only has to approve a new resolution for the election of Officers when a person is added to the Board and gave an overview of the Florida Statute.

Mr. Hebron recommended changing the resolution to go through the process each fiscal year.

It was noted this change would have to go through the rule making process and the District would have to hold a Public Hearing.

District Counsel reviewed the process of electing a new Chair.

Mr. Hebron nominated Mr. Phelleps as Chair.

Mr. Phelleps declined.

It was noted the General Election is in November 2026 and this process will take place at that time.

There was discussion regarding the Chair's position and previous Chair decisions.

There was also brief discussion regarding the timing and number of meetings the Community Development District holds. This also included comments on communication with the residents. Ms. Stola recommended putting this on the agenda for the next meeting. Ms. Ripoll noted this should be a topic for a workshop.

Mr. Kearney gave an overview of the costs related to meetings and noted the Board has historically tried to manage costs to the District.

There was brief discussion regarding the requirements of noticing the meeting.

#### **Update of Partial Termination of Access and Maintenance Easement**

Ms. Ripoll gave an overview of the records from the Clerk of Courts related to the easement.

Mr. Hebron gave a historical overview related to the easement.

There was brief discussion regarding the easement.

ON MOTION by Mr. Phelleps, seconded by Ms. Stola, with all in favor, the Board ratified the Conservation Easement Clearing.

#### **Update on Amelia National Entry Corridor Electrical & Lighting System Rebuild Phase 2**

Ms. Ripoll noted that Mr. Renfroe has been unavailable for communication.

It was noted Phase 2 is complete and all lighting is working. There is the possibility of a Phase 3.

There was discussion regarding the lighting. Photocell sensors have been placed on the fixtures, but the timeclocks do not work together at the same time and are not going on at the proper time. It was noted a control system could be purchased to place in the guard shack. Mr. Renfroe has this information to present to the Board. It was also noted there is still leftover material that needs to be moved.

### **Discussion of Bermuda Ditch**

Ms. Ripoll noted that the POA is responsible for the street and the CDD is responsible for the gutter. The street is getting redone, and the area will need to be assessed by the District Engineer prior to moving forward with repair. This assessment will be given to the Board for review.

### **Update of Fence at Pond 17**

Ms. Ripoll noted the fence was approved at a previous meeting in the amount of \$15,500.00, but was not completed due to the fact that the POA may be fencing the entire community. Mr. Kearney noted after discussion with Mr. Veazey, that it will probably not be taking place.

There was discussion regarding the fence, and it was noted the fence will need to include a gate for the landscaping vendor. It was also noted that the original price does not include a gate. The gate will be a 6-foot industrial fence.

There was brief discussion regarding the gate and the 10-foot easement around the pond. It was noted the POA could mow that area. A resident agreed to move his fence once the fence is installed, in order to eliminate the need for a gate.

The Board agreed to move forward with the fence at Pond 17.

### **Discussion of Wild Cherry Drive Water Table for Pond 23 and Pond 24 Outfalls**

Mr. Kearney gave an overview and noted that Wild Cherry Drive has been coming apart due to the water table being too high underneath. A quote has been received from Beaver Busters in the amount of \$2,500.00 to complete the debris removal of Pond 24 outfalls and this will assist for drainage.

Mr. Kearney gave an overview of the issues with Pond 23. It was noted there is no keyhole in the concrete outflow for that pond. The CDD has to have this completed in order to regulate the amount of water in the pond. Ms. Ripoll is waiting for the proposals from the District Engineer.

There was brief discussion regarding the cleanup and debris removal. It was noted that Beaver Busters provides a monthly maintenance service.

A resident commented regarding the Wild Cherry Drive drainage issues and the water table.

It was noted that once the issues are resolved, the gutters will need to be repaired as well as the roadway.

There was discussion regarding communication with Mr. Veazey and ICI. It was noted Mr. Veazey is aware of the issues and should be giving updates to the community every couple of weeks. Ms. Stola recommended providing an update once decisions are made at this meeting.

A resident noted he had made a formal request for an emergency repair for the street section that is breaking apart. It was noted the street is a POA issue and the gutters would most likely not be repaired until the street is completed. The resident also commented regarding communication from the CDD and noted he has not received a response. Ms. Ripoll noted she will respond to all residents moving forward.

ON MOTION by Mr. Phelleps, seconded by Mr. Kearney, with Mr. Hebron opposed, and all others in favor, the Board approved the Beaver Busters proposal for \$2,500.00 to complete the cleanup and debris removal for Pond 24 Outfalls.

A resident commented regarding the community issues and the possibility of special assessments to fix the issues. It was noted most of the issues are POA projects.

There was brief discussion regarding special assessments and communication.

#### **Review and Consideration of Aeration Proposal for Pond 5**

Mr. Phelleps gave an overview of the proposal and recommended holding off until more data is received. He also recommended proceeding with an SOW (Statement of Work) for lake maintenance. Although it may not cure all the issues, it will provide better monitoring.

Mr. Phelleps will bring proposals to the next meeting for the Board's review.

ON MOTION by Mr. Phelleps, seconded by Mr. Hebron, with all in favor, the Board approved the SOW (Statement of Work) and authorized Mr. Phelleps to gather proposals for Lake Maintenance.

There was brief discussion regarding the timing of the meetings and holding a special meeting. It was noted the next meeting is scheduled for February 9, 2026. If the District Engineer is available and can provide proposals, a January meeting will be scheduled.

#### **Review and Consideration of Aeration Proposal for Pond 29**

This item was tabled.

## **Review and Acceptance of Kutak Rock Resignation Letter**

Ms. Ripoll gave an overview of the letter.

ON MOTION by Ms. Stola, seconded by Mr. Hebron, with all in favor, the Board accepted the Kutak Rock Resignation Letter.

## **Ratification of Engagement Letter for District Counsel Services with Persson, Cohen, Mooney, Fernandez & Jackson, P.A**

Ms. Ripoll gave an overview of the engagement letter.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board ratified the Engagement Letter for District Counsel Services with Persson, Cohen, Mooney, Fernandez, and Jackson, P.A.

## **Discuss the Communication Expectations for Leland Management Representatives**

Ms. Ripoll noted she is working with Leland Management and Ms. Barker on providing better ways to communicate with the Board. Ms. Barker will be providing monthly work orders to the Board.

Mr. Hebron recommended a written expectation of what the communication should be from Leland Management.

There was brief discussion regarding the process of communication from Leland Management.

Ms. Ripoll will follow up.

## **Update on Pond Maintenance**

Mr. Phelleps gave an update and noted that Lake Doctors was authorized to clean up the algae. Ponds 1-10 and Pond 32 have JEA reflow water with high nutrients. These have to be dealt with differently than the other ponds. It was noted that a resident on Pond 5 is an aquaculture expert and has been helping with some of the issues.

Mr. Phelleps reviewed the midge control and noted the ponds have been restocked with Blue Gill and Grass Carp.

## **Ratification of Payment Authorization Nos. 304-310**

Ms. Ripoll noted these are for contractual obligations that were previously approved. This is solely for ratification.

There was brief discussion regarding the payment authorizations. It was noted the invoices for Rewire Electrical Solutions and Coastal Greenery came out of last year's budget for the front entry refurbishment line item.

ON MOTION by Ms. Stola, seconded by Mr. Phelleps, with all in favor, the Board ratified Payment Authorization Nos. 304-310.

## **Review and Consideration of District Financials**

Ms. Ripoll noted the District Financials were as of October 2025.

ON MOTION by Ms. Stola, seconded by Mr. Phelleps, 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**
- **FY 2025 Goals & Objectives Reporting**

Ms. Ripoll noted a work order spreadsheet will be sent out to the Board. The next Board meeting is scheduled for February 9, 2026, with a tentative TBD special meeting for January 2026. It was noted the District has achieved their goals for Fiscal Year 2025 and once approved, the report will be placed on the District's website.

ON MOTION by Mr. Hebron, seconded by Ms. Stola, with all in favor, the Board approved the FY 2025 Goals and Objectives Reporting.

**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 to adjourn.

ON MOTION by Ms. Stola, seconded by Mr. Phelleps, with all in favor, the December 22, 2025, Board of Supervisors' Meeting of the Amelia National CDD was adjourned at 1:40 p.m.

Janessa Ripoll  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson