

MINUTES OF MEETING

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

Monday, November 18, 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	
Kristin Lasky	Admin – PFM Group Consulting LLC	(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.	
Mike Clark	Lake Doctors	(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 11:30 a.m. and roll call was initiated. Those in attendance are listed above.

Public Comment Period

A homeowner had a comment regarding the preserves and wanted clarification on CDD ownership of them. He has noticed that the vines are killing the trees in the area of Private Quarters and around the golf course. He would like options for this to be remedied.

Ms. Buchanan stated anything that is in a conservation easement or buffer area has to be left in its natural state, which is a permit requirement. She recommended having the District Engineer

look at it. She is going to research to see if the Private Quarters own their preserves in order to do anything in regard to that issue.

Another homeowner, Mr. Gadd, who lives on Wild Cherry Dr. had a comment regarding road gutter deterioration. His driveway and neighbor's driveway have significant damage in the road from water getting underneath. He is requesting a professional patch to be done to cover those cracks and to have his driveway gutter repaired. There is construction in that area that has contributed to the issue.

Mr. Kearney noted this issue came before the Board prior to Ms. Chamberlain being in her position. There have been two estimates received to replace the gutters. The quotes were \$8,000 and \$13,000. When the quotes were received, the Board determined that the gutters were functional, although chipped or cracked. The Board decided at that time to not replace them and that a homeowner could patch them if desired.

Mr. Gadd noted that he had been in communication with Ms. Chamberlain and she had laid out the process for him of replacing the gutters.

Mr. Renfroe stated he would look at the gutter issues for the resident and take photos to see if this is a structural issue.

Mr. Kearney agreed and noted that he needs to communicate with Mr. Brockmeier, the District Engineer, to determine if the damage to the gutter is causing street erosion. If that is the case, the CDD will work to replace them.

Ms. Buchanan stated that although the CDD owns the stormwater system, they do not own the road. Communicating with Mr. Brockmeier will aid in determining what the CDD is responsible for. This is a problem that requires involvement from both the CDD and the POA.

There was a brief discussion regarding the repair of the road area that collapsed. Although it is being worked on by the Developer, there is not a schedule date yet.

It was noted that there will be a final determination by the Board regarding Mr. Gadd's gutters, once they communicate with Mr. Brockmeier.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the:

- a. August 12, 2024, Board of Supervisors' Meeting**

**b. September 16, 2024,
Continued Board of
Supervisors' Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the Minutes of the August 12, 2024, Board of Supervisor's Meeting and the September 16, 2024, Continued Board of Supervisors' Meeting.

Mr. Kearney noted that Ms. Stanley has sent her thanks and appreciation to the community and to the Board. She enjoyed her time on the Board wholeheartedly.

Consideration Resolution 2025-01, Adopting a Revised Fiscal Year 2024 Budget

Ms. Ripoll stated this is before the Board due to the requirement being that if a line item goes over by 10% or more, the budget must be adjusted accordingly. The revised budget will be posted on the District's website.

There was discussion regarding the increase in District Counsel's cost. It was noted that longer meetings and increased issues within the community have contributed to this cost.

Ms. Buchanan stated she can send out the invoices if requested. She noted that there has been research related to alternate Operations and Maintenance Assessment Methodologies, system issues, electrical services installation, and conservation easement issues which she has had to work on and these incur an hourly cost.

Mr. Kearney noted that the only person(s) that should have access to District Counsel should be the Chair, Vice Chair and District Management.



**Discussion of Ponds -
Maintenance/Ownership (Water
Sampling Proposals)**

Ms. Ripoll gave an overview Ms. Chamberlain's requests that were sent to Lake Doctors. The biggest issue was the runoff of pesticides on the golf course going into the lakes.

Mr. Clark, from Lake Doctors, gave an overview of the water health of the ponds. He noted that the ponds are there to capture pollutants, so they should be fine. Although there is algae growth, it is controlled monthly or more as needed. It was noted that there is not a significant difference in the ponds that are strictly surrounded by the golf course compared to those that are solely surrounded by homes.

Ms. Buchanan clarified that the conservation areas in Private Quarters are owned by the Private Quarters HOA.

Mr. Kearney noted that residents would need to go through St. Johns Water Management to see about cutting the weeds that are killing the trees in those areas.

Mr. Kearney gave an overview of why this water sampling was done. It was noted that this was done at the request of a homeowner who suggested this would be a way to obtain more monies from the golf course if it was causing excessive pollution. With this report, it is not monetarily responsible to proceed with a study.

There was a discussion regarding the square footage access that the golf course has to the lakes and what the monetary value of that would be.

The Board decided it would not be responsible to pursue rewriting the contract with the golf course at this time based on Lake Doctors findings.

There was a question regarding leaving strip of lawn around the edge of the ponds to prevent runoff and if that was beneficial or not. Mr. Clark stated it does help but is not a requirement.

It was noted there are underwater aerators in the ponds, but no fountains, as they are strictly for aesthetics.

Update on Amelia National Entry Corridor Electrical & Lighting System Rebuild

Mr. Renfroe explained that Site Prep can do the work, but they are not licensed electrical contractors. Mr. Pye is also not a licensed general contractor and therefore cannot sign the contract as it is written. Site Prep would need to partner with a general contractor in order to proceed. Mr. Renfroe is searching for an electrical contractor that can stay within the budget proposed. The only quote that has been received is for \$25,000 compared to the original \$9,500. The original electrical contractor did not accept the contract as written and chose not to proceed with the job.

There was a discussion regarding obtaining electrical contractors. It was noted that several contractors will not take on the job and others are too expensive.

Mr. Hebron requested obtaining three more proposals from different contractors by the next meeting.

Ms. Chamberlain confirmed.

There was a discussion regarding the General Contractor role and the contracts involved.

Ms. Buchanan recommended having Mr. Pye's lawyers call her to discuss the contract. She also noted that the District can use contracts from the contractor's counsel, but there are certain provisions that have to be in place since the District is a government entity.

Mr. Renfroe stated he can talk with the electrical contractors that were willing to do the work to see if they would be willing to look again at the contracts and the work.

Mr. Hebron made a motion to rescind the approval for the project.

Mr. Renfroe noted that the approval to purchase the fixtures has already been done.

Mr. Renfroe gave an overview of the lighting fixture and wiring contractor, Graybar. He explained what their services would include and the cost. These are currently being repriced at Mr. Renfroe's request.

There was a discussion regarding the timing of each piece of the project and how it relates to the cost of the overall project.

Mr. Hebron withdrew the motion.

Mr. Kearney stated there is no one at this point to do the work. He made a motion to not move forward with the purchase of the fixtures and wiring until a general contractor has been identified and contracts have been signed.

Mr. Hebron stated he would like to rescind the total amount of the project until all contractors are in place and contracts are signed.

ON MOTION by Mr. Kearney, seconded by Mr. Renfroe, with all in favor, the Board rescinded the \$34,500 previously approved for the Amelia National Entry Corridor Electrical & Lighting System Rebuild.

Mr. Renfroe confirmed that he can move forward with finding contractors and updated costs.

Mr. Kearney recommended giving Mr. Renfroe the authorization to sign and obtain a contract if he can obtain a contractor proposal up to a certain amount. This would eliminate the waiting aspect.

There was a brief discussion regarding the timing of obtaining the fixtures and materials. It was noted the biggest part of the job is getting the conduit underground through an electrical contractor.

Ms. Chamberlain stated she will work with Mr. Renfroe on getting proposals.

There was brief discussion regarding the amounts for each aspect of the process.

Mr. Kearney made a motion for Mr. Renfroe to find a contractor to dig for \$14,000 and an electrical contractor for \$10,000; if so, he has authorization to sign those contracts.

There was a brief discussion regarding obtaining the licensed general contractor, who would hopefully be the same as the electrical contractor. It was noted that quotes received from electrical contractors thus far have been twice the amount of the whole project.

Ms. Chamberlain confirmed the RFP scope of work. Mr. Renfro will review prior to sending out.

Ms. Buchanan recommended including a copy of the contract with the RFP to give the contractors a sense of the requirements.

Ms. Ripoll will send to Ms. Chamberlain and work with her to send out.

Mr. Hebron stated his concern with the cost and would like to receive the quotes prior to approving an amount.

The Board agreed.

Ms. Chamberlain asked for timing of the Christmas lights.

Mr. Renfro confirmed they are to be installed in the next day or two.

Review and Consideration of Landscape Proposals

Mr. Kearney stated The Greenery has been taking care the landscaping from the concourse to the gate and through the entire community. The HOA has severed their ties with The Greenery and has entered a contract with Victory Lawn & Landscape. To mirror this and for convenience, the CDD would like to do the same. Ms. Chamberlain has obtained proposals from them for the CDD. There are a few differences in their contract as they recommend doing four rotations of flowers, instead of three.

Ms. Chamberlain noted this proposal can be adjusted in any way the Board would see fit. Tree lifting has been removed, as this was \$5,400.00 a year.

Mr. Kearney noted it was \$54,000 a year for The Greenery services. The contract for Victory Lawn and Landscape will be about \$50,000 a year. This would leave approximately \$5,000 for additional improvements.

Ms. Chamberlain noted the proposal as is only has one pine straw application and she would recommend having two. This would bring the total amount to \$53,786.04. She noted the other proposals that were received and their costs.

There was a review of the breakdown of costs.

Ms. Stola noted that even if there was an increase in cost, this service seems like a higher quality service.

Mr. Kearney stated the main issues this year have been with irrigation.

There was a brief discussion regarding the trustworthiness of the companies.

Ms. Ripoll reminded the Board that a 45-day notice must be given to The Greenery. January 1 is when the new company could start.

ON MOTION by Ms. Stola, seconded by Mr. Hebron, with all in favor, the Board approved the Victory Lawn & Landscape Proposal.

There was a brief discussion regarding the tree lifting service.

ON MOTION by Ms. Stola, seconded by Mr. Kearney, with all in favor, the Board approved cancellation of The Greenery contract for Landscape Services.

Discussion of Nominations for Seat 4

Mr. Kearney stated there is now an open Seat on the Board with the exit of Ms. Stanley. There has been one member of the community interested in serving on the Board.

There were several homeowners with interest, but they all agreed to have Fred Phelleps be the nomination.

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board nominated Mr. Fred Phelleps to Seat 4, starting January 2025.

Ms. Ripoll gave an overview of the requirements of being on the Board and the process of being sworn in.

Ms. Buchanan gave an overview of the laws to be followed by a Board Member as well.

Ratification of Fiscal Year 2024 Auditor Engagement Letter

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board ratified the Fiscal Year 2024 Auditor Engagement Letter.

**Ratification of Payment
Authorization Nos. 247 – 260**

Ms. Ripoll noted that these are contractual obligations.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board ratified Payment Authorizations Nos. 247 - 260.

**Review and Consideration of
District Financials**

Ms. Ripoll stated the financials are as of September 30, 2024. These are solely for review.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Ripoll reminded the Board that the next meeting is January 13, 2025. Mr. Kearney confirmed with Mr. Renfroe what needs to be done prior to the next meeting regarding the road gutters.

Ms. Ripoll stated the upcoming meetings are on the District website.

Field Manager – No report.

**Audience Comments and
Supervisor Requests**

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

FOURTH ORDER OF BUSINESS

Adjournment

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board adjourned the November 18, 2024, Board of Supervisors Meeting for the Amelia National Community Development District at 1:10 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

DRAFT