

## Community Property - Infrastructure Chair Position Description



### Role

Community Property Chair responsible for Infrastructure includes maintaining physical structures; bodies of water; road, sidewalks and alleyways; and serves as the liaison with the City of Fernandina Beach, utilities companies, and the St. Johns River Management District. This board position holds all of the responsibilities of an APNA board member and oversees tasks that include, but are limited to, monuments and mail kiosks, the Town Square pavilion, common area irrigation, drainage and water quality of ponds and lakes, parking and traffic flow, lighting, and utilities services. This position works closely with the Community Property Chair responsible for Green Spaces as well as the Property Manager.

### Responsibilities & Accountabilities

#### Develop & Manage Budget

1. Submit annual position budget; review monthly
2. Review completed work and approve vendor payment
3. With input from committee chairs and Property Manager, extend budget by one additional year to capture long-term capital projects
  - Communicate long-term capital projects, costs, and timing to board

#### Oversee Property Maintenance

1. Review equipment needs and recommend upgrades and replacements as needed
2. Meet with Property Manager and contractors to review performance, trouble-shoot problems, and recommend solutions
3. Ensure that St. Johns River Management District permits are renewed in a timely manner and on file with the Property Manager
4. Work with non-resident neighbors (Church, YMCA, Commercial Area) to ensure consistency of levels of grounds maintenance
5. Engage PARB on matters that fall under their responsibilities

#### Manage Committee Chairs

1. Recruit chairs and assist them in understanding their roles and the need for volunteers
2. Meet with each Chair on a regular basis to review ideas and plans
3. Present each Chair with a budget and assist in managing it

### Goals

*Well-maintained structures*

*Healthy ponds & lakes*

*Safe sidewalks, streets & alleyways*

*Efficient systems & utility services*

### Timing

#### Budget

1. August
2. As needed
3. As projects are identified, at least once/year

#### Property Maintenance

1. Annually prior to August budget
2. Ongoing
3. See permits for expiration dates
4. As needed
5. As needed

#### Volunteers

1. Recruit as needed, ongoing leadership
2. Semi-annually and as needed
3. January, ongoing

## Community Outreach Chair Position Description

### Skills Required

- Accessible and comfortable networking with contractors, utility companies, government employees, elected officials and neighbors
- Able to work with little supervision, using prior experience to complete work
- Able to understand financial statements, create budgets, and manage with available funds
- Effectively communicates using oral and written communication skills
- Available to attend monthly APNA board meetings
- Understand that all board members and volunteers have stepped forward because they believe in Amelia Park — and are treated with respect, listened to with openness, and are engaged in finding the best ideas and solutions

## Committee Chairs

## Key Contacts

### *Property Management Company*

PMSI — Christine Connery, [cconnery@pmsiofflorida.com](mailto:cconnery@pmsiofflorida.com), 225-9070 ext. 126; cell: 753-0536

*City of Fernandina Beach, Maintenance Manger:* Rex Lester, [rlester@fbfl.org](mailto:rlester@fbfl.org), 277-7387

*Lake Maintenance:* The Lake Doctor, Mark Seymour, [Mark.Seymour@lakedoctors.com](mailto:Mark.Seymour@lakedoctors.com),  
800-398-LAKE

*St. Johns River Management District:* Dale Lovell, 448-7919

*FPU:*

*Simmons Lake Co-owner:* Dr. Ken Owens, [ckowens@ameliadental.com](mailto:ckowens@ameliadental.com), 261-7181

*Holy Trinity Church:* Jim Robinson (vestry), [jimandpenny@comcast.net](mailto:jimandpenny@comcast.net), 491-6082 (Church)

Pastor: Fr. Brad Cunningham, Secretary: Linda Neal, [hantwister@aol.com](mailto:hantwister@aol.com), 491-6082

*YMCA:* Richard Alleger, Operations, [ralleger@firstcoastymca.org](mailto:ralleger@firstcoastymca.org), 261-1080

*Copying / Laminating*

The UPS Store, 277-0820 (copy card on file)

## Other

*Landscaping:* Trim All Lawn Service, Cassandra Faulk, [faulkc10@aol.com](mailto:faulkc10@aol.com), 206-2710

*General Contractor:* Dylan Parker, Parker Contracting, 322-2900, [ParkerContractingInc@live.com](mailto:ParkerContractingInc@live.com)