

## **MINUTES OF MEETING**

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

**Monday, December 8, 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	(via phone)
Jennifer Glasgow	District Accountant – PFM Group Consulting LLC	(via phone)
Neil Brockmeier	District Engineer – Prosser, Inc.	(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**

Mr. Kearney called to order the Amelia National CDD Board of Supervisors' meeting at 11:30 a.m. and Ms. Ripoll confirmed quorum with roll call. Those in attendance are listed above.

#### **Public Comment Period**

A resident requested an update on the entry corridor lighting.

A resident commented regarding the authorization of the Chair or Vice Chair to execute plats, permits, and conveyance orders without a Board meeting. She also commented on the location of the partial termination of access and maintenance easement. Ms. Ripoll gave an overview and noted this was behind a resident's home.

It was noted that District Counsel has resigned. There are proposals for the Board's review.

Mr. Gadd, a resident, commented regarding questions on the Wild Cherry Drive water table for Pond 23 and Pond 24 outfalls.

Another resident, living on Golden Globe, commented regarding the aeration for Pond 29 and recommended moving forward with the aeration.

There was brief discussion regarding the public comment period.

## **SECOND ORDER OF BUSINESS**

### **General Business Matters**

#### **Consideration of the Minutes of the October 20, 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. Kearney, with all in favor, the Board approved the Minutes of the October 20, 2025, Board of Supervisors' Meeting.

#### **Discussion of Decision-Making Authorization Between Meetings**

- **Resolution Authorizing Chair & Vice Chair to Execute Plats, Permits & Conveyances Orders**
- **Resolution Spending Authority**

Ms. Ripoll gave an overview and noted the previous District Counsel drafted these resolutions.

There was discussion regarding the resolutions and having District Counsel present. It was noted the District only meets six times a year and items will get pushed for two months if no decision is made.

Mr. Kearney gave an overview of the CDD responsibilities.

It was noted most Districts have a spending authority resolution. This resolution allows for a certain dollar amount of approval for the Chair, Vice Chair, District Management, and the HOA Manager.

There was brief discussion regarding the spending authority resolution. It was noted this will be reviewed by the new District Counsel.

This item will be kept on the agenda for review by new District Counsel.

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

This item was tabled.

**Discussion of Conservation  
Easement Clearing**

This item was tabled.

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

This item was tabled.

**Discussion of Bermuda Ditch**

This item was tabled.

**Update of Fence at Pond 17**

This item was tabled.

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

This item was tabled.

**Review and Consideration of  
Algae Removal Proposal for Pond  
5**

Mr. Phelleps gave an update. It was noted the algae on Pond 5 is out of control. A proposal has been submitted by Lake Doctors to skim the algae in Pond 5. They will review other ponds if needed. It was noted that Mr. Phelleps is looking for other vendors for the pond issues.

ON MOTION by Mr. Phelleps, seconded by Mr. Renfroe, with Ms. Stola abstained, and with all others in favor, the Board approved the proposal from Lake Doctors, in the amount of \$2,300.00.

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

This item was tabled.

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

This item was tabled.

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

This item was tabled.

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

This item was tabled.

**Review and Consideration of  
District Counsel Services  
Proposals**

The Board reviewed the proposals.

Ms. Ripoll noted she has worked with two of the firms.

There was brief discussion regarding the proposal costs and budget.

ON MOTION by Mr. Renfroe, seconded by Mr. Kearney, with Mr. Hebron abstained, and with Ms. Stola and Mr. Phelleps opposed, the motion failed to approve the District Counsel Services Proposal from Billing, Cochran, Lyles, Mauro and Ramsey, P.A.

ON MOTION by Mr. Phelepps, seconded by Ms. Stola, with Mr. Hebron abstained, and all others in favor, the Board approved the District Counsel Services Proposal from Persson, Cohen, Mooney, Fernandez, and Jackson.

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

This item was tabled.

**Update on Pond Maintenance**

This item was tabled.

**Ratification of Payment  
Authorization Nos. 304-31**

This item was tabled.

**Review and Consideration of  
District Financials**

This item was tabled.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel** – No report.

**District Engineer** – No report.

**District Manager** – No report.

**Audience Comments and  
Supervisor Requests**

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

**Meeting was continued due to a fire alarm going off and we had to evacuate the building.**

#### FOURTH ORDER OF BUSINESS

#### Continuance

This meeting was continued to December 22, 2025, at 11:30 a.m., at the current location. A notice will be sent out to all residents.

Vanessa Repeel

Secretary/Assistant Secretary

  
Chairperson/~~Vice Chairperson~~