

## **MINUTES OF MEETING**

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

**Monday, May 8, 2023, 11:30 AM**

**95211 Clubhouse Road, Fernandina Beach, FL, 32034**

Board Members present:

Stephen Kearney	Chairperson
Vance Renfro	Vice Chairperson
Jean Stanley	Assistant Secretary
Julie Stola	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Vivian Carvalho	District Manager- PFM Group Consulting LLC	(via phone)
Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Kwame Jackson	Assistant District Manager- PFM Consulting	(via phone)
Katie Buchanan	District Counsel- Kutak Rock LLP	
Dee Belet	Field Manager- Leland Management, Inc.	
Amy Champagne	PFM Group Consulting LLC	(via phone)
Various Audience Members		

### **FIRST ORDER OF BUSINESS**

#### **Organizational Matters**

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

Ms. Ripoll called to order at 11:30 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 referenced the previous minutes when talking about the alligators within the District. Mr. Kearney and Ms. Stanley stated that they are going to write up a flyer that discusses living with alligators. Ms. Stanley will send the paper to Ms. Ripoll when finished. There was a question about non-functioning aerators in Pond #4 (hole 6), Ms. Belet said she would contact the vendors about the issue.

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

Ms. Ripoll stated that there are 785 registered voters in the District. Mr. Kearney asked who all gets to vote, to which Ms. Buchanan stated that all residents get to vote.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, 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 10,  
2023, Board of Supervisors’  
Meeting**

The Board reviewed the minutes. Corrections were notated.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Minutes of the April 10, 2023, Board of Supervisors’ Meeting with corrections.

**Discussion of Chairman  
Report with District  
Engineer**

Mr. Kearney spoke about moving water from pond to pond, he had asked the District engineer how long the culverts will last and he was told that they would be good for 50 years. He asked the District engineer to come up with a plan for periodic inspection, which he would look into, otherwise he would look into getting a quote for inspection protocol that would be put out to bid. It was asked if there was a way to get the engineer’s description of how the pond systems work as well as the flow direction.

## **Discussion of Landscaping Lighting**

Mr. Renfroe and Mr. Kearney spoke about Beaches Electric when evaluating the requirements for the landscape lighting. There was some discussion about making repairs to the current light fixtures, adding new lighting, as well as the cost of installing holiday lights. They decided to keep this item on the July meeting agenda and will vote on this item in August.

ON MOTION by Mr. Hebron, seconded by Mr. Kearney, with all in favor, the Board approved the Not To Exceed amount of \$1,500.00 for Mr. Renfroe to continue to place holiday lighting in the community.

## **Discussion of New and Infrastructure Development Phases**

Mr. Hebron reviewed his report for the Board. He mentioned that FPL has put electrical boxes in four spots around five of the lakes. Mr. Kearney asked if there was a way to make sure the landscaping service and homeowners do not cause damage to the new electrical boxes and piping.

## **Ratification of Payment Authorizations 184 – 188**

The Board reviewed the Payment Authorizations.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board ratified Payment Authorizations 184 – 188.

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

The Board reviewed the District Financials. No further action was required by the Board at this time.

Mr. Renfroe had a question concerning the budget and the money needed from ICI.

**THIRD ORDER OF BUSINESS**

**Other Business**

**Staff Reports**

**District Counsel** – No report.

**District Engineer** – Not present.

**District Manager** – Ms. Ripoll stated that the next meeting is scheduled for July 10, 2023 at 11:30 a.m.

**Field Manager** – Ms. Belet mentioned she had received questions about the storm water drainage and who is responsible for the gutters. Ms. Buchanan suggested asking the Engineer for clarification. Ms. Belet will talk to the POA concerning the yellow lines on the road that need to indicate the direction cars are to follow.

**Audience Comments and  
Supervisor Requests**

There were no additional comments at this time.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

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

ON MOTION by Mr. Kearney, seconded by Ms. Stanley, with all in favor, the May 8, 2023, Board of Supervisors' Meeting of the Amelia National CDD was adjourned at 12:36 p.m.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson