

MINUTES OF MEETING

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

Monday, April 27, 2026, 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	ADM - PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Accountant - PFM Groups Consulting LLC	(via phone)
Kiara Cuesta	District Accountant - PFM Groups Consulting LLC	(via phone)
Dan Lewis P.A.	District Counsel – Persson, Cohen, Mooney, Fernandez, and Jackson,	(via phone)
Jadiz Marshall	HOA Manager – Leland Management, Inc.	
Neal Brockmeier	District Engineer – Prosser, Inc.	(via phone)
Kelly White	ICI Homes	(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 11:33 a.m. and confirmed quorum with roll call. Those in attendance are listed above.

Public Comment Period

A resident commented regarding having a continued meeting and the additional cost. She recommended charging the cost to ICI Homes as it was a miscommunication from the Amenity Center. Ms. White noted that allowing the CDD to use the Amenity Center is a privilege and they can rent a facility if desired.

A resident commented regarding the entrance irrigation and landscaping. Ms. Ripoll noted the irrigation is now working and new flowers will be installed.

There were no further public comments at this time.

SECOND ORDER OF BUSINESS

Business Matters

Review of Amelia National CDD Map

The Board reviewed the Amelia National CDD map.

Mr. Kearney reviewed the areas owned by the CDD. He noted that District Counsel recommended that a Board liaison work with the District Engineer to inspect all gutters, culverts, ponds, and anything maintained by the CDD. It was noted there are two additional areas that will be transferred over from ICI Homes, which also need inspection.

There was discussion regarding the areas and inspecting for repair. Mr. Renfro noted he has videoed the entire gutter system in the community. Mr. Renfro agreed to be the Board liaison for this project.

Mr. Brockmeier gave an overview of the previous stormwater inspections.

There was brief discussion regarding Pond 23 and issues with the weir. It was noted this was built prior to inspections.

Mr. Brockmeier agreed to meet with Mr. Renfro to inspect the needed areas.

Ms. Ripoll requested that the District Engineer provide a quote to repair the gutters on Wild Cherry Dr.

A resident noted that a survey should be completed to see the water conveyance systems and underground facilities. Mr. Brockmeier noted the areas with issues can have a smart level placed on them in order to determine the grade. If a survey is needed, they will be requested.

There was discussion regarding previous surveys and the issues on Wild Cherry Dr..

It was noted there was a separate design engineer that worked with ICI Homes on the infrastructure, although within the same office. Mr. Brockmeier noted that he completes his own independent review for the CDD.

Mr. Hebron requested clarification regarding stormwater ownership on the map. He noted Pond 24A, Pond 13, and Pond 14 are half owned by the golf club. Mr. Brockmeier noted these areas will be dedicated to the CDD for maintenance once construction is completed. Ms. White noted those parcels have areas on the golf course.

There was lengthy discussion regarding stormwater ownership and pond maintenance. It was noted there are two owners within Amelia National, which are the Developer and the golf course. However, those pond areas will eventually be conveyed to the CDD for stormwater maintenance.

Mr. Hebron commented on the landscaping management map and noted the CDD does not have landscape responsibility according to the map. It was noted the map is related to ownership, not the maintenance agreement.

There was brief discussion regarding the maps being posted on the District's website. It was noted they can be adjusted for residents' view as the Board chooses. The maps are strictly tied to ownership.

It was noted the CDD has an access and maintenance agreement for the land from Amelia Concourse to the front gate, but it is owned by the POA.

There was discussion regarding the landscaping maintenance, ownership, and the agreements in place. Ms. White will send out the maintenance agreement information to the Board.

Mr. Hebron requested that the maps be updated according to the discussion and be resubmitted at the next meeting. Mr. Brockmeier noted any access agreements should be sent to him in order to notate them on the map properly. Ms. White noted she will send to Mr. Brockmeier, District Management, District Counsel and the Chair.

This item will remain on the agenda.

Consideration of Resolution 2026-04, Designating Board Member Seats for the Upcoming General Election 2026

Ms. Ripoll noted this is a statute requirement and Seats 2 and 5 will be up for General Election.

Ms. Ripoll reviewed the process of the General Election and noted it will be posted on the District's website, but everything goes through the Supervisor of Elections. The General Election runs June 8 through June 12, 2026.

Mr. Hebron requested that a term limit be added for the Chair within the resolution. Mr. Lewis noted Seats can be redesignated at any time or the term limit can be put into the Rules of Procedure.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved Resolution 2026-04, Designating Board Member Seats for the Upcoming General Election 2026.

**Discussion Regarding
Engineering Services**

There was discussion regarding the District Engineer and the County inspections.

Ms. Ripoll noted that if a new District Engineer is requested, an RFP would need to be completed. She would work with District Counsel on this process.

There was brief discussion regarding the RFP process.

ON MOTION by Mr. Hebron, seconded by Ms. Stola, with all in favor, the Board authorized District Management and District Counsel to proceed with the RFP process for a new District Engineer.

A resident commented regarding the conveyance of responsibility. He noted the interest of the CDD is not the same as the interest of ICI Homes and agreements should state these assurances.

Ms. Ripoll reviewed the RFP process.

It was noted this will be included on the next agenda.

A resident commented regarding the construction and possible damage to the gutters and roads. It was noted the roads are the POA responsibility.

There was lengthy discussion regarding the potential damage and responsibility.

It was noted residents can retain counsel to pursue litigation against ICI Homes in the future if they fail to meet the requirements.

Mr. Kearney noted any damage should be at the cost of the builders, but the CDD does maintain the gutters.

Review and Acceptance of Fiscal Year 2025 Audit Report

Ms. Ripoll noted the audit report has been reviewed by District Staff and the Chair. Any questions have been addressed with Ms. Glasgow and Ms. Cuesta.

Mr. Hebron requested clarification on the excess deficiency of revenue line item within the report. Ms. Glasgow provided an overview and noted she will follow up with exact area the funds came from.

There was brief discussion regarding the excess funds. It was noted these are reflected on the financial statements.

Mr. Hebron reviewed the financial statements and requested to know exactly where the excess funds were put. It was noted that in the future, any monies that are transferred will be communicated to the Board.

Ms. Ripoll noted the audit is completed by an outside firm and goes through the Auditor Selection Committee.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board accepted the Fiscal Year 2025 Audit Report.

**Review and Consideration of
Acquisition of Improvements for
Phase One-C Segment and One-D
Segment 2A Improvements**

Ms. Ripoll noted this was at the request of ICI Homes.

Mr. Lewis gave an overview of the acquisition and the potential maintenance responsibilities.

There was lengthy discussion regarding the cost of the improvements. Ms. White gave an overview. It was noted these funds were built into the original bond issuance and ICI Homes has a legal right to the money.

It was noted that the Board previously did not approve these funds.

Mr. Kearney noted that several ICI construction projects have not been completed properly, at the cost of the CDD. Due to this, District Counsel has advised that the CDD should be reimbursed from those funds prior to disbursement to ICI Homes.

There was discussion regarding the construction projects.

Ms. White noted the projects are inspected and approved by both the engineer and the County.

Ms. Lewis noted that bond holder consent would need to take place in order for the District to get reimbursement for associated costs.

Ms. White noted that ICI Homes continues to invest funds into the property. She commented regarding possible litigation and noted that the CDD did not go through a bond holder when the 2004 bonds were refinanced.

There was discussion regarding the funds and deferred cost.

Mr. Lewis gave an overview of the document and noted the CDD will eventually have to accept the land.

There was brief discussion regarding the issues that have not been completed correctly. It was noted that amounts and details would need to be compiled to be sent to District Counsel for further review.

Ms. White noted that there would need to be bond holder consent for reimbursement. She recommended reaching out to bond holder Counsel.

It was noted the Bermuda ditch issue was related to the POA.

This item was tabled.

**Review and Consideration of the
Arbitrage Rebate Engagement
Letter for Series 2006A Capital
Improvement Revenue Bonds with
GNP Services**

Ms. Ripoll gave an overview and noted that GNP Services reviews the bonds to make sure the District is in compliance. This is a statutory requirement and is within the budget.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Arbitrage Rebate Engagement Letter for Series 2006A Capital Improvement Revenue Bonds with GNP Services.

Update on Pond Maintenance

Mr. Phelleps noted that letters will be going out to Future Horizons and Lake Doctors for the transition of vendors.

Ms. Ripoll noted the Lake Doctors termination letter was sent today. The last day of services will be May 31, 2026.

Mr. Lewis noted the contract for Future Horizons will be sent out by tomorrow.

**Ratification of Payment
Authorization Nos. 319-328**

The Board reviewed the payment authorizations.

There was brief discussion regarding the Beaver Buster payments. It was noted one was a monthly payment, and one was for a clean out project. This will be an ongoing payment for the beaver issues.

It was noted the weir project work has been completed.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board ratified Payment Authorization Nos. 319-328.

Review and Consideration of District Financials

The Board reviewed the District Financials.

ON MOTION by Ms. Stola, seconded by Mr. Renfro, with all in favor, the Board approved the District Financials.

Staff Reports

District Counsel – Mr. Lewis noted the agreement has been drafted regarding the fountains on Pond 8 and Pond 9. It has been reviewed by ICI Homes with agreed upon changes.

The Board reviewed the agreement.

ON MOTION by Mr. Phelleps, seconded by Ms. Stola, with all in favor, the Board approved the Agreement for the Fountains on Pond 8 and Pond 9.

District Counsel will reach out to the bond holder regarding reimbursement from the tentative acquisition of improvements.

District Manager – Ms. Ripoll noted the next meeting is scheduled for June 8, 2026, and will include a workshop prior to the meeting.

Mr. Phelleps recommended included the proposed budget review in the workshop agenda.

Ms. Ripoll noted that once the budget is approved, it can be decreased but cannot be increased.

Field Manager –

- **Work Order Spreadsheet**

Ms. Marshall gave an overview of the work order spreadsheet. It was noted the repairs on Bermuda Drive will be taking place on Friday, May 1, 2026.

**Audience Comments and
Supervisor Requests**

A resident requested an update regarding the rear automatic gates. It was noted that County inspections have to take place prior to completion.

There was brief discussion regarding construction traffic. It was noted the gates will be open during the day.

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

SIXTH ORDER OF BUSINESS

Adjournment

Ms. Ripoll called for a motion to adjourn.

ON MOTION by Ms. Stola, seconded by Mr. Renfro, with all in favor, the April 27, 2026, Board of Supervisors' Meeting of the Amelia National CDD adjourned at 1:18 p.m.


Secretary/Assistant Secretary


~~Chairperson/Vice Chairperson~~