

MINUTES OF MEETING

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

Monday, September 28, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
Julie Stola	Assistant Secretary
Fred Phelepps	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Venessa Ripoll	District Manager - PFM MS LLC	
Gazmin Kerr	PFM MS LLC	(via phone)
Jennifer Glasgow	District Accountant – PFM MS LLC	(via phone)
Christian Hepburn	District Accountant – PFM MS LLC	(via phone)
Dan Lewis	District Counsel – Persson, Cohen, Mooney, Fernandez & Jackson, P.A.	(via phone)
Joseph Schofield	District Engineer - Alliant	(via phone)
Michael Carozza	Leland Management, Inc.	(via phone)
Kelly White	ICI	(via phone)
Mike Veazey	ICI	(via phone)

Various audience members in person

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

Ms. Stanley commented on email blasts for meetings.

Mr. Frazier asked who owns the ponds and is responsible for the Operations and maintenance of those ponds.

Ms. White stated that ownership with Nassau County is accurate and the engineer map is accurate.

Mr. Frazier also asked who is responsible for sidewalk maintenance.

Mr. Kearney noted that sidewalk maintenance is part of the Property Owner's Association responsibility.

SECOND ORDER OF BUSINESS

Vendor Report

District Engineer: *Alliant*

a. Update of Pond 23 and Wild Cherry Project

Mr. Schofield noted that he is working to get a copy of the as-built to complete his review and provide recommendations for conveyance over to the District.

Mr. Schofield noted he is waiting for the results of the geotechnical evaluation for Wild Cherry.

Mr. Kearney questioned if the gutters for the ponds and the new roadway have been inspected.

Mr. Schofield noted that he walked through the property and everything looked complete with the permits, but he would like to review the as-builts before conveyance recommendations.

Mr. Kearney asked if the Board is moving forward with accepting the conveyance documents at this meeting.

Mr. Schofield stated he needs more time to review.

Mr. Veazey noted that he hasn't seen a request for as-built structures. He noted the Geotech report for Wild Cherry is being finalized now and should be completed within a week.

Mr. Lewis stated that specific to the land turnover, he recommends a motion for the chair to execute the documents between meetings, subject to the recommendation of the District engineer.

It was noted Mr. Phelleps has an engineering background he would like to review the documents before voting.

The Board discussed moving the next meeting up to review earlier.

Mr. Schofield confirmed he can have the report ready prior to the next meeting.

The Board scheduled October 26, 2026, for the next meeting.

Mr. Veazey noted that he will have the geophysical report available in the next few weeks and will get the as-built reports to Mr. Schofield.

Ms. White noted that the District does not own the curbs and gutters.

There was brief discussion regarding District ownership.

Mr. Veazey noted the engineers report reflects curbs and gutters belong to the District.

Ms. White noted the District does not own curbs and gutters.

Mr. Phelleps asked Ms. White which ponds are being turned over.

Ms. White stated ponds 20 and 31 were being transferred and the easements on pond 19 and 22.

THIRD ORDER OF BUSINESS

Old Business Matters

Discussion of Amelia National CDD Map

Ms. Ripoll noted this was completed by the previous engineer, and it has not been accepted by the supervisors.

The Board reviewed the Map.

Ms. Ripoll noted the maps would be posted on the website for the residents.

ON MOTION by Ms. Stola, seconded by Mr. Kearney, with all in favor, the Board accepted Amelia National CDD Map, as presented.

Discussion about Front Entrance Maintenance Responsibility

Mr. Lewis noted that after review, the District is not responsible for the maintenance of the front entrance unless it pertains to storm water.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved termination of landscape agreement with Victory Lawn & Landscape for the Front Entrance as of December 31, 2026, and the POA will start maintenance as of January 1, 2026.

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

This item was deferred to the October 26, 2026, meeting.

FOURTH ORDER OF BUSINESS

New Business Matters

Consideration of Resolution 2026-07, Adopting the Annual Meeting Schedule and Workshop Schedule for Fiscal Year 2026-2027

Ms. Ripoll reviewed the meeting schedule and workshop schedule with the Board.

The Board agreed to move the November 9, 2026, meeting to October 26, 2026.

The Board agreed to move the September 13, 2027, meeting to August 9, 2027.

Ms. Stola suggested hosting a workshop meeting prior to every Board meeting.

ON MOTION by Ms. Stola, seconded by Mr. Kearney, with all in favor, the Board approved Resolution 2026-07, Adopting the Annual Meeting Schedule and Workshop Schedule for Fiscal Year 2026-2027, meeting at 11:30 a.m. at 95211 Clubhouse Road, Fernandina Beach, FL 32034 and workshop scheduled prior to each Board meeting, meeting at 10:30 a.m. at 95211 Clubhouse Road, Fernandina Beach, FL 32034.

Review and Consideration of Reserve Study Proposals

Ms. Ripoll reviewed the three proposals with the Board.

There was brief discussion regarding the reserve study proposals.

Mr. Phelleps recommended moving forward with FCS.

ON MOTION by Mr. Phelleps, seconded by Ms. Stola, with all in favor, the Board approved Reserve Study Proposal with FCS.

Discussion of Board Approval to move Accounts from Wells Fargo to Valley Bank

Ms. Ripoll confirmed with Ms. Glasgow that the District was still interested in moving from Wells Fargo to Valley Bank.

Ms. Ripoll confirmed a high interest rate at Valley Bank.

Ms. Glasgow stated the District is currently with City National and not Wells Fargo and City National matches Valley Bank.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board approved to move Accounts from SBA to City National.

**Update on Pond Maintenance By:
Supervisor Phelleps**

Mr. Phelleps noted there were concerns regarding Pond 24 due to a dead fish. The pond management company has assessed and found no issues.

Mr. Phelleps noted the ponds with foam around the Golf Course have been addressed.

Mr. Phelleps noted the easements are an issue and need to be reassessed with the POA.

There was discussion regarding the easements and access.

Ms. Stola would like a quarterly report from Beaver Busters.

**Ratification of Payment Authorization
Nos. 335 - 341**

The Board reviewed the payment authorizations.

ON MOTION by Ms. Stola, seconded by Mr. Phelleps, with all in favor, the Board approved Payment Authorization Nos. 335 – 341.

**Review and Consideration of
District Financials**

Ms. Ripoll noted the financials are through August 2026.

Ms. Ripoll introduced Mr. Hepburn, District accountant, to the Board.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved the District Financials through August 2026.

FIFTH ORDER OF BUSINESS

Staff Reports

District Counsel: *Persson, Cohen,
Mooney, Fernandez & Jackson,
P.A.*

Mr. Lewis asked if his attendance is needed at the workshops.

The Board agreed that Mr. Lewis attend Board meetings and not workshop meetings.

District Manager: *PFM
Management Services LLC*

Ms. Ripoll noted the next meeting is October 26, 2026, and calendar invites will go out.

Ms. Stola requested the 24-hour response time be followed for Leland Management.

Mr. Carozza noted that the POA would like to start community violations on raised sidewalks.

There was review and discussion regarding Association guidelines.

Mr. Kearney asked Ms. Glasgow to look back and see who the company was that performed sidewalk maintenance in 2024.

Mr. Hebron noted he would like to discuss having new bids to replace Leland Management due to not meeting expectations.

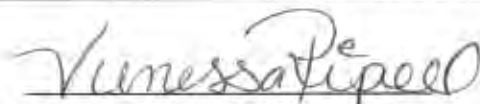
Ms. Ripoll noted she would add it to the October 26, 2026, agenda.

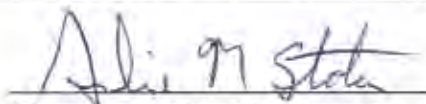
SIXTH ORDER OF BUSINESS

Adjournment

Ms. Ripoll called for a motion to adjourn.

ON MOTION by Ms. Stola, seconded by Mr. Kearney, with all in favor, the September 28, 2026, Board of Supervisors' Meeting of the Amelia National CDD adjourned at 1:10 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson