

Minutes of Meeting  
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Wednesday, February 7, 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
Mike Taylor	Supervisor
Grady Miars	Supervisor (by telephone)

Also present were:

James Perry	District Manger
Katie Buchanan	District Counsel (by telephone)
Keith Hadden	District Engineer
Dean Vincent	Armstrong Ventures
Greg Kern	Greenpointe
Liam O'Riley	Greenpointe

**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 January 3, 2018 Meeting**

On MOTION by Mr. Taylor seconded by Ms. Ayers with all in favor the minutes of the January 3, 2018 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Quit Claim Deed with Orange Park Construction Company, Inc.**

Mr. Vincent stated one of the conditions in the Interlocal agreement was deeding the Tynes Boulevard right of way and easement area to the CDD and that was done. The final plats came about and created residue pieces and it was determined that a quit claim process was the easiest way to clean that up.

On MOTION by Ms. Ayers seconded by Mr. Arrowsmith with all in favor a grant of easement to Orange Park Construction Company, Inc. for Lots 1 and 2 of the Westbank Plat was approved.

**FIFTH ORDER OF BUSINESS**

**Greyhawk Construction Matters**

Mr. Hadden stated I have from Jr. Davis construction draw request no. 3 in the amount of \$345,751.13. I have signed off on this and I will submit this for payment.

On MOTION by Mr. Taylor seconded by Mr. Arrowsmith with all in favor Jr. Davis' draw no. 3 in the amount of \$345,751,13 was approved and staff authorized to process a requisition out of the 2017 Bonds.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being none, the next item followed.

**B. District Engineer – Consideration of Requisition No. 3 and No. 4**

Mr. Hadden stated we had submitted requisitions 3 and 4 from Hadden Engineering and there was one item that could not be paid out of the proceeds so we pulled that out and the original requisition no. 3 went away and instead of having two that are about the same amount you have only no. 3 for \$29,068.53 and there is not a no. 4.

Mr. Taylor stated I would like to table this to allow me to reconcile and upon that review and approval I would like the board to issue payment before the next meeting.

Mr. Hadden stated I send everything to Mr. Vincent and if he is okay with it he sends it on to Jim. I was sending stuff to you and you said send it directly to Jim. I would like to go back to that process so this doesn't occur again.

Mr. Taylor stated that is fine.

On MOTION by Ms. Ayers seconded by Mr. Arrowsmith with all in favor requisition No. 3 for Hadden Engineering up to the amount of \$29,068.53 was approved subject to final review and approval by Supervisor Taylor.

Mr. Hadden stated you should have in your package a letter on Armstrong CDD letterhead, I wrote the letter. You may or may not know Clay County Utility does not approve any line larger than a 12" pipe. We are running dual 16", one for reuse and one for potable water all the way through the project. CCUA has asked me to get that permitted with DEP. I submitted to DEP and since the lines are right now in CDD owned right of way because it is not county right of way yet DEP sent me an email and asked me to get authorization from the Armstrong CDD to locate the two 16's in the right of way, which you own per my plans, which they have approved.

Mr. Taylor asked will the permit be issued in the district's name?

Mr. Hadden stated the permit will be issued in CCUA's name. I will write it up again, I can't find the document I had. DEP is asking for the CDDs authorization and permission to have Vallencourt construct these two pipes in land that the CDD owns.

Mr. Vincent stated it is just a paper trail. The easement is in place and they wouldn't be dealing with this unless there was a diameter issue.

Ms. Buchanan stated that is fine.

Mr. Hadden stated I will write something up and send it to Katie, Jim, Dean and the board and if anybody has any objection let me know.

Mr. Vincent stated the 16" pipe along Tynes Boulevard is going to go north to an offsite location through an easement that we are going to provide too. This permit is just associated with the contracts we already let for the 16" pipes. DEP is wanting the CDD to acknowledge that they are in agreement that Clay Utility can install a 16" line at the location within that easement because they would not need that if it was a 10" pipe. We can send them copies of the executed contract and that should demonstrate the fact that we are in agreement with it because we executed the contract for it.

Ms. Buchanan stated that's fine. Who is going to draft the authorization?

Mr. Hadden stated I will, I have a form from DEP that they like. I will draft that and send it out for everybody's review and blessing and when it is appropriate you can put it on Armstrong letterhead and they don't care who signs it.

Mr. Perry stated as district engineer it is in accordance with your plans already so sign it as district engineer.

**C. District Manager**

There being none, the next item followed.

**D. Tynes Boulevard Project Administrator**

Mr. Vincent stated I received change order no. 1 on Tynes Boulevard Way, which was totally expected having to deal with the signal modification, it is an item we had already budgeted. I received it yesterday so we are still processing it and getting feedback from the county and others and I will bring that next month.

The change order is not only a monetary amount for the signalization at the intersection at Oakleaf but it is also an extension of time on 1A, basically hurricane related because the notice to proceed was issued three days before the storm hit and they came to me and said we really need a little time. I will pass out drafts of the revised schedule but essentially all this does is have completion of Tynes Boulevard Way, which is to the roundabout having final completion of August 31, instead of July 31. It also shows no change in the schedule for 1B.

**SEVENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Taylor stated Liam O'Riley just joined Greenpointe and I would like to have him have some authority to act on behalf of Greenpointe in reference to Armstrong District, being able to call people for information. I think you suggested he could be a project admin.

Ms. Buchanan stated right, it would be something similar to what Dean is doing for Tynes Boulevard, a similar agreement. The only open item is the amount that you want to pay him. Do you have that information?

Mr. Taylor stated I do not at this time; I will get back with you on that.

Ms. Buchanan stated this is something that you pay for out of bond proceeds so ultimately it will come out of the project cost.

Mr. Taylor stated at this point it would be zero compensation.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor staff was authorized to prepare a project administration agreement with Greenpointe using the same framework as the East/West Partners agreement.

**EIGHTH ORDER OF BUSINESS**

**Financial Statements as of December 31, 2017**

Mr. Perry stated the financial statements are included in your agenda package and they are the balance sheet as of December 31, 2017, combined balance sheet with the general fund, debt service funds and capital projects. I had a discussion with Supervisor Taylor before the meeting and in regard to the reserve for capital projects under capital projects we are going to break out under the liability sections how much is available from the bond funds and for Tynes Boulevard to give clarification. Keep in mind under page 4 we do have the capital projects for Tynes but the amounts that are applicable there along with page 5 for the A and B Bonds, the 2017 Series combined. It will break it out a little bit more on the balance sheet.

**NINTH ORDER OF BUSINESS**

**Consideration of Funding Request No. 18 (General Fund)**

On MOTION by Mr. Taylor seconded by Ms. Ayers with all in favor funding request no. 18 from the general fund in the amount of \$5,543.62 was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Funding Request No. 13 & No. 14 (Construction Fund)**

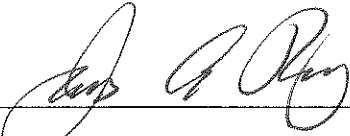
On MOTION by Ms. Ayers seconded by Mr. Taylor with all in favor funding requests 13 in the amount of \$163,604.96 and 14 in the amount of \$170,277.66 from the construction fund were approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 03/7/18 at 3:30 p.m. at the Eagle Landing Sales Center**

Mr. Perry stated our next scheduled meeting is March 7, 2018 at 3:30 p.m.

On MOTION by Ms. Ayers seconded by Mr. Arrowsmith with all in favor the meeting adjourned at 3:54 p.m.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson