

MINUTES OF MEETING

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

Monday, May 13, 2024, 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

Also present in person or via phone:

Venessa Ripoll	District Manager - PFM Group Consulting LLC	
Kwame Jackson	Assistant District Manager - PFM Consulting	(via phone)
Jennifer Glasgow	PFM Group Consulting LLC	(via phone)
Rachel Proctor	PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel - Kutak Rock LLP	(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

An audience member had a question regarding the flowers at the entryway that are now dead. He stated that they did not last a month.

Mr. Kearney stated that there was an electrical issue with the pump which impacted irrigation of the flowers.

Ms. Ripoll stated this is an item that will be discussed during staff reports. She noted that the circuit braker needs to be replaced and a proposal has been received.

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

Ms. Ripoll stated that as of April 15th, 2024, there are 826 registered voters within Amelia National CDD.

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

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the
Minutes of the April 8th,
2024, Board of Supervisors
Meeting**

Ms. Ripoll stated the draft version is on the website. Once approved by the Board, the executed copy will take its place.

ON MOTION by Mr. Renfro, seconded by Ms. Stola, with all in favor, the Board approved the Minutes of the April 8th, 2024, Board of Supervisors Meeting.

**Consideration of
Resolution 2024-03,
Designating Board Member
Seats for the Upcoming
General Election 2024**

Ms. Ripoll confirmed Seats 1, 3 and 4 are up for general election. The qualifying period is noon on June 10th, 2024 – June 14th, 2024 at noon. She noted that the Supervisor of Elections should have contacted the Board Members in the seats that are up for general election.

Mr. Kearney noted that he had not been contacted.

Mr. Renfroe stated he had been notified that his seat was up for election and that his Form 1 needed to be completed, along with any necessary paperwork. He has an appointment to go and get the process completed.

Ms. Ripoll stated that resident of Amelia National CDD can run for those three Seats.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board approved Resolution 2024-03, Designating Board Member Seats for the Upcoming General Election 2024.

**Review and Consideration
of ANGCC Entry Corridor
Electric Infrastructure
Proposals**

Ms. Ripoll stated that they are awaiting on proposals from Leland Management.

There was a discussion regarding the difficulty of finding a contractor willing and able to complete the work.

Mr. Renfroe stated that after the last meeting he was contacted by one of the major bidders in this project. They had a meeting and the company stated it would cost over \$60,000. However, there is a local contractor that does site-prep and ditching. This company does large projects as well and gave a price for installing the conduit 18 inches deep for 70 trees.

The vice president of a lighting supply company has offered to provide an electrical design at no cost, and has guaranteed a contractor's rate for the purchase of all the light fixtures.

There was a lengthy discussion regarding the issues of having multiple contractors, the funding and proposed timeline of the project, the required materials and the next steps.

Ms. Chamberlain stated she has sent the RFP to electrical contractors, but it does not include adding lighting or fixtures. It is for the infrastructure to allow for holiday lighting, extra outlets, etc. This would be for trenching, conduit, and wires. This was confirmed as a starting point.

Mr. Renfroe asked for the RFP to be sent to Alan Pye to confirm what is needed to start the project. Mr. Renfroe and Ms. Stola will work on the RFP to include subcontractors and anything else needed within the wording before sending out.

Mr. Kearney requested for the designer to come out within the next three weeks and have the design sent to the Board to review and gather feedback. It can then be discussed and agreed upon at the July meeting.

**Review and Consideration
of Private Quarters
Inspection Proposals**

Ms. Ripoll stated the proposals have not yet been received from the engineer. This will be kept on the agenda for the next meeting.

Mr. Kearney stated that the District Engineer needs to be contacted to get the process moving. He noted that a resident needs gutter repairs that would cost between \$8,000 - \$11,000. The Board did not approve spending this amount to cover that cost and the resident would like to use an approved patch technique to repair himself.

Mr. Kearney stated last month the Board approved to fix the issue by the private quarters. He asked if a root cause analysis had been done to see why that had happened. The District Engineer was to inspect it, but a report has not yet been provided.

There was a discussion that this was most likely due to some type of erosion. These are not under warranty as they have been there for at least 20 years. This would fall under CDD responsibility.

Ms. Ripoll will contact the Engineer.

**Discussion of POA and
CDD Maintenance
Responsibilities**

Ms. Ripoll stated this had been carried over from the last agenda.

Mr. Kearney stated this is regarding the CDD giving hand receipts to the POA for things such as grass, lights, etc. It is still owned by the CDD and this is a part of the Bond issuance. The idea is that it would be one contract moving forward, if the CDD lowered dues and the HOA increased. The POA is governed by an ICI Board and currently there is no movement forward with the POA taking over the front entrance.

There was a discussion around what would happen if the POA takes over responsibility for the front entrance.

**Review and Consideration
of The Lake Doctors, Inc.
Carp Stocking Proposal**

Ms. Ripoll stated the proposal is for \$2,200.

There was a discussion regarding how the number of fish to add is determined.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board approved The Lake Doctors, Inc. Carp Stocking Proposal.

**Review and Acceptance of
FY 2023 Audit Report**

Ms. Ripoll stated that the report was reviewed by Staff, District Council, and the Chairman. The approved report will be placed on the website.

Mr. Kearney asked Ms. Glasgow if there was anything of note in the Executive Summary.

Ms. Glasgow stated that it should be reviewed along with the Financial Statements. However, the audit showed no issues. She noted that the Executive Summary and notes are good reading points for the Board and homeowners to review.

There was a discussion regarding the depreciation of the infrastructure.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board accepted the FY 2023 Audit Report.

**Update on Beaver Trapping
and Removal**

Mr. Kearney stated that Trapper John's Beaver Busters is doing a great job. To date, four beavers have been trapped and a significant number of dams have been broken up. The waters flow North, and with no dams waterflow in that direction has increased.

Ms. Chamberlain stated that the county is also trying to get rid of some of beaver dams and is working to keep the culverts clean.

**Ratification of Payment
Authorizations #231-234**

The Board reviewed the payment authorizations.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board approved the Ratification of Payment Authorizations #231-234.

**Review and Consideration
of District Financials**

Ms. Ripoll stated the Financials were as of March 31st, 2024.

Mr. Kearney asked how long it takes to wrap up the previous month.

Ms. Glasgow stated it can take up to a couple of weeks depending on current workload and meetings. However, with this particular District, it is usually completed within a day or two.

Mr. Kearney stated it would be beneficial to have the June financials at the July meeting.

Ms. Glasgow stated they do have to go through an internal review process and as soon as the next month's numbers are ready, they can send them to the Board.

Mr. Kearney requested that if the financials are not able to be included in the packet, Ms. Ripoll could have hard copies for the meeting.

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 8th, 2024. Once the financials are received, she will provide to the Board Supervisors.

Field Manager –

Ms. Chamberlain provided printed copies of the pump replacement proposal from High Tide Electric for \$918.54 and noted that it was previously approved and now needs to be ratified by the Board.

She explained that she had contacted Florida Pump who had installed the pump, as well as High Tide Electric, both of who did an inspection and found there was no power to the pump. High Tide Electric found that there was a bad main breaker as well as bad wiring. Parts have been ordered and it will take 2-3 business days.

There was a discussion about the original wiring and how Florida Pump installed the pump. The pump is a 30amp pump, but the wiring can only handle 20amps, which is why the electrical is failing.

There was also a discussion on how this relates to the breaker boxes that will be involved in the new lighting design. There needs to be a general contractor who is responsible for that in case something goes wrong.

Ms. Ripoll asked for a motion to ratify the proposal.

ON MOTION by Ms. Stola, seconded by Mr. Renfro, with all in favor, the Board ratified the proposal for Pump Electrical Installation for \$918.54.

Ms. Ripoll stated that Ms. Chamberlain received reports of swan decoys in the pond.

Ms. Chamberlain stated that swans deter geese and an owner put decoys behind his home to deter geese. The homeowner is asking for approval for the decoys.

There was a discussion regarding where the swans were placed.

Mr. Veazey suggested having the homeowner apply for an architectural allocation, since it is an exterior modification.

There was discussion about inspections and fines.

Mr. Kearney asked what the rules and regulations are regarding the lakes.

Ms. Ripoll stated there were no rules in regard to the lakes. If you were to encroach on CDD property, the Board could send you a violation letter.

Mr. Kearney deferred to Ms. Buchanan. To his knowledge, there is not a packet of CDD rules related to the ponds given to homeowners.

Ms. Buchanan located Pond Policies that were prepared several years ago which states "no foreign materials".

There was a discussion that the swan decoys would be allowed only on the homeowner's property, but they would have to go to the POA to get a structural modification.

The Board's response is no one can put anything in the pond based on the Pond Policies.

Mr. Kearney asked Ms. Buchanan to send the policies to Ms. Ripoll, who would distribute them to the Board.

Ms. Ripoll asked Ms. Chamberlain to advise the homeowner that the decoys are not allowed and asked her to provide the homeowner's address so that a letter can be sent on behalf of the District.

Ms. Ripoll stated Ms. Chamberlain is going to get a proposal for Bermuda grass. She also noted that there is a storm drain level that is higher than the pond. This will be brought before the Board at the next meeting.

Audience Comments and Supervisor Requests

An audience member stated that Amelia National is a beautiful community, but the lighting in front is terrible. She stated she was happy that it was being fixed. She was concerned that homeowners were the ones doing the holiday lighting, although they were volunteers. She felt this was a liability issue. She also felt it was not done well.

Mr. Kearney stated this has been taken care of. He also reminded her that the CDD is not involved in the beauty, they are involved in

the function. Their major responsibility is stormwater management.
The beauty responsibility should belong to the POA.

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. ~~St~~ola, with all in favor, the May 13, 2024, Board of Supervisors' Meeting of the Amelia National CDD was adjourned at 12:49 p.m.

Venessa Rpeel
Secretary/Assistant Secretary

[Signature]
Chairperson/Vice-Chairperson