

# Amelia National Community Development District

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

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[www.amelianationalcdd.com](http://www.amelianationalcdd.com)

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The meeting of the Board of Supervisors of Amelia National Community Development District will be held **Monday, February 9, 2026, at 11:30 a.m. 95211 Clubhouse Road, Fernandina Beach FL 32034**. The following is the agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2538 286 6774

Join online: <https://pfmccd.webex.com/meet/ripollv>

## **BOARD OF SUPERVISORS' MEETING AGENDA**

### **Organizational Matters**

- Call to Order
- Roll Call
- Public Comment Period **[for any members of the public desiring to speak on any proposition before the Board]**

### **General Business Matters**

1. Consideration of the Minutes of the:
  - a. October 20, 2025, Board of Supervisors' Workshop Meeting
  - b. December 8, 2025, Board of Supervisors' Meeting
  - c. December 22, 2025, Continued Board of Supervisors' Meeting
2. Discussion of Pond 23
3. Review and Consideration of Paul Krupp Inc Proposal
4. Discussion of Wild Cherry Update
5. Discussion of Possible Fountain Installation
6. Update on Amelia National Entry Corridor Electrical & Lighting System Rebuild Phase 2
7. Update of Fence on Pond 17 Proposal
8. Review and Consideration of Aeration Proposal for Pond 29 *(provided under separate cover)*
9. Update on Pond Maintenance
10. Ratification of Payment Authorization Nos. 311 – 318
11. Review and Consideration of District Financials *(provided under separate cover)*

### **Other Business**

- Staff Reports
  - District Counsel
  - District Engineer
  - District Manager
    - Work Order Spreadsheet
- Supervisor Requests

### **Adjournment**



# **Amelia National Community Development District**

## **Consideration of the Minutes of the:**

- a. October 20, 2025, Board of Supervisors'  
Workshop Meeting**
- b. December 8, 2025, Board of Supervisors'  
Meeting**
- c. December 22, 2025, Board of Supervisors'  
Continued Meeting**

## **MINUTES OF MEETING**

### **AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT WORKSHOP MEETING MINUTES**

**Monday, October 20, 2025, 1:30 PM**

**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)
Liane Barker	HOA – Leland Management, Inc.	
Leilani Chamberlain	Field Manager - Leland Management, Inc.	

### **FIRST ORDER OF BUSINESS**

### **Organizational Matters**

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

Ms. Ripoll called to order the Amelia National CDD Board of Supervisors' workshop meeting at 2:20 p.m. and roll call was initiated. Those in attendance are listed above.

#### **Public Comment Period**

There were no public comments at this time.

### **SECOND ORDER OF BUSINESS**

### **Discussion Matters**

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

The Board discussed the locations of the No Fishing signs.

It was noted there should be two signs placed at Pond 17. The signs come with posts. These can be placed inside of the fence. One of the signs should be placed closer to the wetlands.

There should be two signs placed at Pond 10. It was noted there are two posts already in place that state “Do not drink the water”.

It was noted there are already signs at Pond 2, Pond 5, and Pond 6.

There should be one sign placed at Pond 7 in the easement.

There should be one sign placed at Pond 32. This pond borders the golf course.

It was noted there are no issues at Pond 4.

There was brief discussion regarding Pond 3.

There should be two signs placed at the entrance, one at the sign and one on the walking path.

There should be one sign placed at Pond 25 and one at Pond 26.

There was brief discussion regarding placing a sign at the culverts. There should be two signs placed on the culvert bridges.

There should be one sign placed at Pond 14.

There will be two extra signs to hold for future use. Mr. Kearney recommended having one at the back gate entrance once completed.

It was noted the signs can always be moved if needed.

### **THIRD ORDER OF BUSINESS**

### **Adjournment**

Ms. Ripoll called for a motion.

ON MOTION by Mr. Renfroe, seconded by Mr. Hebron, with all in favor, the Board adjourned the October 20, 2025, Workshop Meeting for the Amelia National Community Development District at 2:36 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

## **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 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)
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. Renfro, 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. Phelleps, 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.

**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.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

## **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 Phelepps	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 cat 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. It was noted that only the 10-foot buffer around the lake belongs to the CDD.

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. Renfroee 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. Renfroee 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. One of the reasons this is happening is because the outfalls for Pond 24 need to be cleaned out and debris removed so the pond can drain into the wetlands. A quote has been received from Beaver Busters in the amount of \$2,500.00 to complete the debris removal of Pond 24 outfalls.

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.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson



# **Amelia National Community Development District**

## **Discussion of Pond 23**



# **Amelia National Community Development District**

## **Review and Consideration of Paul Krupp Inc Proposal**

ESTIMATE

Paul Krupp Inc  
9867 Leahy Rd  
Jacksonville, FL 32246-3449

brianpkrupp@gmail.com  
+1 (904) 444-0110



**Bill to**  
District Manager Venessa Ripoll  
Amelia National Community  
Development District  
3501 Quadrangle Blvd.,Ste 270  
Orlando, FL 32817

**Ship to**  
District Manager Venessa Ripoll  
Amelia National Community Development  
District

**Estimate details**  
Estimate no.: 1003  
Estimate date: 12/04/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Regrade Pond 24 Outfall Ditch to provide positive drainage.		1	\$2,700.00	\$2,700.00
2.	Modify Pond 23 Control Structure (Per Detail)		1	\$3,200.00	\$3,200.00
3.	Dewater efforts Pond 23 (Time and Material)		1	\$2,600.00	\$2,600.00
4.	Mobilization and Fuel Cost		1	\$1,200.00	\$1,200.00
Total					\$9,700.00

Accepted date 12/04/2025

Accepted by



# **Amelia National Community Development District**

## **Discussion of Wild Cherry Update**



# **Amelia National Community Development District**

## **Discussion of Possible Fountain Installation**





# **Amelia National Community Development District**

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



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# **Amelia National Community Development District**

## **Update of Fence on Pond 17 Proposal**



**Proposal #196503**

**Date: 10/30/2025**

**Customer**

**ICI Homes**

**Property:**

Amelia National ICI

Fernandina Beach , FL

**Amelia Concourse-Lot 205-6' Fence & Double Gate**

Furnish and install 361' of 6' Tall, Commercial Grade 3-Rail aluminum fence with 1-8' double gate for pond access.

**SFN- Commercial Install**

Items	Quantity	Price
6' 3 Rail Comm Aluminum	361.00	
6' 3 Rail-8' Double Gate	1.00	

**SFN- Commercial Install:** \$19,170.00

**PROJECT TOTAL:** \$19,170.00

**Terms & Conditions**

By \_\_\_\_\_

**Lauren Baylis**

Date 10/30/2025

**United Land Services**

By \_\_\_\_\_

Date \_\_\_\_\_



# **Amelia National Community Development District**

## **Review and Consideration of Aeration Proposal for Pond 29** *(provided under separate cover)*



# **Amelia National Community Development District**

**Update on Pond Maintenance**



# **Amelia National Community Development District**

**Ratification of Payment Authorization  
Nos. 311 – 318**

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 311

11/21/2025

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
51897	Coastal Greenery Inc (AMELI)	11/17/2025	Amelia National CDD	3,506.03
15020-111725	FPL (AMELI)	11/17/2025	Amelia National CDD	91.97
42156-111725	FPL (AMELI)	11/17/2025	Amelia National CDD	83.82
42159-111725	FPL (AMELI)	11/17/2025	Amelia National CDD	34.29
45521-111725	FPL (AMELI)	11/17/2025	Amelia National CDD	95.99
59383-111725	FPL (AMELI)	11/17/2025	Amelia National CDD	148.14
2025.11.14-2025-2026	Nassau County Property Apprais (AMELI)	11/14/2025	Amelia National CDD	6,248.00
Total:				10,208.24

I HAD ALREADY AUTHORIZED YOU TO PAY  
COASTAL GREENERY \$2651.81 YOU ARE  
AUTHORIZED TO PAY THE ADDITIONAL \$854.22

Vanessa Ripoll  
Secretary / Assistant Secretary

25 NOV 2025  
Chairman / Vice Chairman

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 312

11/26/2025

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
139293	PFM Group Consulting LLC (AMELI)	11/24/2025	Amelia National CDD	7,500.00
Total:				7,500.00

KIARA, YOU ARE AUTHORIZED TO PAY THE  
2ND 50% TO COASTAL GREENS \$2651.81  
THAT I QUESTIONED ON PAYMENT AUTHORIZATION  
312 FOR

Kwame Jackson  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman



**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 313

12/5/2025

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
3655566	Kutak Rock LLP (AMELI)	11/12/2025	Amelia National CDD	260.00
71715	Leland Management, Inc. (AMELI)	12/01/2025	Amelia National CDD	925.00
DM-12-2025-01	PFM Group Consulting LLC (AMELI)	12/01/2025	Amelia National CDD	3,175.00
327928B	The Lake Doctors, Inc. (AMELI)	12/01/2025	Amelia National CDD	2,500.00
327929B	The Lake Doctors, Inc. (AMELI)	12/01/2025	Amelia National CDD	775.00
2024-7-25	Trapper John's Beaver Busters (AMELI)	12/01/2025	Amelia National CDD	850.00
Total:				8,485.00

Kwame Jackson  
Secretary / Assistant Secretary

 11 Dec 2025  
Chairman / Vice Chairman

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 314

12/12/2025

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
3669602	Kutak Rock LLP (AMELI)	12/04/2025	Amelia National CDD	1,479.50
8003	VGlobalTech (AMELI)	12/01/2025	Amelia National CDD	125.00
Total:				1,604.50

*Vivian Carvalho*

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Secretary / Assistant Secretary

*[Signature]* 17 Dec 2025

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Chairman / Vice Chairman

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 315

12/19/2025

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
15020-121625	FPL (AMELI)	12/16/2025	Amelia National CDD	94.18
42156-121625	FPL (AMELI)	12/16/2025	Amelia National CDD	84.56
42159-121625	FPL (AMELI)	12/16/2025	Amelia National CDD	34.36
45521-121625	FPL (AMELI)	12/16/2025	Amelia National CDD	120.62
59383-121625	FPL (AMELI)	12/16/2025	Amelia National CDD	151.84
139748	PFM Group Consulting LLC (AMELI)	12/15/2025	Amelia National CDD	1,250.00
55441	Prime AE (AMELI)	12/16/2025	Amelia National CDD	532.64
3165	Victory Lawn & Landscape (AMELI)	12/01/2025	Amelia National CDD	4,482.17
Total:				6,750.37

Venessa Ripoll  
Secretary / Assistant Secretary

Bl 23 Dec 2025  
Chairman / Vice Chairman

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 316

1/2/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
122574543	Nassau County Record (AMELI)	12/28/2025	Amelia National CDD	70.00
2121139	The Lake Doctors, Inc. (AMELI)	12/22/2025	Amelia National CDD	<del>2,300.00</del>
335603B	The Lake Doctors, Inc. (AMELI)	01/01/2026	Amelia National CDD	2,500.00
2024-7-26	Trapper John's Beaver Busters (AMELI)	12/30/2025	Amelia National CDD	850.00

Total: ~~5,720.00~~

3420

RESUBMIT ITEM 2121139 NEXT WEEK PLEASE

*Kwame Jackson*

Secretary / Assistant Secretary

*[Signature]* 6/24/2026

Chairman / Vice Chairman



**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 317

1/9/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
HOLIDAYLIGHTS2025	Exterior Designs of North FL (AMELI)	12/05/2025	Amelia National CDD	4,440.00
73023	Leland Management, Inc. (AMELI)	01/01/2026	Amelia National CDD	925.00
6606	Persson Cohen Mooney Fernandez (AMELI)	01/05/2026	Amelia National CDD	1,540.00
139462	PFM Group Consulting LLC (AMELI)	12/03/2025	Amelia National CDD	69.75
OE-EXP-01-2026-01	PFM Group Consulting LLC (AMELI)	01/06/2026	Amelia National CDD	100.84
1096	Rewired Electrical Solutions (AMELI)	01/05/2026	Amelia National CDD	2,600.00
17967	River City Advertsing Inc (AMELI)	12/15/2025	Amelia National CDD	2,430.80
REIMB-111125	William Phillips (AMELI)	11/11/2025	Amelia National CDD	80.19
Total:				12,186.58

*Vivian Carvalho*

Secretary / Assistant Secretary

  
Chairman / ~~Vice Chairman~~

Payment Authorization 318

1/16/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
DM-01-2026-01	PFM Group Consulting LLC (AMELI)	01/05/2026	Amelia National CDD	3,175.00
Total:				3,175.00

Kwame Jackson  
Secretary / Assistant Secretary

Chairman / ~~Vice Chairman~~

22 Feb 2026



# **Amelia National Community Development District**

**Review and Consideration of District Financials**  
*(provided under separate cover)*



# **Amelia National Community Development District**

## **Staff Reports**





# **Amelia National Community Development District**

**District Manager**

11/1/2025 to 2/2/2026  
Common Areas

Area		Description			Group		
Landscape - CDD Amelia Concourse - (Entrance Side) South		South side of entrance along Amelia Concourse			Common Areas		
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2026-305-00005	2/2/26	Irrigation and Plumbing	Other/Misc	Schuyler Bell	<ul style="list-style-type: none"><li>Created closed maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	2/2/26 2/2/26
Notes: (2/2/26) irrigation system ran during freeze and has created ice on sidewalks and plant material. Liberty is addressing issue and turning system off until we are through their cold snap. Will address dead plant material after. .							

Area	Description					Group	
Landscape - CDD Amelia Concourse - (Entrance Side)	South side of entrance along Amelia Concourse					Common Areas	
South							
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
M	2026-305-00003	1/22/26	Landscaping	Inspection	Schuyler Bell	<ul style="list-style-type: none"><li>Created open maintenance issue.</li><li>Status was changed from 'Open' to 'In-progress'.</li></ul>	1/22/26 2/2/26
Notes: (1/22/26) Performed walk thru with Landscaper- There is a lot of tree debris from wind/storms etc- Schuyler is going to get this cleaned up. Additionally there are a handful of random dead plants/bushes around the entrance area that he is going to have removed. No charge.							

Area			Description			Group	
Pond #4			Near Golf Hole #6, located between Bermuda Drive and Amelia Concourse			Common Areas	
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2026-305-00001	1/5/26	Ponds	Pond Fountain	Work Order - Lake Doctors	<ul style="list-style-type: none"> <li>Created open maintenance issue.</li> <li>Status was changed from 'Open' to 'Completed'.</li> </ul>	1/5/26 1/5/26
<p>Notes: (1/5/26) Pond #4 bubbler not working- placed WO with LD.</p> <p>(1/5/26) This aeration system has been restored. The GFCI was tripped off. The compressor passes a meg test though so it was more than likely just a nuisance trip. This one has tripped off randomly a few times before over the years. It is back up and running now though.</p>							

Area		Description				Group	
Pond #10		Located near Tennis Ct Parking Lot				Common Areas	
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00012	12/10/25	Ponds	Pond Maintenance	Work Order - Lake Doctors	<ul style="list-style-type: none"> <li>Created closed maintenance issue.</li> <li>Status was changed from 'Open' to 'Completed'.</li> </ul>	12/10/25
Notes: (12/10/25) Inspected and treated ponds 1, 2, 5, 8, 9, 10, 13, 18, 19, 24B, 25, 30, and 32 for algae, aquatic weeds, and shoreline weeds. Please allow 7-10 days for results. For any questions or concerns call Brandon at 904-497-2349. Thank you!							

Area		Description				Group	
Entrance Lighting						Common Areas	
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00011	12/8/25	General Repair	Electrical Work		<ul style="list-style-type: none"><li>Created open maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	<div>12/8/25</div> <div>12/18/25</div>
<p>Notes: (12/8/25) Last night, the Christmas tree lights on the entry side and median we not on. The Christmas tree lights on the exit side were on. Last night, all the new in ground tree illumination and rope lighting appeared to be working as built (This is great!). During the day, the Christmas tree lights on the exit side remained on. During the day, the rope lighting on the exit side was also on. I detailed the list because it appears we have multiple different issues. One a Christmas tree lighting and timer issue. Second, a timer issue for the rope lighting on the exit. .</p> <p>(12/8/25) Electrician checking GFI for Christmas lights. .</p>							

(12/8/25) checking with vance about strip lighting schedule: We have a Photo Cell and a digital timer system cluster...or two... in the system at the moment. We will soon be on a computer system that will have all our lights come on at exactly the same time and go off at the same time. Our combination now works fine, except that the Christman Light company has reset our timers and even taped over our photo cell a couple times. They have not coordinated with us and the electrical system we have just rebuilt. The designer and installer team for our uprights has been frustrated with this, too. At the moment, my expert has just returned from serious surgery and has been out of the loop in the hospital for the past week. He is home but in great pain today and cannot help us. I will go out to see the issues this evening and try to get everything back on line. Please tell anyone that calls we are getting rid of the timer/photo cell system to prevent these problems and keep pranksters and other contractors from tampering with the lights.

Area		Description				Group	
<b>Pond #5 - Located Off Lantana Ct (Golf Hole 7/8)</b>						<b>Common Areas</b>	

St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00010	12/8/25	Lakes	Other/Misc	Work Order - Lake Doctors	<ul style="list-style-type: none"><li>Created open maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	<div>12/8/25</div> <div>12/23/25</div>
Notes: (12/8/25) Board approved proposal for lake algae cleaning . (12/10/25) scheduled for tuesday the 16th. (12/17/25) We are currently in a holding pattern waiting for some parts to get the Weedoo back up and running. I'll let you know as soon as we have an update on that. Also wanted to let you know we have the fish stocking scheduled for this Thursday afternoon. . (12/19/25) Stocked 1000 bluegill total in ponds 7, 15, and 16. Stocked 113 grass carp total in ponds 2 3 8 32 6 24 25 and 26. (12/23/25) Removed surface algae utilizing Weedoo and physical removal on pond #5. Provided a chemical follow up treatment as well to help with regrowth. Thanks .							

Area		Description				Group	
<b>Pond #27</b>		<b>Located behind Golden Glow Drive</b>				<b>Common Areas</b>	

St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00009	12/5/25	Lakes	Other/Misc	Work Order - Lake Doctors	<ul style="list-style-type: none"><li>Created closed maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	<div>12/5/25</div> <div>12/5/25</div>
Notes: (12/5/25) Treated ponds 4 and 27 for shoreline weeds. Treated ponds 32 10 and 9 for algae and aquatic weeds. Added beneficial bacteria to pond 4. Removed some trash. Took sediment samples from pond 7 to send to partner lab for analysis, free of charge.							

Area		Description				Group	
<b>Entrance Lighting</b>						<b>Common Areas</b>	

St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00008	12/4/25	Administrative	Other/Misc		<ul style="list-style-type: none"><li>Created closed maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	<div>12/4/25</div> <div>12/4/25</div>
Notes: (12/4/25) Christmas Decorations/lights installed on CDD property (entrance) by Exterior Designs. .							

Area		Description				Group	
<b>Preserve Area/Wet Lands</b>						<b>Common Areas</b>	

St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00007	12/1/25	Tree	Other/Misc		<ul style="list-style-type: none"><li>Created open maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	<div>12/4/25</div> <div>2/2/26</div>
Notes: (12/4/25) Schuyler inspecting (2) trees. 1. 95291 Bermuda Drive 2. 95527 Amelia National Drive (3 trees total here) . (12/5/25) obtained proposals for both Amelia National Parkway and Bermuda Drive tree removal. Pending SJRWMD approval. (12/16/25) sent f/u email to sjrwmd . (12/31/25) obtained approval from Board Chair to remove both trees (Amelia National and Bermuda) sent approval to Victory .							

Area		Description				Group	
<b>Entrance Lighting</b>						<b>Common Areas</b>	

St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00006	11/24/25	General Repair	Electrical Work		<ul style="list-style-type: none"><li>Created open maintenance issue.</li><li>Status was changed from 'Open' to 'In-progress'.</li><li>Status was changed from 'In-progress' to 'Closed'.</li></ul>	<div>11/24/25</div> <div>12/4/25</div> <div>12/4/25</div>
Notes: (11/24/25) Resident complained about Christman lights not working properly. Sent Christmas light vendor: 1. An animal chewed through some of my light strings causing them to not work. I have attached a couple pictures. I made repairs and they should work now unless it happens again. 2. The center island power does not seem to be working. None of the outlets work and the up lighting for the trees is not on. I had to put the center island Christmas lighting on a separate timer which will make it come on slightly different than the outside lights due to them being on outlets that are controlled by your photocell. When the center island power problem is repaired we can move this to the photocell and everything will come on at the same time. 3. It looked like someone messed with our equipment. I would ask that if there is a problem that we be contacted. There were come cords and timers that had been adjusted and made troubleshooting the original problem harder. We do our best to come same day or the next day. . (11/24/25) Placed work order with Jax Electric on 11/24 to address center island electricty. . (11/26/25) completed.							

Area		Description				Group	
<b>Entrance Irrigation Pump</b>		<b>Irrigation pump near the guardhouse on CDD side</b>				<b>Common Areas</b>	

St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00005	11/19/25	Irrigation and Plumbing	Area Flooded	Schuyler Bell	<ul style="list-style-type: none"><li>Created open maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	<div>11/19/25</div> <div>12/4/25</div>
Notes: (11/19/25) appears to be 1 or 2 irrigation breaks on the entry island. Send to Victory to address ASAP. (12/4/25) Victory repaired irrigation break approx. 4.5 feet down. Break was causing issues to community water and was addressed ASAP.							

Area		Description				Group	
<b>Admin</b>						<b>Common Areas</b>	

St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
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C	2025-305-00004	11/12/25	Lakes	Other/Misc
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Notes: (11/12/25) Rivercity Advertising will be installing 13/15 "no fishing" signs .  
(11/24/25) Locates completed by vendor for sign locations.

(11/24/25) Locates completed by vendor for sign locations.

(12/2/25) scheduled for installation Monday 12/8- meeting vendor to confirm locations of signs at 10 am.

- Created monitored maintenance issue. 11/12/25
- Status was changed from 'Open' to 'In-progress'. 11/12/25
- Status was changed from 'In-progress' to 'Completed'. 12/16/25

Area			Description			Group	
Entrance Irrigation Pump			Irrigation pump near the guardhouse on CDD side			Common Areas	
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2025-305-00003	11/12/25	Irrigation and Plumbing	Irrigation Repair	Schuyler Bell	<ul style="list-style-type: none"><li>Created open maintenance issue.</li><li>Status was changed from 'Open' to 'Completed'.</li></ul>	11/12/25 12/4/25
Notes: (11/12/25) irrigation repair needed at front entrance. . (12/4/25) Victory repaired minor irrigation issue.							