

MINUTES OF MEETING

AMELIA NATIONAL COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

Monday, February 24, 2025, 11:30 AM

95211 Clubhouse Road, Fernandina Beach, FL, 32034

Board Members present:

Stephen Kearney	Chairperson
Vance Renfro	Vice Chairperson
Julie Stola	Assistant Secretary
Fred Pheleps	Assistant Secretary
Ron Hebron	Assistant Secretary

Also present in person or via phone:

Venessa Ripoll	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM – PFM Group Consulting LLC	(via phone)
Rachel Proctor	District Acct. - PFM Group Consulting LLC	
Michelle Rigoni	District Counsel - Kutak Rock LLP	(via phone)
Leilani Chamberlain	Field Manager - Leland Management, Inc.	
Neil Brockmeier	District Engineer - Prosser, Inc.	
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

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

Public Comment Period

A homeowner, Ms. Stanley, had a complaint regarding Mr. Renfro's etiquette towards her at the last Board Meeting. She also commented about the previous cost of Christmas lights that are now rendered useless as they have been cut down, ladder climbing without permission, and cost of supply reimbursement to Mr. Renfro. She noted her concern with the financial loss associated with the Christmas lights.

Mr. Renfroe gave an apology and explanation. He noted that the Christmas lights used in the past were not sustainable over time.

Mr. Calkins, a homeowner, noted his concern with turning over the entrance/guardhouse maintenance to the POA. He noted that the difference would be in the management and how each Board differs in how they run things. He is not in favor of allowing the POA to run it.

Mr. Kearney clarified that there are no negotiations as of yet, only discussion.

There was a discussion regarding ICI and the possibility of them taking over the entrance/guardhouse maintenance. It was noted that legally the CDD can not give up the front entrance property. Other CDD Boards have allowed the HOA to handle the management of their guardhouses for synergy purposes. Either way, the finances are the same.

Ms. Sum, a resident, stated that the notice for this CDD meeting was the first notice she had received since living in the community since March of 2024. She requested a CDD meeting schedule. It was noted that on the Amelia National CDD website can provide that information.

There was a brief discussion on the communication of the CDD Board Meetings. Mr. Hebron stated that the Board has now requested Ms. Chamberlain to send out email blasts for the CDD meetings to provide better communication. It was noted that that the CDD is also required to advertise their meetings in the local newspaper.

Another homeowner noted he had sent a few emails to receive the minutes and other meeting information from Ms. Ripoll and Ms. Chamberlain and did not receive anything. Ms. Ripoll noted that she did send an email directing him to the CDD website where all that information is kept for public record.

Another homeowner had a comment regarding the second gate that is being put in. Mr. Kearney noted that gate will not be under the CDD, it is Developer owned right now and then will be turned over to the POA.

Mr. Kearney gave an overview of the CDD, the Board, and their responsibilities. He noted there are 3 entities in Amelia National which are: the Golf Course Clubhouse, the POA (Developer controlled at this time), and the CDD. He noted that the CDD is responsible for the ponds, storm water runoff, and the entry from Amelia National Concourse to the guardhouse. The roadways are the POA's responsibility. He also gave an overview of PFM's role and Ms. Chamberlain's role for the CDD.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the January 13, 2025, Board of Supervisors' Meeting

The Board reviewed the minutes.

Mr. Kearney stated that the minutes are available on the website once approved.

Mr. Hebron commented regarding page 4, paragraph 3. He noted that he believed the reference to the lighting should state "storage", not "shortage".

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board approved the Minutes of the January 13, 2025, Board of Supervisors Meeting, with the change suggested.

Update on Amelia National Entry Corridor Electrical & Lighting System Rebuild

Ms. Chamberlain noted that the All Weather contract was previously brought before the Board in the amount of \$100,000. Since that meeting, she has been working with Outdoor Lighting and Hunter Electric. She also reached out to Jacksons' Electric but was unable to receive a proposal from them. Outdoor Lighting has provided a proposal for about \$35,000, but it does not include the burying of any of the 120v wires. They are unable to do that part of the job. However, they would be able to bury low voltage wiring.

Mr. Renfroe noted that the original lighting system installed when ANGCC was established was a low voltage system that is now defunct. It will be removed and replaced by a high voltage system.

Ms. Chamberlain stated the Outdoor Lighting proposal is for the uplighting in the trees and additional recommended lighting. The total proposal would be \$50,000 with the additional recommended lighting. This is only for low voltage and no 120v. The Hunter Electric proposal is for \$27,781. This includes running new wire, uplighting, and rope lighting. This is for low voltage lighting as well.

There was a discussion regarding the proposal from Hunter Electric, the cost and what it included. Mr. Renfroe suggested speaking with them further about details to see if they could do 120v wiring. It was noted that the price seemed skeptical.

A homeowner commented about the lights that shine on the Amelia National sign and it's need for replacement. It was also noted that the lighting for the signage is not placed correctly and therefore the signs are unable to be seen in the dark.

Mr. Renfroe gave an overview of the new lighting design. He noted that the electricity right now is the original wiring, which has caused issues over time. With the new design, conduit would be buried underground for the wiring. It has been difficult to find an affordable option. He confirmed that all lighting and blind spots are being accounted for in the new design.

There was a brief discussion regarding the uplighting on the trees. It was noted that the new design will not be wrapped lighting.

There was a discussion regarding the need for trenching based on 120v versus the low voltage. Ms. Chamberlain stated she would need to reach out to Hunter Electric to clarify. The bid needs to include the price for a 120v system, as the proposal is for a low voltage system currently.

Mr. Renfroe noted that all research has confirmed to not proceed with a low voltage system.

There was a discussion on holding a special meeting for this project and to have the District Engineer present. Mr. Kearney noted that the meeting today was to have more than one proposal for the Board to review and act upon. Unfortunately, both bids received did not meet the scope of work for RFP.

There was also a discussion regarding the previous proposals for trenching, cost of materials and electrical contractor. These would separate contracts for each vendor, with no contract needed for the materials. Mr. Phillips reviewed the costs previously proposed and noted that it is approximately \$41,000 for the scope of work, which is within budget.

Mr. Hebron noted there is a process to follow when submitting proposals. They must be submitted to Ms. Chamberlain and then brought before the Board.

Mr. Renfroe stated that the Board had previously decided there needed to be a General Contractor to oversee everything. If anything were to go wrong, this would allow for one person to be the point of contact. He noted that Ms. Chamberlain contacted Hunter Electric to get an updated bid that encompasses the requested scope of work.

There was a discussion regarding the need for a General Contractor and the process of proceeding without one. This included the possible need to have a contract for the material purchase. It was noted that at the last Board Meeting, District Counsel did confirm that a General Contractor was not required. However, it was the Board's preference to have one. The Board questioned if one of the originally proposed electricians would be willing to be the General Contractor.

Mr. Phillips stated he could ask, but he confirmed that the electrical contractor is willing to take responsibility for all lighting and issues that may arise from it.

There was a brief discussion regarding the original trenching contractor. Mr. Renfroe stated that he contacted him and discussed contacting their electrician. That electrician cost was \$25,000, but he has not heard back as of yet.

Mr. Renfroe requested to meet with Ms. Chamberlain to revisit the contacted contractors to receive a correct RFP for the requested scope of work.

Mr. Hebron asked for clarification on the RFP process.

Ms. Rigoni stated that normally the Board designates a point person who can work with District Management once the proposal is approved by the Board, in order to finalize the agreement. All proposals should be going through the Field Manager.

Ms. Chamberlain recommended working with Hunter Electric and getting a new proposal that includes the approved scope of work.

There was a brief discussion regarding the proposals that were before the Board and the process of consideration.

Mr. Hebron requested the original proposals to be sent to Ms. Chamberlain.

Mr. Phillips confirmed he would send to her.

Mr. Kearney requested a confirmation from the Board that they would entertain the process of having separate contracts with two different vendors and three separate parts.

All Board Members gave their confirmation.

Mr. Hebron noted that if the final electrical contractor is willing to take responsibility for the final project, that is acting like a General Contractor, and he would then be willing to move forward with the separate contracts. With those contracts, this would be three proposals to have come before the Board. Mr. Hebron gave an overview of the proposals.

Mr. Renfroe introduced Mr. Phillips to those in attendance at the meeting.

There was a brief discussion regarding the use of low voltage. Mr. Phillips stated that low voltage should not be considered. Mr. Kearney stated with eliminating the low voltage proposals, which would leave two proposals for the Board to consider.

Ms. Stola noted that although there are bids that did not meet the requested standard, there were enough bids to come before the Board.

Mr. Phillips explained the reason for line voltage instead of low voltage and noted that he had previously contacted four different contractors. Two of the four responded with a proposal.

Update on Pond Maintenance

Mr. Phelleps gave an update on the pond maintenance. He noted he will do a summary for the Board at each meeting. He noted that two residents have raised concerns regarding Pond 6 and Pond 26. Lake Doctors have tried to mitigate the algae build up and have treated those ponds. The front ponds are shallower, which does cause more algae build up, although there are aerators in those ponds.

A resident stated that there was several months of algae build up during the winter months.

Mr. Phelleps noted that he will speak with the Lake Doctors to see the reasoning behind the increase in algae.

The homeowner stated that the golf course mows right into the pond edge, which transfers all debris into the pond. Another homeowner noted that the pond should never be mowed down to the water as there should be beneficial plant life at the water's edge that help with algae. She recommended planting that plant life to aid in the decrease of algae and determent of mowing to the water's edge.

Mr. Phelleps requested any complaints or notifications in regard to the ponds to be emailed to him. It was noted that algae will be a consistent issue.

There was a brief discussion regarding the homeowners and their possible desire to plant beneficial grass around the pond which would help with the algae, but would block the pond view. This also included discussion on who is responsible for debris in the ponds. It was requested that the debris issue be addressed.

Mr. Phelleps reviewed an email letter that he created which requested residents pick up their leaf debris so that it does not go into storm drains. The Board approved and noted that the letter and update summary would also be placed on the District website.

There was a discussion regarding placing the agenda and meeting packet on the website prior to the meeting. There was also a request that proposals would be placed on the HOA website by Ms. Chamberlain for residents to view.

Update on the Negotiations with ICI (POA) to Take Over the Maintenance of the Property from the Guardhouse to the Amelia Concourse

There was a brief discussion regarding the negotiations with ICI to take over the maintenance of the property from the guardhouse to the Amelia Concourse.

Mr. Hebron stated that there needs to be communication with ICI regarding the new lighting design and what that will entail. This may help them sell homes.

Mr. Kearney stated that ICI can never own the property in that area, but they could manage it. However, there has been no interest in it at this time.

Ratification of Payment Authorization Nos. 267 – 271

There was a discussion regarding the payment for the cones. It was noted these were purchased for safety purposes. The total for this payment authorization was \$174.00. However, this was purchased without Board approval and Board direction was not followed.

Mr. Kearney recommended moving forward with payment as the process was not done with ill intent and the project has been completed. It was noted that Board direction needs to be followed in the future.

Ms. Chamberlain clarified the payment authorization to Peacock Electric. This was for the Christmas lighting issues.

ON MOTION by Ms. Stola, seconded by Mr. Renfroe, with all in favor, the Board ratified Payment Authorizations Nos. 267-271.

Review and Consideration of District Financials

The Board reviewed the District Financials. It was noted that these are available on the District website.

ON MOTION by Mr. Renfroe, seconded by Ms. Stola, with all in favor, the Board approved the District Financials as presented.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – Mr. Brockmeier provided an update via email to Ms. Ripoll. It was noted that there is a delay on the curb inlet repair due to the coordinated concrete pour with the Developer's infrastructure project. Once complete, the concrete will be fixed.

Ms. Chamberlain gave an update on the gutter repair on Wild Cherry. It was noted there was temporary patch done, but actual work should be starting today. Ms. Chamberlain will follow up with Mr. Veazey on the gutter cost.

There was a discussion regarding the cost to ICI for these projects and where the budget is coming from. It was noted that Wild Cherry is in bad shape. Ms. Chamberlain is doing more research regarding this. Mr. Hebron requested a an update to be placed on the next agenda.

Mr. Phelleps noted that the pond aerator filters need to be changed. Ms. Chamberlain noted those are still under warranty.

District Manager - Ms. Ripoll reminded the Board that the next meeting will be in April 2025.

**Audience Comments and
Supervisor Requests**

A homeowner stated that he has a drain issue behind his home and needed direction on who to contact to get it resolved. He noted that the drain serves that entire area, and it is not in the right location.

Mr. Kearney referred him to Ms. Chamberlain.

Another homeowner had a comment regarding the front landscaping. He noted that it is in bad shape and is not maintained. It needs to be replaced.

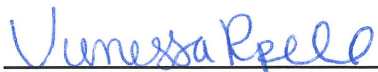
Mr. Kearney stated that the CDD and the POA have recently changed landscaping companies. This was effective in January. This is the same company that does the landscaping outside the gate. He recommended giving this company a few months to fix that area. He noted that there were several complaints to come into the Board regarding the landscaping.

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

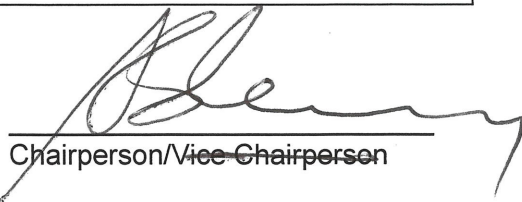
FOURTH ORDER OF BUSINESS

Adjournment

ON MOTION by Mr. Kearney, seconded by Ms. Stola, with all in favor, the Board adjourned the February 24, 2025, Board of Supervisors Meeting for the Amelia National Community Development District at 1:02 p.m.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson