

Minutes of Meeting
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Wednesday, January 3, 2018 at 3:30 p.m. at the Eagle Landing Sales Center, 3973 Eagle Landing Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Roger Arrowsmith	Chairman
Marilyn Ayers	Vice Chairperson
Nancy Klock	Supervisor
Mike Taylor	Supervisor (by telephone)
Grady Miars	Supervisor (by telephone)

Also present were:

James Perry	District Manger
Katie Buchanan	District Counsel (by telephone)
Dean Vincent	Armstrong Ventures by telephone

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 3:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the December 6, 2017 Meeting

Mr. Perry stated there were two blanks in the minutes, one is on page 2 that I will ask Mr. Vincent to take a look at and on page 4, there is a blank and that should be "assessment area".

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor the minutes of the December 6, 2017 meeting were approved as amended with the blanks on page 2 to be filled in by Mr. Vincent and the blank on page 4 being "assessment area".

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2018-03
Amending the Fiscal Year 2018 General
Fund Budget**

Mr. Perry stated Resolution 2018-03 amends the fiscal year 2018 general fund budget. There are two budget amendments, the first is with the general fund to recognize some of the costs associated with the debt that was issued last year, it wasn't adopted when we did the budget and the next resolution will be directly attributable to the debt that was issued last year.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor Resolution 2018-03 was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2018-04
Amending the Fiscal Year 2018 Debt Service
Fund Budget**

Mr. Perry stated Resolution 2018-04 is setting the debt service budget for this current fiscal year and as noted previously the bonds had not been issued at the time the budget was adopted. This is recognizing the bond issue and the debt service related to that for 2018.

On MOTION by Ms. Klock seconded by Ms. Ayers with all in favor Resolution 2018-04 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Taylor stated I want to make sure we address the amenity contract for Phase 1 and at the last meeting we approved the RFQ with Paul Basham and I wanted to move forward with that contract and I think Katie transmitted that contract to Paul Basham.

Ms. Buchanan stated I think at the last meeting you were authorized to move forward with executing the contract but you may want to update the board as to the negotiated rate and I don't know if Jim has that in front of him but it was standard to what Basham has done previously and the form of agreement will be executed as well.

Mr. Taylor stated I have had a couple conversations with Basham & Lucas and I have a proposal for a different scope of work and it includes everything from the design concept through CDD documents and the amount goes up to about \$175,000 with all of the scope added. I would move that we move forward with that ratification of the contract once it is reviewed by

Basham & Lucas and the exhibits that I have that you do not have in front of you but it is a detailed scope of work with different sections and scope that we want to move forward with and it will not exceed \$175,000. That is for the entry feature, signage, clubhouse design, interior design for the amenities that go in Phase 1.

Mr. Perry stated as stated earlier the board had approved Supervisor Taylor to negotiate that contract. We just didn't approve the amount at that time. The board can approve completing the contract with Basham & Lucas for an amount not to exceed \$175,000 related to the amenity center and entry features subject to final review by district counsel.

Mr. Arrowsmith asked can we just be sure that we have Basham or somebody updating us on the status of the county and does this include the signage at the entrance?

Mr. Taylor stated yes, the signage addressed in this particular scope is just for the parcel itself it is not the main entry signage. Once we get to that we will bring it to the board for approval.

Mr. Arrowsmith stated that is fine.

Ms. Buchanan stated one clarification I think what we are doing is approving the first work authorization under the architect services agreement.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor the work authorization with Basham & Lucas related to the amenity contract and entry features in an amount not to exceed \$175,000 was approved.

B. District Engineer

Mr. Perry stated I have a number of items under the engineer's report. If you will recall the board had approved acquisition of work product for the engineer and counsel and bond counsel to review for an amount not to exceed \$100,000. You have in front of you a revised Hadden Engineering cover letter related to that and the total amount is \$99,008.80. There were a couple line items that we asked them to adjust and if those do qualify we can go back and do another requisition for those. I wanted to get this processed as soon as we can.

On MOTION by Mr. Taylor seconded by Ms. Ayers with all in favor requisition from the 2017 bond funds for acquisition of work product from Greyhawk Ventures in the amount of \$99,008.80 was

approved and the district manager was authorized to sign as an authorized officer.

Mr. Perry stated in regard to Tynes Boulevard I have a number of invoices and I just received one right before I got here and the other two are here on the table. I don't know if they got misplaced during the holidays. The first one is application no. 1 for Tynes Boulevard for the period ending October 26, 2017 in the amount of \$84,984.21, the second one is a pay application for the period ending December 22, 2017 in the amount of \$28,554.03 and that is for Phases 1B and 2 of Tynes Boulevard. There is another invoice, which would be application no. 3 Tynes Boulevard Phase 1 for \$28,239.75.

On MOTION by Mr. Arrowsmith seconded by Ms. Klock with all in favor the three pay applications from Vallencourt for Tynes Boulevard as outlined above were approved.

Mr. Taylor asked do we have on the agenda requisitions 1 and 3 for Armstrong 2017 Series, Jr. Davis?

Mr. Perry stated it has been approved we just have to process it. We will have it signed today and get it moved along.

C. District Manager

There being none, the next item followed.

D. Tynes Boulevard Project Administrator

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Arrowsmith stated I question having a meeting with having as little as we have to do. Was this meeting necessary to do what has been done here or could it have been done without a meeting? It is evidenced by people not coming to the meeting and other things going on so I'm curious as to whether we have to be having meetings every month. I don't want to hold anything up but could what we have done here today have been moved along another way?

Ms. Buchanan stated the work authorization would have needed to come to the board. Generally, we can proceed with paying requisitions provided that the contract is in place so there is no changes to the scope of work. It may be that we don't have to have a meeting next month but any new contracts it would be best if the board approved them upfront.

Mr. Perry stated the only other thing related to that is this is a little different than a lot of districts with the funding requests with Clay County, they do want to see that the board has approved that before they reimburse.

Mr. Arrowsmith asked is there any way to do that without having a meeting, since it is technically not the CDD's money it is the county that needs approval of it. I'm just asking the question.

Mr. Perry stated I don't know. I know they have asked before, did the board approve this and we have conveyed that to them but we can run it by them again.

Mr. Arrowsmith stated I'm just curious with everybody having as much as they have going on if it could be done without having a meeting that would be great.

Mr. Perry stated we will pose the question to Clay County.

EIGHTH ORDER OF BUSINESS

Financial Statements as of November 30, 2017

Mr. Perry stated included in the agenda package under section 8 are the financial statements, with the balance sheet of the general fund, debt service and capital projects, the revenues and expenditures of the general fund and also the debt service fund for the 2017 Bonds, the capital projects fund for Armstrong and Tynes Boulevard, long term debt summary.

NINTH ORDER OF BUSINESS

Consideration of Funding Request No. 17 (General Fund)

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor funding request no. 17 from the general fund in the amount of \$7,105.94 was approved.

TENTH ORDER OF BUSINESS

Consideration of Funding Request No. 12 (Construction Fund)

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor funding request no. 12 from the construction fund in the amount of \$20,470.42 was approved.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – 02/07/18 at 3:30 p.m. at the Eagle Landing Sales Center

Mr. Perry stated our next scheduled meeting is February 7, 2018 and we will ask the county and look at the agenda for that meeting and if we can cancel meetings we will.

On MOTION by Ms. Klock seconded by Ms. Ayers with all in favor the meeting adjourned at 3:48 p.m.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson