

MINUTES OF MEETING

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

Thursday, November 11, 2021

11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

John Calkins	Chairman
Stephen Kearney	Vice Chairperson
Vance Renfro	Assistant Secretary
Jean Stanley	Assistant Secretary

Also present in person or via phone:

Vivian Carvalho	District Manager- PFM Group Consulting LLC	(via phone)
Venessa Ripoll	PFM Group Consulting LLC	
Amy Champagne	PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel- Hopping Green & Sams	
(via phone)		
Dee Belet	Field Manager- Leland Management, Inc.	

Various members of the public were present and via speakerphone

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

Ms. Ripoll called to order at 11:31 a.m. the Amelia National CDD Board of Supervisors' meeting in which roll call was initiated. Those in attendance are listed above.

Public Comment Period

A resident presented a proposal to the Board for a fountain to be installed in pond 15. The fountain would be paid for by the homeowners around the pond. The resident requested the District to contribute to the electric installation plus the monthly maintenance which is \$80.00. Ms. Stanley volunteered to look into the easement and power source for this project. Mr. Calkins stated the Board has been researching this for two years. An underwater aerator will turn over the water every 24 hours from the bottom of the pond but a fountain being aesthetically beautiful only turns up water from the top two feet.

Ms. Buchanan stated the Board could make the distinction that the fountain in pond 15 is less of a benefit to the community as a whole and more of a benefit to the adjacent landowners. Mr. Calkins asked the Board if they were opposed to the fountain if it did not cost the rest of the community anything. Board Members had some concerns but had no objection. Mr. Calkins noted he did not realize the District would be requested to cover the cost of the electrical installation and maintenance and he has an issue with the District contributing to the cost of something that does not meet the District's objectives. He does not have a problem with the concept of the fountain.

A discussion took place regarding who would be responsible if the fountain broke. Residents raised concerns about who is responsible for the maintenance of the fountain and if there is a resident that moves and the new homeowner does not want to contribute to the fountain.

Mr. Calkins asked the resident if he received any negative responses when he solicited residents about the fountain. He stated the only comments he received were questions if the CDD was willing to pay for the electricity since the residents are contributing to the cost of the fountain. He also did not approach the 4 new neighbors on Poplar Street. Mr. Calkins asked if he priced the electric installation and he said no but he got an estimate for the monthly maintenance which is \$80.00. Mr. Calkins asked if they put in the fountain would they be the last lake to be considered for a bubbler. Others in attendance said no. A question was raised if that lake was analyzed to determine if it needs a bubbler /aerator. Mr. Calkins said no. It was approached on an age of pond basis and analyzed which ones are the worst. A discussion ensued. It was determined by the Board to table this agenda item to the next meeting and get some quotes. The resident will get quotes for the electrical installation.

Homeowner stated someone previously calculated the District needs 6 bubbler aerators for the ponds, but he does not think that is enough. He stated the District still needs Lake Doctors to spray on a monthly basis. He commented the Board will probably eventually need that electric and may need to install a fountain in addition to the bubbler. He thinks the Board should look into both options and if having one of each would work better than one or the other. Mr. Calkins thought looking into that was a good idea.

Ms. Stanley asked Ms. Belet to send a letter to residents to remind them to take care of debris in their storm drains because it all goes into the lakes. Mr. Calkins discussed the biodegradable sediment in the ponds. He also noted if someone's lawn is sprayed and they water it, the water and chemicals travel through the storm drains to the ponds. Ms. Stanley stated the depth of the pond is the biggest problem. The ponds are too shallow. They were never intended to be an aesthetic pond and were simply a run-off. A resident asked about dredging the pond. Ms. Stanley replied the cost is outrageous plus with many of the homes there is no access to get into those areas. Ms. Ripoll will add this item on the agenda for the January meeting.

Mr. Calkins asked about hiring a street sweeper. Ms. Belet stated she hired a street sweeper years ago in another townhome community. She hired a landscape vendor to vacuum leaves that were in the street.

Another resident stated she prefer this meeting not to be on a holiday such as Veteran's Day. She suggested moving the timing of the meetings to the evenings. Mr. Calkins stated the meetings are typically conducted during business hours due to the necessary availability of District Counsel and the District Management Company consists of all working individuals that travel 3-4 hours to get to the meeting and 3-4 hours home. Night time meetings do not work due to the structure. Mr. Calkins apologized holding the meeting on Veteran's Day.

**Acknowledgment of Roger
Ridings Resignation for Seat 3,
Term Expiration November 2024**

Ms. Ripoll requested a motion from the Board to acknowledge the resignation of Mr. Ridings for Seat 3.

On MOTION by Mr. Kearney, seconded by Mr. Calkins, with all in favor, the Board accepted Roger Ridings Resignation for Seat 3.

**Discussion of Replacement for
Seat 3**

Ms. Ripoll suggested to the Board for the District to send out an email blast to the entire community advising them that the District will be accepting resumes for Seat 3. This will allow the Board to have ample time to review resumes prior to the January meeting or if the Board chooses to have a special meeting.

Mr. Calkins asked if there was legal or statutory precedence and if the Board needs to hold elections since this Board was elected publicly. He asked if a Board appointment was acceptable under these circumstances. Ms. Buchanan explained in the event of a vacancy in the District's current scenario the replacement would be done by appointment with the vote of the existing Board Members. Once that appointee is in place, they would be subject to the same General Election process that everyone else is going forward.

Mr. Kearney asked if the election of the replacement for Seat 3 be done in a closed meeting. Ms. Buchanan stated it needs to be done in an open meeting. Ms. Ripoll stated the Board will collect resumes and she will put them on the next agenda. The Board asked if it can be a private workshop. Ms. Ripoll stated the Board must meet in a public meeting which includes a workshop. Ms. Carvalho clarified the Board cannot have a closed

meeting to discuss the candidates. While the District can hold a workshop, they cannot make a decision on the candidate they choose. The best approach would be for PFM to send an eblast to the email distribution the District has on record. In conjunction with Mr. Kearney's confirmation on the Master HOA, if they can also send an email on behalf of the District stating there is an open seat on the District Board of Supervisors and the Board of the Amelia National CDD will be the ones appointing that seat at the January meeting. This will give the residents the time to submit their resumes. Once the Board receives the resumes from PFM prior to the Board meeting scheduled then they will make a decision based on those resumes received. In other Districts they have the candidates present at the meeting to provide a 3 minute overview of their experiences and why they should be chosen to be on the Board. At that point once all candidates have been heard, it is the Board that will be making a decision on which candidate they want to proceed.

The Board discussed the due date for the resumes to be December 15, 2021 to District Management. PFM will draft the email and the Chair will review it. It will then be sent to the distribution list. A resident requested the Supervisor Materials to be sent to whoever the Board appoints. The email blast will go out November 19, 2021.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the July 8, 2021 Board of Supervisors' Meeting

The Board reviewed the minutes of the July 8, 2021 Board of Supervisors' Meeting. Ms. Ripoll noted there were corrections made by a Supervisor already that were notated in her meeting notes.

Mr. Rudov commented his name was spelled incorrectly.

On MOTION by Mr. Renfro, seconded by Ms. Stanley, with 3 in favor and one (Mr. Calkins abstained) from voting since he was not present at the meeting, the motion was carried for the Minutes from the July 8, 2021 Board of Supervisors' Meeting, as amended.

The Board stated Mr. Calkins could not vote because he was not present.

Review & Consideration of Grau & Associates Engagement Letter for Auditing Service

Ms. Ripoll stated the vendor was previously approved by the Supervisors and she asked the Board to review the Engagement Letter. The Board reviewed the Grau & Associates Engagement Letter for Auditing Services for Fiscal Year 2021. Mr. Calkins asked Ms. Ripoll if she could verify that none of the objectives or conditions of this letter have been altered since the original approval of Grau & Associates as the Auditors. Ms. Ripoll said yes. Ms. Stanley asked if this is a yearly.

Mr. Renfroe stated they thought the District did this every three years. Ms. Ripoll stated the District goes through the Audit Engagement process every three years however the District has to approve the Engagement Letter for every year on the record.

On MOTION by Mr. Calkins, seconded by Mr. Renfroe, with all in favor, the Board approved the Grau & Associates Engagement Letter for Auditing Services FY 2021.

**Consideration of Resolution
2022-01, Annual
Appropriations and Adopting
the Revised Budget for Fiscal
Year 2021**

Ms. Ripoll stated if a line item goes over 10% of the budgeted amount the Budget needs to be brought back to the Board to be amended. It will be posted on the District website after the Board approves it.

Ms. Stanley asked why legal advertising increased over \$5,200.00. Ms. Ripoll stated the District advertised more meetings that they anticipated for the prior Fiscal Year. Ms. Stanley asked if the District has explored less expensive ways of advertising. Ms. Ripoll said yes. She further explained that prior to this Board was appointed she was asked to go with a specific newspaper which was local, so it gets more distribution to the residents. Ms. Stanley asked the name of the newspaper and Ms. Ripoll replied it is The News Leader. Ms. Stanley asked if the District gets a quantity discount. Ms. Ripoll said no, it's a newspaper. A discussion took place.

Mr. Calkins requested the addition of a column with the percentage change for future Budget Amendments. Ms. Ripoll will tell Ms. Champagne to incorporate accordingly.

On MOTION by Mr. Renfroe, seconded by Mr. Kearney, with all in favor, the Board approved Resolution 2022-01, Annual Appropriations and Adopting the Revised Budget for Fiscal Year 2021.

**Consideration of Resolution
2022-02, Designating the
Primary Administrative Office**

Ms. Ripoll explained this Resolution Agenda Item is being brought to the Board because the location of PFM has changed.

On MOTION by Ms. Stanley, seconded by Mr. Renfroe, with all in favor, the approved Resolution 2022-02, Designating the Primary Administrative Office.

Consideration of Resolution 2022-03, Designating Registered Agent & Office

Ms. Ripoll stated the Registered Agent is Ms. Carvalho and the office is the new PFM location.

On MOTION by Mr. Calkins, seconded by Ms. Stanley, with all in favor, the Board approved Resolution 2022-03, Designating Registered Agent & Office.

Mr. Kearney stated the local office is supposed to be Clubhouse Drive. Ms. Ripoll stated the District is using 95211 Clubhouse Road, Fernandina Beach FL 32034 as the location of the local office. The District is cleaning up all the records of all the locations that have changed between Leland and PFM. Mr. Kearney asked if anyone in the fulltime staff at the Clubhouse know this is where mail might come to. Ms. Ripoll clarified all District mail is sent to PFM as the records custodian and registered agent. Ms. Carvalho clarified the Statute stated the District must have a Local Records Office within the confines of the County in which the District is located. PFM is the Custodian of Records. Naming a Local Records Office allows the District to adhere to Statute that there is a Local Records Office. Ms. Carvalho will work with Ms. Belet since the Leland office was the previous Local Records Office. PFM will always be the Records Custodian while they manage the community. If someone requests records and someone wants an office, District staff will coordinate with that location to provide the records. This is a requirement per Statute. Ms. Buchanan agreed with the comments made by District Management. Ms. Stanley will inform Ms. Treva Heath of the Local Records Office location. The Board thought if there was a lawsuit the Local Records Office will be served. Someone asked what the proper address is if someone wants to serve the District. Ms. Buchanan clarified that they would serve the Registered Agents address which is PFM and any other address would be improper.

Consideration of Resolution 2022-04, Electing Officers

Ms. Ripoll asked if the Board wanted to table this until they appoint Seat 3. Mr. Calkins said no as it is his intention to resign as Chairman of the Board and within that resignation, he does not intent to leave the Board but he would no longer like to serve as Chairperson. A discussion took place.

On MOTION by Mr. Renfroe, seconded by Ms. Stanley, with all in favor, the Board approved Resolution 2022-04 Election Officers, as follows: Mr. Kearney as Chair and Mr. Calkins as Vice Chairperson, Ms. Carvalho as Secretary Ms. Ripoll, Mr. Renfroe, and Ms. Stanley, as Assistant Secretaries, Ms. Glasgow as Treasurer, and Ms. Lane as Assistant Treasurer.

Ratification of Coastal Maintenance Wash Proposal

Ms. Belet presented the Coastal Maintenance Wash Proposal. This proposal is for pressure washing of the sidewalk outside the entrance along Amelia National Parkway. It was a cost of \$1,200.00. Ms. Belet suggested getting proposals for more frequent pressure washing services to the community.

A resident brought up concerns regarding safety. Ms. Stanley asked if the residents need to inform the HOA. Ms. Belet stated the sidewalks inside the community, it is up to the residents to advise the HOA. The Developer Board of the District did maintain some of the issues where there was some lifting but moving forward it is a homeowner responsibility. A discussion took place.

Mr. Kearney suggested the District look at the irrigation system to see how much water is being released on the sidewalks and have the irrigation vendor do a series of adjustments or replacements so water is not released on the sidewalk or uphill of the sidewalk to such a degree that it creates this problem. A discussion took place.

Ms. Stanley asked if ICI has an engineer that would take a look at the cause of the algae on the sidewalk. Mr. Renfroe will contact Mr. Veazey on this matter.

On MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board ratified the Coastal Maintenance Wash Proposal.

Ratification of Transition Letter of District Counsel Firm Representation

Ms. Buchanan explained to the Board that Hopping Green & Sams has been with the District since its establishment. Hopping Green & Sams has been around for close to 40 years. Over the summer, Hopping Green & Sams made the decision to dissolve and no longer provide legal services. All of the shareholders in the Special District Practice Group are moving to the law firm of Kutak Rock. She requested the Board to authorize the

transition from Hopping Green & Sams to Kutak Rock and delegate authority to the Chairperson to finalize and execute the agreement.

Ms. Stanley asked the cost difference and benefits and if the District has looked at other firms. Mr. Calkins stated when this first came up he did not want the District to be without Counsel and he is not unhappy in anyway with the representation Ms. Buchanan has given the District. He signed a letter going forward but the Board has the ability to terminate that letter with 30 days' notice if they so choose. Ms. Stanley asked the cost fee basis compared to Hopping Green & Sams. Ms. Buchanan stated the District's hourly rate will not change and the District will continue to have the 30-day termination provision so if one day the Board is no longer satisfied with District Counsel's legal services, they would be able to terminate that agreement. Ms. Stanley asked for information to be sent to her regarding Kutak Rock. Ms. Buchanan will send her information. Mr. Kearney asked how long Kutak Rock has been in business. Ms. Buchanan stated Kutak Rock has been in business over 40 years. Ms. Buchanan and her team from Hopping Green & Sams is opening their first Florida Office. It is an 800-lawyer firm that has offices from the east coast to the west coast. The entire practice group from Hopping Green has moved to Kutak Rock. The transition date is Monday, November 15, 2021 and there will be an information sheet that will link to the website and be given to all the Board Members.

On MOTION by Mr. Renfro, seconded by Ms. Stanley, with all in favor, the Board ratified the Transition Letter of District Counsel Firm Representation.

Ratification of Mosquito Nix Elves Proposal

The Board reviewed the Mosquito Nix Elves Proposal.

Mr. Rudov asked if anyone heard back on the decorations. Mr. Renfro stated the District received notice someone was not satisfied with the size of the wreaths in the pillars. He wrote back to the individual the wreaths were not proportionately appropriate for their location. The company can approve the size of the wreaths but that is what a small wreath size is. As the Supervisor in charge of this he did not ask how big or small the wreath was, but he did request the wreaths to be proportional to the position they were in and in his opinion these wreaths were tiny. He suggested the District not put wreaths on two of the four pillars and use the resources to exchange the two small wreaths for bigger wreaths. It would cost \$175.00 per pillar to enlarge the size of the wreath.

Mr. Calkins stated he received one complaint that the decorations were put up too early. Last year he got a number of complaints when they were not put up on time. He stated in order for the lights to be tested the wreaths had to be up before thanksgiving and tested before thanksgiving, but they did not need to be turned on until after Thanksgiving. A discussion took place about the cost. The amount the District spent on decorations last year was reimbursed to the District, so the District is using that plus the Budgeted amount this year for the decorations. Mr. Kearney asked if the District bought the decorations and will it cost less for them to reinstall it next year. Ms. Renfro stated the District is renting

the fixtures and the people the District is renting from are responsible for changing the lights, install, removal, storage and bring it back and reinstall it in perfect condition. It will not be owned by the District that they can get someone else to install next year. Mr. Calkins explained he approved combining two years of decorations expenses. He felt the District needed to upgrade the holiday lighting based on the number of complaints they received last year. A resident asked when the lighting is supposed to happen. Mr. Renfro stated they are supposed to test the lights next Friday. A discussion took place about the Budget. The District will need to increase the Budget for Fiscal Year 2023 depending on the cost of the decorations this year.

Ms. Ripoll requested a motion to ratify the Mosquito Nix Elves Proposal.

On MOTION by Mr. Kearney, seconded by Ms. Stanley, with all in favor, the Board ratified the Mosquito Nix Elves Proposal.

Discussion of the Continuation to Entrance Enhancement Project

Mr. Kearney stated previously the District had 12 projects to fix the front entrance from the gate to the Guard Shack. The cost was \$25,000.00 so the District tried to break it into 3-4 projects. The District did the first five and the next six are up but Mr. Kearney did not bring the proposals and asked for this agenda item to be tabled to the January meeting. He suggested the Board look into doing the next 6 out of 12 projects. Ms. Stanley asked if the Board is able to go together as a group and walk and see what the proposal is. Ms. Ripoll stated each Board Member would have to do that separately. The Board asked the District Manager if they can go as a group during the meeting. Ms. Carvalho said no. Ms. Buchanan stated typically she would suggest the District to notice something like that. The Board would need to open the meeting at the normal location and end the meeting at the normal location and put in the notice that the Board is planning on proceeding with a walking tour at a certain time. Ms. Carvalho stated she will notify whoever is the person walking around with the Board Members and anyone from the audience is reflected in the notes. Furthermore, minutes will need to be drafted for this walkthrough or site visit. This agenda item will be tabled until the January meeting.

Ratification of Payment Authorizations 110-122

The Board reviewed Payment Authorizations 110 – 122. Ms. Ripoll stated these have been reviewed by the prior Chair and they are contractual obligations of the District.

Ms. Stanley had a question regarding spending on the Payment Authorizations. She is concerned with constant irrigation repairs. The Security Guard told her the District had two consecutive lightning strikes in the same place. A discussion took place. The District put a surge protector on the irrigation controller, so it does not happen again.

A discussion took place about Payment Authorization #121. Mr. Rudov stated he is trying to get an idea of what the electric would cost to get the bubbler aerators in the ponds.

Ms. Stanley asked Ms. Ripoll to identify an invoice from October 14, 2021 for irrigation repairs in the amount of \$1,400.00. Ms. Ripoll will get her the information tomorrow morning. Ms. Stanley brought up her concerns with irrigation repair. Ms. Stanley suggested the Board consider looking into a maintenance schedule. The Landscape company is to be performing monthly irrigation inspections.

Mr. Renfro asked the Board to consider approving a District Handyman. Ms. Ripoll will look into this suggestion.

On MOTION by Mr. Renfro, seconded by Mr. Kearney, with all in favor, the Board ratified Payment Authorizations 110 – 122.

Review and Consideration of District Financials

The Board reviewed the District Financial Statements through September 30, 2021. When Ms. Ripoll gets the October Financial Statements from Ms. Champagne, she will send them out to the Board. No action was required.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No Report

District Engineer – Not Present

District Manager – Ms. Ripoll stated the next meeting is scheduled for January 13, 2022.

Ms. Ripoll will work with Ms. Belet and Mr. Kearney on the eblast that will be going out.

Mr. Renfro asked the projected carryforward for next year. Ms. Ripoll stated she did not have it. She will get the October Financial Statements from Ms. Champagne and send them to the Board.

Mr. Kearney asked if ICI reimbursed the District 45% that they promised. Ms. Ripoll will find out and reach out tomorrow morning with the information.

**Audience Comments and
Supervisor Requests**

A resident thanked the Board for their due diligence and what they do to make Amelia National a good place to live.

FOURTH ORDER OF BUSINESS

Adjournment

There was no additional business to be discussed. Ms. Ripoll requested a motion to adjourn.

On MOTION by Ms. Stanley, seconded by Mr. Renfroe, all in favor, the November 11, 2021 Board of Supervisors Meeting of the Amelia National CDD was adjourned at 1:51 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson