

# Amelia National Community Development District

3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817

PHONE 407-723-5900, FAX 407-723-5901

[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, July 14, 2025, 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://pfmcdd.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 May 12, 2025, Board of Supervisors' Meeting
2. Discussion on No Fishing Signs
3. Discussion of Educational Email blast
4. Update on Pond Maintenance
  - Midge Control
5. Review and Consideration of Gage Tree Care Proposal
6. Discussion of Bermuda Ditch
7. Update on Amelia National Entry Corridor Electrical & Lighting System Rebuild
8. Ratification of Payment Authorization Nos. 282 – 291
9. Review and Consideration of District Financials

### Other Business

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

### Adjournment



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# **Amelia National Community Development District**

**Minutes of May 12, 2025,  
Board of Supervisors' Meeting**

## MINUTES OF MEETING

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

**Monday, May 12, 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
Fred Phelleps	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Venessa Ripoll	District Manager - PFM Group Consulting LLC	
Kristin Lasky	PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Acct. - PFM Group Consulting LLC	
Katie Buchanan	District Counsel - Kutak Rock LLP	(via phone)
Neil Brockmeier	District Engineer – Prosser, Inc.	(via phone)
Leilani Chamberlain	Field Manager - Leland Management, Inc.	

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, Ms. Stanley, had a question regarding midges. She asked if this was a new issue or a historical issue. Mr. Phelleps noted that this is probably a historical issue as they are native to Florida and bury in muck.

Ms. Stanley also asked for an update on the irrigation issue near the front of the entrance as there is still a hole. Ms. Chamberlain noted this is a bigger issue and gave an overview of the irrigation and what has been done thus far. She will follow up with Skylar.

Mr. Hebron questioned if the Board should start planning for pipe replacement. Ms. Chamberlain recommended to start building this into reserves, but the Board can also handle as needed when a breakage occurs. She noted the pipe breakage is not related to the water pressure.

Mr. Renfroe gave an overview of the piping and the bonding. Ms. Chamberlain noted it is very old irrigation.

**Letter from the Supervisor of Elections – Nassau County**

Ms. Ripoll noted for the record that there are 826 registered voters in the District as of April 15, 2025, per the Letter from the Supervisor of Elections – Nassau County. Ms. Ripoll stated this is a mandated letter.

Mr. Kearney noted this information is helpful when it is election time for the CDD.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board accepted the Letter from the Supervisor of Elections – Nassau County.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of the Minutes of the April 14, 2025, Board of Supervisors' Meeting**

The Board reviewed the minutes. Ms. Ripoll noted all requested changes have been made.

Mr. Phelleps noted changes on the Pond Maintenance portion of the minutes. He stated it should state "lime treatment". Ms. Ripoll noted the change.

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

**Consideration of Resolution 2025-03, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date**

Ms. Ripoll recommended August 11, 2025, at 11:30 a.m., at 95211 Clubhouse Road, Fernandina Beach, FL, 32034, to hold the Public Hearing.

Ms. Glasgow gave an overview of the preliminary budget, along with all changes within the line items. She noted the budget amount and assessments amounts would not change. The expenditure updates included: the Public Officials insurance from \$3,822.50 to \$3,830.00, the US Bank Trustees Fees from \$7,800.00 to \$8,296.76, the District Management Fee from \$36,300.00 to \$38,100.00, and an addition to the District Engineer reserves.

There was brief discussion regarding reserves vs. non-reserves. Ms. Glasgow noted the reserves are for the Engineer's Report that is required every 5 years. Mr. Kearney noted one reserve is for the Engineer's Report and one reserve is for inspection and/or breakage in the concrete conduit.

Ms. Glasgow continued to review the other changes within the line items and gave an overview of each fee. These line item changes included: the Disclosure Agent decrease in fee from \$6,000.00 to \$5,000.00, the Property Appraiser Fee from \$5,800.00 to \$6,500.00, the Assessment Administration Fee from \$5,000.00 to \$7,500.00 due to increase in land platted, the Tax Document Preparation Fee, Legal Advertisement from \$1,500.00 to \$1,000.00, Contingency/Miscellaneous from \$31,950.50 to \$28,281.00, Website Maintenance from \$2,520.00 to \$2,700.00, Wetlands Water Table Management decrease from \$6,300.00 to \$5,100.00 based on the ICI payments being received, General Insurance from \$4,677.00 to \$4,978.00, along with a Crime Insurance addition in the amount of \$500.00, Lake Maintenance from \$32,750.00 to \$38,500.00, Landscape Maintenance from \$35,000.00 to \$53,786.04, Landscape Improvement decrease from \$19,300.00 to \$4,000.00, Lake Treatment \$5000.00, Removing Front Entry Refurbishment line item making it \$0, and Entry Holiday Decoration \$4,400.00 to \$5,000.00.

There was discussion regarding specific line items, including Lake Maintenance and the Pond 10 sinkhole. It was noted the sinkhole repair would come out of the contingency. Budget for the new aerators is being built up in a reserves fund. New aerators cost approximately \$90,000.00. Rollover reserved funds are reflected in the financial statements.

Ms. Ripoll noted the budget will be posted to the website.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved Resolution 2025-03, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date for August 11, 2025.

Ms. Glasgow reviewed the reserves with the Board. There was brief discussion regarding the reserves amount. Mr. Kearney noted the goals for the reserves are to establish reserves for the roadway without having to assess special assessments, establish engineering reserves, and establish aeration reserves. Mr. Hebron reviewed the reserve amounts.

### **Review and Consideration of PFM Fee Increase Letter**

Ms. Ripoll stated this was approved in the proposed budget and PFM has not taken an increase in a few years.

Mr. Hebron noted it is a 4.9% increase.

ON MOTION by Ms. Stola, seconded by Mr. Hebron, with all in favor, the Board approved the PFM Fee Increase Letter.

#### **Update on Pond Maintenance**

- **Midge Control**
- **Pond 10 Sink Hole**
- **Storm Drains**

Mr. Phelleps gave an update on the pond maintenance. He noted that the Lake Doctors reports will be on the website. He reviewed the previous Lake Doctors authorizations which were to treat midge larva on Ponds 7, 15, and 18, aerator maintenance to all ponds that have the aerators, and treat Pond 29 for low PH to support aquatic life. He reviewed the previous concern regarding vegetation in the ponds, Lake Doctors have treated this, and it may be from Oak trees. Mr. Phelleps will follow up. Ms. Chamberlain has a proposal regarding the Pond 10 sinkhole, which is related to an irrigation issue. It was noted that the edge of the pond is eroded due to the issue and needs to be repaired as well. Mr. Phelleps noted this is a POA issue, as they own that irrigation.

Mr. Phelleps also stated there was an aerator airline, at Pond 32, that had been cut due to golf course work being done in that area. Mr. Veazey has instructed Ms. Chamberlain to have it repaired, and the repair will be billed to the golf course.

Ms. Stanelly recommended doing an environmental impact study on what the golf course work does to the lakes. Ms. Chamberlain stated that Lake Doctors has not noted any concerns with the golf course work and what is going into the water. Mr. Phelleps noted the ponds in the area have heavy algae growth at this time, which could be affecting the wildlife around those ponds. Mr. Hebron requested to see if the golf course is required to have an environmental impact statement per Florida law. If there is such a statement, he requested a copy. Mr. Brockmeier noted the golf course does have Best Management Practices to follow, but they are not required to submit an environmental impact study or do any updates to the stormwater management system, as long as they are in compliance with the original permit intent. The impact study would only relate to increase or decrease in pond sizing.

Discussion followed regarding the requirements relating to a complete redo as opposed to regular maintenance of the golf course.

Mr. Phelleps stated that Lake Doctors has recommended several items for midge control. These include: subsurface aeration, fish stocking with Blue Gill, and larva site treatments. Lake Doctors also noted that the front ponds are worse due to the extra water from JEA. Mr. Phelleps recommended stocking a few of the ponds with Blue Gill to see if they make a difference. He will follow up with Lake Doctors to make sure they are compatible with the current aquatic life. Ms. Chamberlain will get a quote for the Blue Gill. It was recommended to start with Ponds 7, 15, and 18. Ms. Buchanan requested verifying with Mr. Brockmeier to see if inputting new fish will impact the Water Management District Permit. Mr. Brockmeier will follow up with Ms. Ripoll.

Mr. Phelleps noted the leaves in the storm drains are a continuing issue. Ms. Chamberlain has received a quote from Wind River. A half day would be \$2,475.00 and a \$800 disposal fee for 1-

3 drains. A full day would be \$3,590.00 and a \$1,200.00 disposal fee for 4-5 drains. She gave an overview of the process. Mr. Kearney noted there are 35 drains. Ms. Stanley stated it is the homeowner's responsibility to clean the drains in front of their homes. Ms. Chamberlain also noted that she has found the drain filters as requested. They are called drain socks and can be purchased for \$102.00 each. Mr. Kearney requested quotes on a street cleaner. Ms. Chamberlain will check with the County as well. Mr. Phelleps also noted he will contact the street sweeper he knows to obtain a quote.

There was brief discussion on resident responsibility in regard to the leaves in the storm drains.

There was discussion regarding fishing in the ponds. It was noted there is no fishing allowed as fishing ruins the aeration system. Ms. Stola reviewed the recommendation from the Sheriff's department. This included taking a picture of those who were trespassing and calling the Sheriff's office. The Sheriff's office can give them a fine and keep record of those who are breaking the law. Ms. Chamberlain noted the Club is responsible for the perimeter of anything along the Parkway. She can follow up with Treva on clarification. She also noted the only thing in writing pertaining to fishing is no fishing on the golf course without permission and no fishing on common property for the HOA. If a homeowner gives a guest or someone permission to fish behind their home, they are allowed to do so. Mr. Kearney stated he is going to talk with the Chair from Golf Pro and make sure he does not give permission to anyone to fish on golf property.

There was discussion regarding "No Fishing" signage around the ponds or have "Controlled Fishing" signage. This included discussion how fishing ruins the aerators. It was noted there will always be people wanting to fish and that Blue Gill are bait fish for bass.

Ms. Buchanan recommended signage, making sure the policy is available for the Sheriff's department, establishing a relationship with the Sheriff's department, and making sure fines are given. Ms. Chamberlain will review the agreement that allows the Sheriffs to come on property as it relates to fines. Mr. Kearney recommended placing a sign at the two entrances, instead of each pond. There was discussion regarding placement of the signage.

There was continued discussion on the verbiage to use for the signage. Mr. Hebron recommended a "No Fishing, Aeration System in Process" sign. Ms. Buchanan recommended "No Fishing/No Trespassing" for the signage. Ms. Stola noted the "No Fishing" signs could be placed on the same poles as the "No Swimming" signs at each pond. Ms. Stola will count how many poles there are and see where the signage will fit. Ms. Ripoll will purchase the signs. Mr. Kearney noted the front entrance signage can be discussed at the next Board Meeting.

It was noted if someone was caught violating the policy, they would be sent a letter of warning. Ms. Buchanan stated it may be difficult to pinpoint causation to a specific individual, but it could be possible to pursue damages against the person if they are caught or seen in the act.

### **Review and Consideration of Holiday Lights Proposals**

Ms. Ripoll noted this is the previous contractor that was used for holiday lighting, and he is already booking his calendar. She stated it was difficult to get the one vendor, and recommended proceeding with the proposal.

Ms. Stola requested larger Christmas wreaths, as the previous ones were very small and not visibly pleasant. Ms. Ripoll will discuss the hanging wreaths with the vendor and request better quality ones.

Mr. Hebron reviewed the costs for the proposal. He noted the prepayment is cheaper and recommended prepaying \$4,440.00 with the agreement to have larger wreaths. Ms. Ripoll will follow up.

ON MOTION by Mr. Hebron, seconded by Ms. Stola, with all in favor, the Board approved the Holiday Lights Proposal at \$4,440.00, and requesting larger wreaths inclusive of that amount.

There was discussion regarding the payment process. It was noted that last year, the signed agreement was enough to book the vendor for the amount stated.

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

Ms. Ripoll stated the lights have been purchased.

Ms. Chamberlain gave an update on the Amelia National Entry Corridor Electrical and lighting system rebuild. She noted there is a signed agreement with Rewired. Mr. Pye has pulled out of the trenching job. Ms. Chamberlain is searching for a vendor to complete the trenching at this time, including Skylar. Skylar may have someone under his license that could complete the job within the same cost.

Mr. Hebron reviewed the process of communication with contractors/vendors and noted all communication should be going through Ms. Chamberlain.

#### **Ratification of Payment Authorizations Nos. 277-281**

Ms. Ripoll noted there are contractual obligations already approved by the Chair. They have been reviewed by District Management and District Counsel.

Mr. Hebron requested an update on the Beaver Guy. Mr. Kearney noted the beavers have not come back, but beavers are still in the area.

ON MOTION by Ms. Stola, seconded by Mr. Hebron, with all in favor, the Board ratified Payment Authorizations Nos. 277-281.

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

Ms. Ripoll stated the financials have been emailed and are as of April 2025. They are also available on the website. These will be approved at the next meeting.

### **THIRD ORDER OF BUSINESS**

#### **Other Business**

#### **Staff Reports**

**District Counsel** – Ms. Buchanan noted she is working on a summary of the legislative session that just took place as it relates to the CDD. Not many bills were passed at this session.

**District Engineer** – Mr. Kearney asked for an update on the repairs in Private Quarters. Mr. Brockmeier stated he has not received the invoice as of yet. Once received, he will complete the inspection. He noted the storm drain repair has been completed. Mr. Brockmeier gave an overview of the repairs. Ms. Stola noted that although the repairs look great, there is a section where the road is lower than the gutter. She has sent pictures to Ms. Chamberlain.

There was discussion regarding the roadway repair responsibility. Ms. Chamberlain will contact the Private Quarters HOA to follow up.

Mr. Renfroe noted that Mr. Patterson, a resident, complained about a curb being broken due to truck traffic which needs repair. He requested the engineer's opinion on causation in order to determine responsibility of repair. Mr. Brockmeier will follow up with Mr. Veazey and report back.

**District Manager** – Ms. Ripoll noted the next meeting is July 14, 2025. She reminded the Board of the Form 1 and the due date of July 1, 2025. She also reminded the Board of their Annual Ethics Training requirements. Links have been emailed to the Board.

#### **Audience Comments and Supervisor Requests**

Mr. Hebron noted he had previously requested action items for the meeting and have them in the minutes. Ms. Ripoll noted she is still working on that.

Mr. Phelleps will not be in person at the next Board Meeting.

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. Renfro, with all in favor, the Board adjourned the May 12, 2025, Board of Supervisors Meeting for the Amelia National Community Development District at 1:02 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson



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# **Amelia National Community Development District**

## **Discussion on No Fishing Signs**

## Pond Signage as of 14 May 2025

Per the discussion on 12 May 2025, I walked to the various ponds throughout Amelia National and found that there are currently 3 different signs.



The No Trespassing signs (item 3) have been posted in the past week by the Golf Course Staff. They clearly state No Trespassing and No Fishing per Florida Law. These signs are located at Ponds 5 and 6 as well as at least 2 other locations near Hole 3 and Hole 4 on the golf course but not near any ponds.

The Reclaimed Water signs (item 1) are at Ponds 5, 6, 10 and 32.



Pond 5



Pond 5



Pond 6



Pond 10



Pond 32

Pond 10 is actually the only pond where fishing is allowed (Exception: homeowners may fish on the pond in front of their home and are allowed to have guests fish only on their property). Sign 2) above is posted near the Private Residences at pond 10. It clearly states you are not to Trespass or Fish in that area.

Each pond which has homes on them should have a sign placed. We would have to decide on either item 2 (more pleasing to the eye) or item 3 (clearly states there is a law being broken if you trespass or fish on these ponds). Pond 7 isn't connected to the golf course and people have frequently been told to stop fishing on that pond since they are on private property. Minimally Pond 7 should have a sign placed as soon as possible. I did speak with some of the residents around the other ponds. None stated they had seen people fishing on their pond however, they said it would be nice to post signage which states No trespassing and No fishing allowed.

Initially we discussed adding a sign to the Reclaimed Water signposts but 2 have No Trespassing signs already (ponds 5 and 6), pond 10 doesn't require a sign so only pond 32 would meet that criteria. Since we are going to have to put up posts for any additional signs, we need to decide which sign and where to place the sign. An easement location on each pond is probably the answer as to where to place the No Trespassing/No Fishing sign once selected. I will speak with the Golf Course Management on cost of the current sign/post. JMS



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# **Amelia National Community Development District**

## **Discussion of Educational Email Blast**



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# **Amelia National Community Development District**

## **Update on Pond Maintenance**

- **Midge Control**

CDD Pond Summary 07/14/2025  
Board Member 4, Fred Phelleps

- Updated the Lake Doctor's service reports pdf for the Amelia National CDD website.
- We have had significant algae blooms in many of the front area ponds this year. The hot/dry weather and storm activity contribute to algae growth. In the last reports from Lake Doctor's 06/20/2025 to 06/25/2025, all ponds have been treated for algae and shoreline weeds. Pond 5 had a particularly heavy growth after the last service and the growth was mechanically removed by Lake Doctors on July 2. We continue, however, to have growth. Lake Doctors is monitoring the status.

We will talk to the with the golf course to see if any of the course rejuvenation work may be contributing to the heavy algae growth.

- Midge Control
  - Three ponds – 7,15 and 18 – were treated for midge infestation on 5/15/2025.
  - On 6/26/2025, post treatment, residents on pond 7 reported midge infestations had not subsided. The residents provided images and video of the issue. Lake Doctors recommended two additional larvicide treatments in addition to two probiotic treatments. The board approved the applications. Lake Doctors will confirm when the treatments are complete.
  - At the May meeting, there was discussion on midge control by adding Bluegill fish that eat the larva. Two concerns were voiced: 1) Is Bluegill a species natural to this area; and 2) Bass tend to eat Bluegill. Since the meeting, the CDD engineer contacted the St. John's River Authority. The engineer reports that Bluegill is a species common to this area so they can be added without concern. And, although Bass may eat Bluegill, they will replicate and should not be an issue. Lake Doctors recommends adding the fish later in the year to minimize stress to the stocking fish.
- Pond 32 air hose was repaired by Lake Doctors on 5/21/2025. The repair was necessary after air hoses were accidentally cut during the golf course rejuvenation project. Leilani of Leland Management will ensure billing is sent to the golf course rejuvenation project.
- At the May meeting a "sink hole" was reported on the bank of pond 10. As of 6/9/2025, the hole had been filled in. This was a POA responsibility, the cause was a water leak from a sprinkler head.
- Resident Jean Stanley reported the aeration on pond 7 had changed on 6/9/2025. This aerator had been repaired in March. Lake Doctor's fountain group investigated and

found an air hose had detached under the unit. Repairs were made and the system is operating normally.

- After the repairs on pond 7 aerator, the filters were changed on all aerators.
- Authorized lime treatment on pond 29 to balance PH for aquatic life was completed on 5/7.



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# **Amelia National Community Development District**

## **Review and Consideration of Gage Tree Care Proposal**

Gage Tree Care  
1943 S 8th St  
Fernandina Beach, FL 32034  
9044911710  
gagetreecare@gmail.com



## Estimate

**ADDRESS**

Amelia National HOA  
c/o Leland Management  
10175 Fortune Pkwy  
Jacksonville  
FL  
32256

**ESTIMATE #** 8357  
**DATE** 07/17/2024

DATE		QTY	RATE	AMOUNT
	<b>Pruning</b> 46 Live Oak planted in around the main entranceway of Amelia National starting at the Amelia Concourse Road and stopping at the front of the guard house. Not pruning trees past the guard house. Raise overall canopy heights up to 15 feet by removing lower lateral branches or lead branches up to 4 inches in diameter, removing interior dead branches 2 inches and larger up to 15', remove 50% of the moss and then make light reduction cuts around the outside perimeters of the canopies to create symmetry and balance.  12 Pine trees, Midway of the entrance where the road splits just before the guard house. Removing dead branches 2 inch and larger and raise overall canopy height up to 15 feet.  Note: trees can be reached by bucket truck from the roadway or climb. Make sure to bring men working signs and extra cones to help in redirecting traffic.	1	9,600.00	9,600.00

Thank you for your business.

**TOTAL**

**\$9,600.00**

Accepted By

Accepted Date

\*\*\* EFFECTIVE 10/1/23 THE CREDIT CARD SERVICE FEE WILL BE 3% FOR CHARGE PAYMENTS MADE ONLINE AND 3.5% FOR CHARGE PAYMENTS PAID THROUGH OUR OFFICE\*\*\*



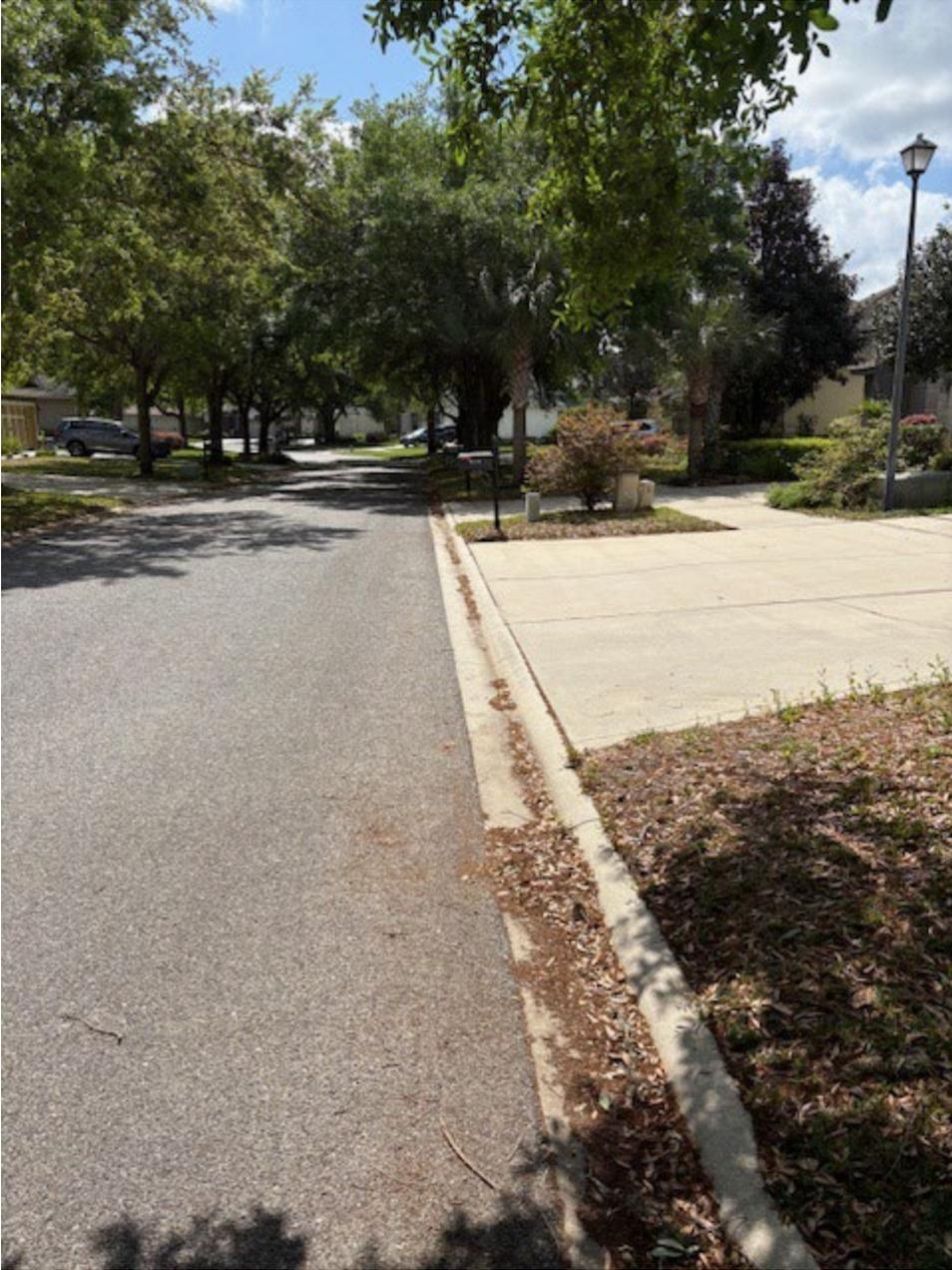
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# **Amelia National Community Development District**

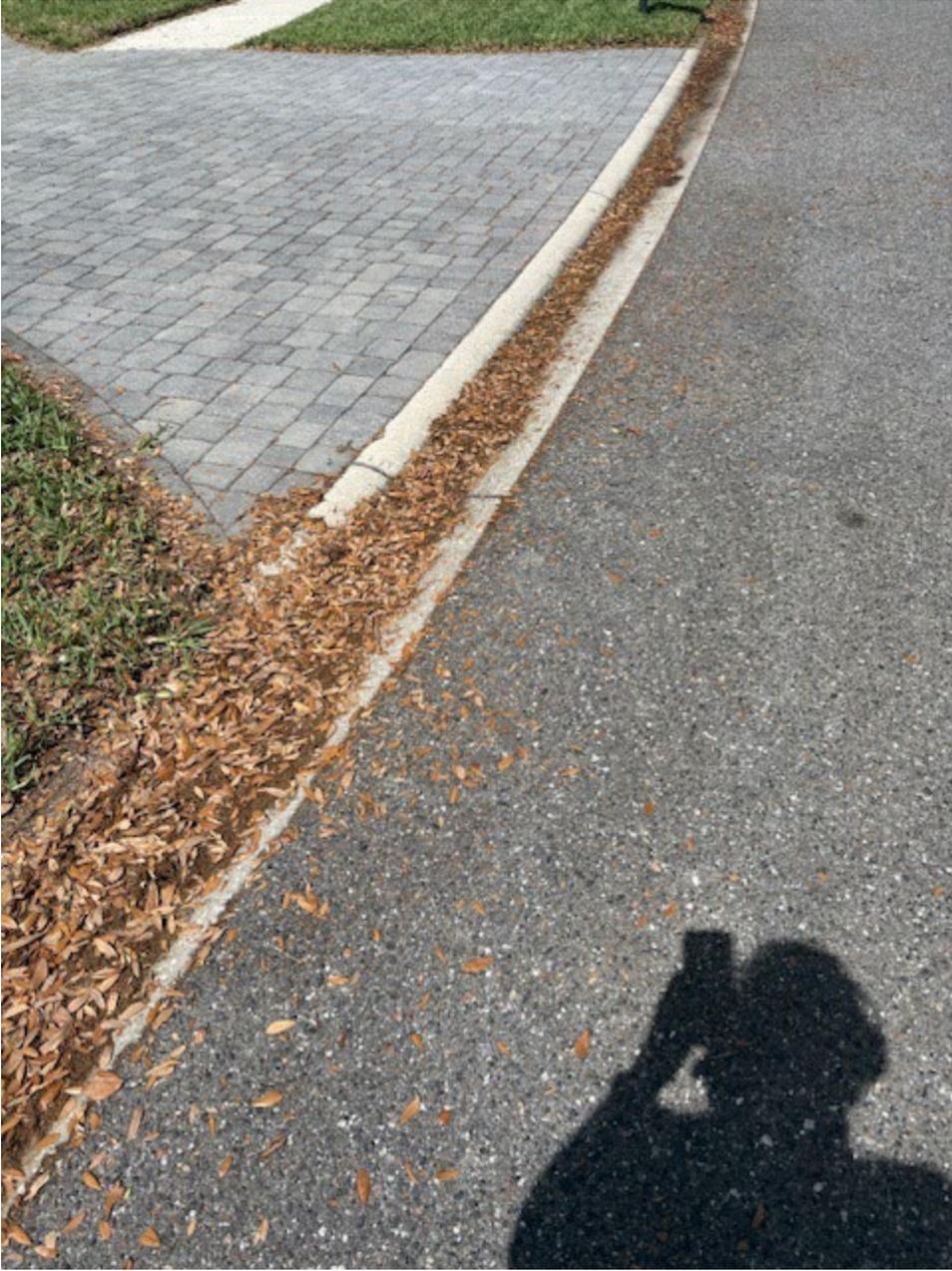
## **Discussion of Bermuda Ditch**

















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# **Amelia National Community Development District**

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



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# **Amelia National Community Development District**

**Ratification of Payment Authorization  
Nos. 282 – 291**

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization 282**

4/18/2025

Item No.	Payee	Invoice #	General Fund FY 2025
<b>1</b>	<b>FPL</b>		
	95211 AMELIA NATIONAL PKWY #POND; 03/19/25-04/17/25	Acct: 13216-59383	\$ 151.42
	95440 BERMUDA DR #PUMP; 03/19/25-04/17/25	Acct: 29680-15020	\$ 136.82
	94000 HEMLOCK CT #PUMP; 03/19/25-04/17/25	Acct: 45589-42159	\$ 34.53
	95025 AMELIA NATIONAL PKWY #PUMP; 03/19/25-04/17/25	Acct: 54293-42156	\$ 89.30
	95005 AMELIA NATIONAL PKWY #ENTRANCE; 03/19/25-04/17/25	Acct: 83521-45521	\$ 65.55
<b>2</b>	<b>Kutak Rock</b>		
District Counsel Through 02/28/25	3550219	\$ 995.50	
<b>3</b>	<b>Leland Management</b>		
	Management Fee: April 2025	62612	\$ 925.00
	Office Expenses - Storage: March 2025	85273	\$ 25.00
<b>4</b>	<b>PFM Group Consulting</b>		
FedEx: March 2025	OE-EXP-04-2025-01	\$ 13.34	
<b>5</b>	<b>Prime AE</b>		
Engineering Services Through 02/28/25	54344	\$ 352.50	
<b>TOTAL</b>			<b>\$ 2,788.96</b>

*Vivian Carvalho*

Secretary / Assistant Secretary

*[Signature]* 30 April 2025

Chairman / Vice Chairman

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization 283**

4/25/2025

Item No.	Payee	Invoice #	General Fund FY 2025
1	<b>City Electric Supply</b> Entrance Lighting Refurbishment - Hardware	FDB/040921	\$ 10,050.44
2	<b>JESCO Lighting Group</b> Entrance Lighting Refurbishment - Flexible Lighting System	SO594232	\$ 5,657.48
	Entrance Lighting Refurbishment - Mounting Brackets	SO594233	\$ 737.50
<b>TOTAL</b>			<b>\$ 16,445.42</b>

*Kwame Jackson*  
Secretary / Assistant Secretary

*[Signature]* 6 MAY 2025  
Chairman / Vice Chairman

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization 284**

5/2/2025

Item No.	Payee	Invoice #	General Fund FY 2025
<b>1</b>	<b>The Lake Doctors</b>		
	Quarterly Aerator Service Agreement	--	\$ 775.00
	Lime Application Agreement - Pond 29	2046594	\$ 1,300.00
<b>2</b>	<b>PFM Group Consulting</b>		
	Agenda Copies: April 2025	135996	\$ 75.00
	District Management Fee: April 2025	DM-04-2025-01	\$ 3,025.00
<b>3</b>	<b>Trapper John's Beaver Busters</b>		
	Beaver Trapping: April 2025	2024-7-17	\$ 850.00
<b>4</b>	<b>US Bank</b>		
	Trustee Fees S2021: 04/01/25-03/31/26	7727618	\$ 4,040.63
<b>5</b>	<b>VGlobalTech</b>		
	Monthly Website Fee: May 2025	7290	\$ 110.00
<b>TOTAL</b>			<b>\$ 10,175.63</b>

*Kwame Jackson*  
Secretary / Assistant Secretary

*[Signature]* 14 May 2025  
Chairman ~~Vice Chairman~~

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization 285**

5/9/2025

Item No.	Payee	Invoice #	General Fund FY 2025
1	<b>The Lake Doctors</b> Water Management Services: May 2025	270104B	\$ 2,500.00
2	<b>News-Leader</b> Legal Advertising on 04/30/25	862825	\$ 150.66
3	<b>Victory Lawn &amp; Landscape</b> Landscape Maintenance: March 2025 Landscape Maintenance: April 2025	2067 2199	\$ 4,482.17 \$ 4,482.17
<b>TOTAL</b>			<b>\$ 11,615.00</b>

*Vivian Carvalho*  
Secretary / Assistant Secretary

*10 May 2025*  
*[Signature]*  
Chairman / ~~Vice Chairman~~



**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization 286**

5/16/2025

Item No.	Payee	Invoice #	General Fund FY 2025
<b>1</b>	<b>Leland Management</b>		
	Management Fee: May 2025	63759	\$ 925.00
	Office Expenses - Storage: April 2025	86282	\$ 25.00
<b>2</b>	<b>PFM Group Consulting</b>		
	District Management Fee: May 2025	DM-05-2025-01	\$ 3,025.00
	Postage: April 2025	OE-EXP-05-2025-02	\$ 0.69
<b>TOTAL</b>			<b>\$ 3,975.69</b>

*Kwame Jackson*  
Secretary / Assistant Secretary

*[Signature]* 28 MAY 2025  
Chairman / ~~Vice Chairman~~

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization 287**

5/23/2025

Item No.	Payee	Invoice #	General Fund FY 2025
<b>1</b>	<b>FPL</b>		
	95211 AMELIA NATIONAL PKWY #POND; 04/17/25-05/19/25	Acct: 13216-59383	\$ 161.51
	95440 BERMUDA DR #PUMP; 04/17/25-05/19/25	Acct: 29680-15020	\$ 148.01
	94000 HEMLOCK CT #PUMP; 04/17/25-05/19/25	Acct: 45589-42159	\$ 35.47
	95025 AMELIA NATIONAL PKWY #PUMP; 04/17/25-05/19/25	Acct: 54293-42156	\$ 88.67
	95005 AMELIA NATIONAL PKWY #ENTRANCE; 04/17/25-05/19/25	Acct: 83521-45521	\$ 70.27
<b>2</b>	<b>The Lake Doctors</b>		
	Midge Fly Treatment - Ponds 7, 15, 18	2046950	\$ 950.00
<b>TOTAL</b>			<b>\$ 1,453.93</b>

*Venessa Ripoll*  
Secretary / Assistant Secretary

*[Signature]* 28 May 2025  
Chairman / ~~Vice-Chairman~~

**Payment Authorization 288**

5/30/2025

Item No.	Payee	Invoice #	General Fund FY 2025
1	<b>The Lake Doctors</b> Fountain Aeration Line Replacement - Pond 32	2052890	\$ 200.00
2	<b>Trapper John's Beaver Busters</b> Beaver Trapping: May 2025	2024-7-18	\$ 850.00
<b>TOTAL</b>			<b>\$ 1,050.00</b>

*Venessa Ripoll*  
Secretary / Assistant Secretary

*[Signature]* 12 Jul 2025  
Chairman / Vice Chairman

**Payment Authorization 289**

6/6/2025

Item No.	Payee	Invoice #	General Fund FY 2025
1	<b>The Lake Doctors</b> Water Management Services: June 2025	278280B	\$ 2,500.00
2	<b>PFM Group Consulting</b> Agenda Copies: April 2025 District Management Fee: June 2025 FedEx: May 2025	136300 DM-06-2025-01 OE-EXP-06-2025-02	\$ 28.50 \$ 3,025.00 \$ 97.13
3	<b>VGlobalTech</b> Monthly Website Fee: June 2025	7371	\$ 110.00
4	<b>Victory Lawn &amp; Landscape</b> Landscape Maintenance: May 2025	2333	\$ 4,482.17
<b>TOTAL</b>			<b>\$ 10,242.80</b>

Venessa Ripoll  
Secretary / Assistant Secretary

 12 JUN 2025  
Chairman / Vice Chairman

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization 290**

6/13/2025

Item No.	Payee	Invoice #	General Fund FY 2025
1	<b>Kutak Rock</b> District Counsel Through 03/31/25	3579459	\$ 148.50
2	<b>PFM Financial Advisors</b> Re-amortization Services S2006A, S2021: 11/01/24	135902	\$ 250.00
<b>TOTAL</b>			<b>\$ 398.50</b>

*Vivian Carvalho*

Secretary / Assistant Secretary

*[Signature]* 19-JUN-2025  
Chairman / ~~Vice Chairman~~

**AMELIA NATIONAL  
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization 291  
6/20/2025

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
15020-061825	FPL (AMELI)	06/18/2025	Amelia National CDD	139.24
42156-061825	FPL (AMELI)	06/18/2025	Amelia National CDD	92.89
42159-061825	FPL (AMELI)	06/18/2025	Amelia National CDD	34.86
45521-061825	FPL (AMELI)	06/18/2025	Amelia National CDD	65.91
59383-061825	FPL (AMELI)	06/18/2025	Amelia National CDD	154.62
136587	PFM Group Consulting LLC (AMELI)	06/09/2025	Amelia National CDD	83.50
<b>Total:</b>				<b>571.02</b>

*Kwame Jackson*

Secretary / Assistant Secretary

*[Signature]* 23 JUN 2025

Chairman / ~~Vice Chairman~~



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# **Amelia National Community Development District**

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



# Amelia National CDD

## Q1 & Q2 2025 Financial Package

Q1 & Q2, 2025

**PFM Group Consulting LLC**  
3501 Quadrangle Blvd.  
Suite 270  
Orlando, FL 32817  
407-723-5900



**Amelia National CDD**  
Statement of Financial Position  
As of 4/30/2025

	General Fund	Debt Service Fund - 2021	Debt Service Fund - 2006A	Construction Fund	Long Term Debt Group	Total
<b>Assets</b>						
<b>Current Assets</b>						
General Checking - CNB	\$230,134.28					\$230,134.28
State Board of Administration	6,785.89					6,785.89
CNB Engineering Reserve	21,016.08					21,016.08
CNB Reserve	140,037.90					140,037.90
Assessments Receivable	11,462.61					11,462.61
Assessments Receivable		\$549.05				549.05
Due From Other Funds		3,964.15				3,964.15
Revenue 2021 Refund		80,679.41				80,679.41
Interest 2021 Refund		28,036.92				28,036.92
Prepayment 2021		58,287.38				58,287.38
Sinking Fund 2021		208,000.00				208,000.00
Assessments Receivable			\$42,555.40			42,555.40
Due From Other Funds			1,603.73			1,603.73
Debt Service Reserve - 2006A			212,911.27			212,911.27
Revenue - 2006A			313,188.83			313,188.83
Prepayment 2006A			48,062.31			48,062.31
Acquisition/Construction - 2006A				\$43,487.89		43,487.89
Deferred Cost - 2006A				276,978.13		276,978.13
Total Current Assets	\$409,436.76	\$379,516.91	\$618,321.54	\$320,466.02	\$0.00	\$1,727,741.23
<b>Investments</b>						
Amount Available in Debt Service Funds					\$949,166.12	\$949,166.12
Amount To Be Provided					4,773,833.88	4,773,833.88
Total Investments		\$0.00	\$0.00	\$0.00	\$5,723,000.00	\$5,723,000.00
<b>Total Assets</b>	\$409,436.76	\$379,516.91	\$618,321.54	\$320,466.02	\$5,723,000.00	\$7,450,741.23
<b>Liabilities and Net Assets</b>						
<b>Current Liabilities</b>						
Accounts Payable	\$8,879.22					\$8,879.22
Deferred Revenue	11,462.61					11,462.61
Deferred Revenue		\$549.05				549.05
Deferred Revenue			\$42,555.40			42,555.40
Total Current Liabilities	\$20,341.83	\$549.05	\$42,555.40	\$0.00	\$0.00	\$63,446.28
<b>Long Term Liabilities</b>						
Revenue Bonds Payable - Long-Term					\$5,723,000.00	\$5,723,000.00
Total Long Term Liabilities		\$0.00	\$0.00	\$0.00	\$5,723,000.00	\$5,723,000.00
<b>Total Liabilities</b>	\$20,341.83	\$549.05	\$42,555.40	\$0.00	\$5,723,000.00	\$5,786,446.28
<b>Net Assets</b>						
Net Assets, Unrestricted	\$183,653.14					\$183,653.14
Net Assets - General Government	43,085.25					43,085.25
Current Year Net Assets - General Government	162,356.54					162,356.54
Net Assets, Unrestricted		\$192,157.57				192,157.57
Current Year Net Assets, Unrestricted		186,810.29				186,810.29
Net Assets, Unrestricted			\$392,358.06			392,358.06
Current Year Net Assets, Unrestricted			183,408.08			183,408.08
Net Assets, Unrestricted				\$283,002.19		283,002.19
Current Year Net Assets, Unrestricted				37,463.85		37,463.85
Net Assets - General Government				(0.02)		(0.02)
Total Net Assets	\$389,094.93	\$378,967.86	\$575,766.14	\$320,466.02	\$0.00	\$1,664,294.95
<b>Total Liabilities and Net Assets</b>	\$409,436.76	\$379,516.91	\$618,321.54	\$320,466.02	\$5,723,000.00	\$7,450,741.23



**Amelia National CDD**  
**Statement of Activities**  
 As of 4/30/2025

	General Fund	Debt Service Fund - 2021	Debt Service Fund - 2006A	Construction Fund	Long Term Debt Group	Total
<b>Revenues</b>						
On-Roll Assessments	\$243,018.46					\$243,018.46
Off-Roll Assessments	62,063.93					62,063.93
Other Income & Other Financing Sources	2,575.59					2,575.59
On-Roll Assessments		\$261,556.24				261,556.24
Other Assessments		57,046.36				57,046.36
On-Roll Assessments			\$105,814.72			105,814.72
Off-Roll Assessments			192,851.55			192,851.55
Other Assessments			49,122.00			49,122.00
Inter-Fund Transfers			(30,678.96)			(30,678.96)
Inter-Fund Transfers				\$30,678.96		30,678.96
<b>Total Revenues</b>	<b>\$307,657.98</b>	<b>\$318,602.60</b>	<b>\$317,109.31</b>	<b>\$30,678.96</b>	<b>\$0.00</b>	<b>\$974,048.85</b>
<b>Expenses</b>						
Supervisor Fees	\$3,800.00					\$3,800.00
Public Official Insurance	4,040.00					4,040.00
Trustee Services	5,737.69					5,737.69
Management	18,150.00					18,150.00
Field Management	6,475.00					6,475.00
Engineering	1,175.68					1,175.68
Disclosure Agent	2,500.00					2,500.00
Property Appraiser	6,424.00					6,424.00
District Counsel	3,027.50					3,027.50
Assessment Administration	5,000.00					5,000.00
Audit	4,600.00					4,600.00
Legal Advertising	301.78					301.78
Web Site Maintenance	1,370.00					1,370.00
Office Misc (Postage, Tel, Copies, Etc.)	421.07					421.07
Dues, Licenses, and Fees	175.00					175.00
Electric	3,197.96					3,197.96
Wetland Upland Maintenance	5,100.00					5,100.00
General Insurance	4,422.00					4,422.00
Repair & Maintenance - Entry	2,174.00					2,174.00
Repairs & Maintenance-Irrigation/Wetland	537.50					537.50
Lake Maintenance	20,892.00					20,892.00
Landscaping Maintenance & Material	19,251.38					19,251.38
Landscape Improvements	3,994.65					3,994.65
Lake Improvements Repairs & Maintenance	2,200.00					2,200.00
Front Entry Refurbishment	16,445.42					16,445.42
Entry Decorations	4,440.00					4,440.00
Principal Payment		\$107,000.00				107,000.00
Interest Payments		29,182.06				29,182.06
Principal Payments			\$55,000.00			55,000.00
Interest Payments			86,537.50			86,537.50
<b>Total Expenses</b>	<b>\$145,852.63</b>	<b>\$136,182.06</b>	<b>\$141,537.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$423,572.19</b>
<b>Other Revenues (Expenses) &amp; Gains (Losses)</b>						
Interest Income	\$551.19					\$551.19
Interest Income		\$4,389.75				4,389.75
Interest Income			\$7,836.27			7,836.27
Interest Income				\$6,784.89		6,784.89
<b>Total Other Revenues (Expenses) &amp; Gains (Losses)</b>	<b>\$551.19</b>	<b>\$4,389.75</b>	<b>\$7,836.27</b>	<b>\$6,784.89</b>	<b>\$0.00</b>	<b>\$19,562.10</b>
<b>Change In Net Assets</b>	<b>\$162,356.54</b>	<b>\$186,810.29</b>	<b>\$183,408.08</b>	<b>\$37,463.85</b>	<b>\$0.00</b>	<b>\$570,038.76</b>
<b>Net Assets At Beginning Of Year</b>	<b>\$226,738.39</b>	<b>\$192,157.57</b>	<b>\$392,358.06</b>	<b>\$283,002.17</b>	<b>\$0.00</b>	<b>\$1,094,256.19</b>
<b>Net Assets At End Of Year</b>	<b>\$389,094.93</b>	<b>\$378,967.86</b>	<b>\$575,766.14</b>	<b>\$320,466.02</b>	<b>\$0.00</b>	<b>\$1,664,294.95</b>



**Amelia National CDD**  
Budget to Actual  
For the Month Ended 4/30/25

	Year to Date			Adopted FY 2025 Budget	Percentage Spent
	Actual	Budget	Variance		
<b>Revenues</b>					
On Roll Assessments	\$ 243,018.46	\$ 142,058.36	\$ 100,960.10	\$ 243,528.62	99.79%
Off Roll Assessments	62,063.93	42,592.89	19,471.04	73,016.38	85.00%
Other Income & Other Financing Sources	2,575.59	-	2,575.59	-	0.00%
<b>Net Revenues</b>	<b>\$ 307,657.98</b>	<b>\$ 184,651.25</b>	<b>\$ 123,006.73</b>	<b>\$ 316,545.00</b>	<b>97.19%</b>
<b>General &amp; Administrative Expenses</b>					
Supervisor Fees	\$ 3,800.00	\$ 4,083.33	\$ (283.33)	\$ 7,000.00	54.29%
Public Official Insurance	4,040.00	2,229.79	1,810.21	3,822.50	105.69%
Trustee Fees	5,737.69	4,550.00	1,187.69	7,800.00	73.56%
District Management Fees	18,150.00	21,175.00	(3,025.00)	36,300.00	50.00%
Field Management Fees	6,475.00	6,475.00	-	11,100.00	58.33%
District Engineer - Reserves	1,175.68	1,166.67	9.01	2,000.00	58.78%
Engineering Inspections - Reserves	-	2,916.67	(2,916.67)	5,000.00	0.00%
Disclosure Agent	2,500.00	3,500.00	(1,000.00)	6,000.00	41.67%
Property Appraiser Fee	6,424.00	3,383.33	3,040.67	5,800.00	110.76%
District Counsel	3,027.50	2,333.33	694.17	4,000.00	75.69%
Assessment Administration	5,000.00	2,916.67	2,083.33	5,000.00	100.00%
Re-amortization Schedule	-	291.67	(291.67)	500.00	0.00%
Audit Fees	4,600.00	2,800.00	1,800.00	4,800.00	95.83%
Arbitrage	-	583.33	(583.33)	1,000.00	0.00%
Legal Advertising	301.78	875.00	(573.22)	1,500.00	20.12%
Bank Fees	-	58.33	(58.33)	100.00	0.00%
Contingency/Miscellaneous	-	18,637.79	(18,637.79)	31,950.50	0.00%
Website Maintenance	1,370.00	1,470.00	(100.00)	2,520.00	54.37%
Office Misc (Phone/Postage/Copies/Supplies/etc)	421.07	437.50	(16.43)	750.00	56.14%
Dues, Licenses & Fees	175.00	102.08	72.92	175.00	100.00%
Electric	3,197.96	5,833.33	(2,635.37)	10,000.00	31.98%
Wetlands Water Table Management	5,100.00	3,675.00	1,425.00	6,300.00	80.95%
General Insurance	4,422.00	2,728.25	1,693.75	4,677.00	94.55%
Repairs & Maintenance - Entry	2,174.00	2,916.67	(742.67)	5,000.00	43.48%
Repairs & Maintenance - Irrigation/wetland tree maintenance	537.50	4,666.67	(4,129.17)	8,000.00	6.72%
Lake Maintenance	20,892.00	19,104.17	1,787.83	32,750.00	63.79%
Landscape Maintenance	19,251.38	20,416.67	(1,165.29)	35,000.00	55.00%
Landscape Improvement	3,994.65	11,258.33	(7,263.68)	19,300.00	20.70%
Lake Improvements Repairs and Maint	2,200.00	2,333.33	(133.33)	4,000.00	55.00%
Front Entry Refurbishment	16,445.42	11,666.67	4,778.75	20,000.00	82.23%
Entry Decorations	4,440.00	2,566.67	1,873.33	4,400.00	100.91%
Lake Improvements/Aerators New	-	17,500.00	(17,500.00)	30,000.00	0.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 145,852.63</b>	<b>\$ 184,651.25</b>	<b>\$ (38,798.62)</b>	<b>\$ 316,545.00</b>	<b>46.08%</b>
<b>Income (Loss) from Operations</b>	<b>\$ 161,805.35</b>	<b>\$ -</b>	<b>\$ 161,805.35</b>	<b>\$ -</b>	
<b>Other Income (Expense)</b>					
Interest Income	\$ 551.19	\$ -	\$ 551.19	\$ -	
<b>Total Other Income (Expense)</b>	<b>\$ 551.19</b>	<b>\$ -</b>	<b>\$ 551.19</b>	<b>\$ -</b>	
<b>Net Income (Loss)</b>	<b>\$ 162,356.54</b>	<b>\$ -</b>	<b>\$ 162,356.54</b>	<b>\$ -</b>	



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# **Amelia National Community Development District**

## **District Manager**

- **Work Order Spreadsheet**

Amelia National CDD - Work Order List 2025

Contact Information	Date of Report	Address/location	Description of Issues (s)	Notes	Completed
Leilani Chamberlain (CAM)					
Venessa Ripoll(DM)					
Neal Brockmeier (DE)					
Leilani Chamberlain (CAM)	2025	Front Entrance	Weeds in front entrance beds	Leilani spoke w Vendor, summer annuals first week of July	
DM & CAM	2025	Wetlands	Beaver Trapper	Vendor - Trapper John's Beaver Buster LLC (ongoing)	
Venessa Ripoll DM & DE	25-Apr	Private Quarters	Catch basin	DE removed Broken concrete flare from private quarters	Job Completed Per DE
DM & CAM	5.12.25	Front Entrance	Holiday Lights	DM emailed approval	
Venessa Ripoll (DM)	5.14.25	Front Entrance	Entrance Lights	Lights have been purchased	
Leilani Chamberlain (CAM)	2025	Entrance	Trencher	Waiting for quote	
Neal Brockmeier (DE)	5.21.25	Ponds	Fish Stocking	Fish that are introduced to the lake system shall not be non-native species.	DE provided update
Fred Phelleps (Supervisor)	5.27.25	Ponds 32	Pond scum	WO Placed to Lake Doctors	
Leilani Chamberlain (CAM)	6.16.25	Front Entrance	Irrigation Holes	Hole at entrance - Reported to Landscaper	
Fred Phelleps (Supervisor)	6.26.25	Pond 7	Lake Doctors on treatment Midge Flies	Approval to treat pond 7 by Lake Doctors on 6.30.25	
Leilani Chamberlain (CAM)	25-Jun	Bermuda Ditch	Drainage Concerns - 95179 Bermuda Driv	POA/CDD working on solution On July Agenda	
Julie Stola (Supervisor)	25-Jun	Ponds	No Fishing Signs	Presenting at July BOS Meeting	
Leilani Chamberlain (CAM)	7.6.25	Ponds 5, 6	Removal of algae	Removed with Mechanical Harvester free of additional charge	Lake Doctors
Leilani Chamberlain (CAM)	7.7.25	Sidewalks	Areas of Concern	Leilani will seek proposals	