

**AMELIA PARK NEIGHBORHOOD ASSOCIATION, INC.  
ANNUAL MEMBERSHIP/BOARD OF DIRECTORS MEETING  
JANUARY 25, 2016**

A Board of Directors Meeting of the Amelia Park Neighborhood Association, Inc. (APNA) was held this day in The Social Hall, Holy Trinity Anglican Church, 1830 Lake Park Drive, Fernandina Beach, Florida.

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**BOARD MEMBERS PRESENT**

Karl Ashley, President  
Beverly Combs, Vice President  
Jean DesBarres, Secretary  
Patti Clifford, Treasurer  
Jim Higginbotham, Director  
David Cultice, Director  
Ray Mooney, Director

**AMELIA ISLAND MANAGEMENT**

Peter Mallory, Community Association Manager  
Shirlene Reeves, Financial Director  
Jane Kalem, Executive Assistant

**GUESTS**

Teresa Prince, Attorney

**OWNERS PRESENT**

Sign in sheet on file.

**DETERMINATION OF QUORUM AND CONFIRMATION OF MEETING NOTICE**

Notice of the meeting was sent to the Board on December 21, 2015 and posted on property, which is in accordance with the Documents of the Association. There were 157 owners represented by proxy or present in person, which represented a quorum. There were seven (7) Board members present in person, which represented a quorum.

**CALL TO ORDER/BOARD INTRODUCTIONS**

President Ashley called the meeting to order at 7:06pm, and the Board members introduced themselves.

**WELCOME AND OPENING REMARKS—KARL ASHLEY, BOARD PRESIDENT**

President Ashley welcomed everyone to the Annual meeting and reported on some important items done through the year:

- The City installed stop signs on Olmstead Lane.
- Additional measures taken to deter and reduce traffic on Olmstead Lane.
- Pavers were installed on the dirt strip of the mail kiosk at Park Avenue and Carnation Street.
- Arrangement made with police department to keep alleyways clear of contractor vehicles.
- Association's Amended and Restated Declarations was approved by the membership, recorded in April, 2015 with the help of Teresa Prince, Attorney.
- The Wells Fargo property was successfully rezoned by the tremendous effort of the Association's Attorney, which included significant deed restrictions that run with the property.
- Ray Mooney joined the Board of Directors in October to fill a vacancy.
- Beverly Combs filled the role of Vice President in October.
- Pond #4 was cleaned up by Lake Doctors
- Directional street signs on Olmstead Lane were revised by the City to prevent confusion.
- The Nominating Committee, chaired by Patti Clifford, to fill 2 Board positions.
- The 2016 Budget was completed this year thanks to Patti Clifford and the Finance Committee with no increase in assessments this year.
- "Sunday in the Park" potluck was a huge success.
- The Holiday Party at the Ocean Club was a fine event.
- The construction deposit for contractors was increased from \$2,000 to \$5,000.
- The response to the Montessori School projects.

President Ashley stated that this has been a very busy year and thanked the Board for all their assistance.

**APPROVAL OF MINUTES – (Available at ameliapark.net)**

**Jean DesBarres moved to accept the draft minutes of the January 26, 2015 Annual Membership Meeting Minutes, as written; Peter Igoe seconded and the motion passed unanimously.**

**Jean DesBarres moved to accept the draft minutes of the April 7, 2015 Continuation of Annual Membership Meeting Minutes, as written; John Bertsch seconded and the motion passed unanimously.**

**TREASURER’S REPORT—PATTI CLIFFORD, TREASURER**

Patti Clifford reported on the finances of 2015:

- Income exceeded the 2015 budget by \$16,523 while expenses were over the budget by \$17,938. As a result, net income budgeted to be a loss of \$8,493, compared to an actual loss of \$9,907, a difference of \$1,415. At the end of December 31, 2015, the cash balance, including the operating contingency account, was \$140,217 which included almost \$100,000 for prepaid assessments.

Further, Ms. Clifford reported she formed a Finance Committee to work on 2 goals for the 2016 budget:

- 1) No increase in assessments – had a 10% increase in 2015 and not to say there won’t be increases in the future.
- 2) A break-even budget and live within the Association’s means. The plan was to not reduce the Fund Balance, spend only what is taken in and that is what the 2016 budget delivered.

Ms. Clifford thanked everyone for their help on developing the 2016 budget: Peter Mallory for the starting point, the Finance Committee – Bob Combs, Jack Dickson and Michael Spicer, and interested residents, Paul Guyette and Mary Jane Martinez, and the Board for delving into the details to produce the final 2016 approved budget.

Further discussion ensued with questions from the owners.

**UPDATES**

**Wells Fargo Parcels—Teresa Prince, Attorney**

Ms. Prince recognized the Board for all their hard work on the Wells Fargo negotiations and recognized Rusty Footlik who represented the ARB during the process and all the residents who participated. She further explained the Association’s status regarding the negotiations with Wells Fargo:

- The revised PUD is not recorded
- The deed restriction which put specific requirements on the parcels is recorded. (Parcel buyer put on notice)
- The PUD increased buffer requirements and parcel buyer responsibilities.
- The parcels must be annexed into AP and subject declaration, rules, and regulations.
- Any future parcel owners or developers who wish to rezone will be required to set up a budget for AP’s legal fees and costs.

Further discussion ensued with questions from owners regarding any future legal needs, associated fees and enforcement of deed restrictions on the prevailing party.

**MacArthur YMCA Athletic Field Tract—Teresa Prince, Attorney**

Ms. Prince reported that the Board was approached by someone wanting to purchase the MacArthur

YMCA athletic field tract in order to develop the parcels for single home residences. That sale was declined as a result of deed restrictions. Further discussion ensued regarding grantor restrictions and requirements for any future potential buyers for the 4 acres.

#### **“Montessori School” Parcel—Karl Ashley**

President Ashley reported that the Board received an inquiry from Mr. Janecek’s realtor regarding rezoning of the Montessori School parcel to single family home sites. Ms. Prince recommended that the APNA Board send a response to Mr. Janecek’s realtor that it would not be appropriate to state a position on the matter since the parcels have not been actively marketed in its present zoning. The Board, at its January Board meeting, moved to approve the draft response to Mr. Janecek’s realtor.

Michael Spicer reported on the workshop held on 1/23/16 regarding the vision for an educational and cultural center on the Montessori School parcel, maintaining the current civic zoning that is part of the Amelia Park PUD, which will be a great asset to the community. For more information, go to the website: [ameliaislandcenter.org](http://ameliaislandcenter.org).

### **REPORTS**

#### **Amelia Island Management Report—Peter Mallory, CAM**

Peter Mallory reported:

- Over the last 12 months there have been direct conversations or correspondence with over 89 owners, (about 25% of the 358 owners) to resolve matters of concern, since January 2015.
- There have also been 89 “CCR” (Covenants, Conditions & Restrictions) cases, typically dealing with the landscape or sidewalk issues and condition of the home’s exterior, 45 of these remain “open” pending the next inspection report which will close many of them.
- Assisted in improving the park pavilion stage area by adding a step to alleviate what had become a trip hazard where the pavilion stage meets the park lawn.
- Worked with new owners to help smooth the process of getting mailbox keys from the U.S. post office on Sadler Road.
- Kept the kiosks clean and freshly painted, ensuring roofs and exteriors were maintained, improved the secure storage areas needed for neighborhood supplies & materials.
- Kept the paver paths clean and free of trip hazards.
- Repaired/replaced element of the pathway lighting so all is working.
- Worked to ensure pergola structure remained in good condition by replacing rotten pine wood with rot proof material.
- Kept the pathways/boardwalks clean and well maintained.
- The wooden area at Hometown Pond was repaired to remove rotten wood.
- Worked with Trim All on maintenance issues and Pages Irrigation in cooperation with the Board and the Landscape Committee.
- Monitored Lake Doctors Company and performance. Pond #4 at Hometown has been brought back to good condition.
- Assisted the ARB with receipt of plans and application fees.
- Assisted the PARB with compliance issues.

Overall, 2015 has been a good year for Amelia Park, which remains and is improving as one of, if not the most desirable neighborhood to live in on Amelia Island. Many interested/potential buyers contact the CAM for general information and questions about various aspects of the community.

#### **Architectural Review Board—Rusty Footlik, Chair**

Rusty Footlik recognized the members of the ARB (David Schoening, Peter Newland, Linda Johns and John Cotner) and explained the role and purpose of the ARB is to review/approve new construction, site

plans, landscaping, inspect/oversee the construction to ensure it is according to the approved plans. Mr. Footlik gave an overview of 2015 (23 new homes, another 9 homes under review and 19 lots remaining and also the Wells Fargo parcels). In 2014, a total of 40 homes were under review or built, as compared to 32 in 2015. Currently, there are approximately ten builders actively building in 2015. The ARB developed an excellent builder qualifications list and sought the Board for an amendment to the Association's documents regarding prohibiting of modular homes. Also, the Board approved a compliance deposit increase from \$2,000 to \$5,000.

#### **Greenspace—Beverly Combs, Vice President**

Beverly Combs reported in 2015 the trees received much care and attention. In addition to having 14 new trees planted, the Association undertook trimming the trees on the streets and common areas, with 16 ½ days spent on tree trimming by TrimAll. Ms. Combs thanked Karl Ashley for his assistance supervising the tree trimming crew. In 2015 there were 8 common areas that received landscaping improvements at Palm Row, the Landscaping Committee, Rusty Footlik and other volunteers did much work and were recognized. There were 2 landscaping parties in 2015 that focused on 2 refurbishment areas in the Garden Path area and there will be several landscape parties in 2016. Ms. Combs recognized and thanked all residents for the care of the green space around their properties and throughout Amelia Park which enhances the quality of life and property values.

#### **Hardscape—Jim Higginbotham, Director**

Jim Higginbotham reported on the many projects with the City of Fernandina Beach in 2015 and thanked the residents who helped. Projects in 2015 were the change to a new trash company, widening the turns and sidewalks/curbing. There are other projects planned for 2016 such as speed signs, lighting, parking, more sidewalks/curbing, drainage, lakes/ponds. Mr. Higginbotham explained that the 5 year plan was held for a year but will be done this year, paying most attention to the worst areas first.

#### **Outreach and Volunteer Recognition--Jean DesBarres, Chair**

Jean DesBarres recognized Rusty Footlik, Peter Newland, Beverly Combs, Jim Higginbotham and Michael Spicer for their work on the Outreach Committee which involves the website, the Welcome Committee, the Sunshine Committee and Final Friday and thanked all the volunteers who helped on these committees. Ms. DesBarres gave a recap of the 2015 events (Splash Party, July 4 BBQ, Garage Sale, Potluck in the Park and the Holiday Party), thanked the many volunteers whose tremendous help made these events very successful and recognized Libby Wilkes for the wonderful pictures she takes of all the community events.

Ms. DesBarres announced Patty Mooney will chair the Welcome Committee, thanked Bev Bertsch for her past service, recognized Jane Holzkamp as the Sunshine Committee Chair and thanked John Harris and Mike Clemens for all their work on the Final Friday. Mark Kaufman and Donna Paz-Kaufman were recognized for their work on the "Front Porch" and Ms. DesBarres asked for a volunteer to be the editor. Also, the Outreach Committee is considering a safety/security committee.

Ms. DesBarres announced the "Art on the Porch" tour on Sunday, April 17, 2016, headed by Sharon Haffey.

#### **NOMINATING COMMITTEE REPORT—PATTI CLIFFORD, CHAIR**

Patti Clifford reported there were 2 nominees for Board of Director positions. The Nominating Committee recommended Jim Higginbotham and Ron Rasmussen. Ms. Clifford thanked Wayne Munson for his help on the Nominating Committee.

**Patti Clifford moved to accept Jim Higginbotham and Ron Rasmussen to the Board of Directors for the 2016 -2018 term; David Cultice seconded and the motion passed unanimously.**

President Ashley stated that Teresa Prince will be working with the Board to revise the Association's Bylaws, originally drafted in 1998 and to update the Rules and Regulations. Ms. Prince stated that there are 4 parcels and some alleys that are held in different entities names, title searches have been done, will need to get the deeds from the developer in order to put those properties in the name of the Association.

President Ashley recognized Beverly Combs for her work on the Board of Directors and presented her with several gifts.

President Ashley thanked all the residents for all they do to make Amelia Park the beautiful and welcoming community that it is.

**ADJOURNMENT**

It was moved to unanimously adjourn the meeting at 8:29p.m.