

Minutes of Meeting  
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Wednesday, June 7, 2017 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

Also present were:

James Perry	District Manger
Katie Buchanan	District Counsel (by telephone)
Keith Hadden	District Engineer
Dean Vincent	East West
Mike Taylor	Greenpointe

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the May 10, 2017 Meeting**

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor the minutes of the May 10, 2017 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Presentation of Engineer's Report**

Mr. Perry stated included in your agenda package is a copy of the engineer's report dated January 11, 2017 prepared by Hadden Engineering. It is a pretty standard engineering report going through the various infrastructure under consideration for construction by the district.

Mr. Hadden stated it covers things that we normally cover as far as the utilities, stormwater system, landscaping, entry features, neighborhood parks, amenity center that type of thing along with all the permits that are in place and that type of thing.

Ms. Buchanan asked just to verify Keith's report is consistent in that it only addresses the assessment area, right, rather the entire boundaries?

Mr. Hadden stated it does not include any of the commercial or multi-family it only includes the single-family.

**FIFTH ORDER OF BUSINESS**

**Presentation of Assessment Methodology**

Mr. Perry stated the assessment methodology report was prepared by Governmental Management Services dated June 7, 2017 and this report basically takes the engineering report and the costs associated with that, projects a financing program and then allocates based upon the benefit of the single-family homes and development program currently planned spreads the debt and the anticipated assessments against that. This is the start of the assessment process. There are a couple items we still have to complete on this, the major items are the exact acreage related to the single family parcel along with a legal description and map. I think the map we have depicts that but we don't have it tied down as to the legal description.

Mr. Hadden stated we have it tied down to two parcels that Greenpointe is buying called the north parcel and the south parcel and we have legals for both of those and the reason we did that is Tynes separates them. I do have those and will provide them to you.

Mr. Perry stated that is fine as long as we have the description of that assessment area. This assumes that bonds would fund all of the construction, which is not going to be the case but this will set out the maximum benefit related to those single-family homes.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-04  
Declaring Special Assessments**

Ms. Buchanan stated this is our standard resolution that we use to impose assessments, it kicks off the assessment process and declares the district's intent to levy the same. It incorporates the improvement plan as an exhibit, it identifies that it is in the best interests of the district to pay for the cost of improvements through issuance of bonds and special assessments and makes a determination of benefit. We will use the numbers that are in Jim's report to complete this and as Keith and Jim identify the estimated cost of improvements we will fill in

that number and the assessments will generate more than the amount of what the project will be because it includes the principal and interest as well. The manner in which the assessments are apportioned are set forth in Jim’s report, which is attached as Exhibit B and the assessments will be levied on all the lands, which benefit from the improvements. The assessments will not run for more than 30 annual installments that are going to be generally payable in the same time and place as we collect taxes. Once we have the legal description attached that will be the preliminary assessment roll and it will be included with Jim’s report and then it directs district staff to provide the notice that is required to commence the assessment process. Essentially this is our kick off resolution this means we want to move forward and it incorporates both the engineer’s report and assessment methodology reports as the basis for our process.

On MOTION by Ms. Klock seconded by Ms. Ayers with all in favor Resolution 2017-04 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-05 Setting a Public Hearing Date to Adopt Special Assessments**

Ms. Buchanan stated this resolution sets the assessment hearing date and we need to find an appropriate date if we anticipate the property is going to change ownership at the end of July then I suggest that we have the assessment hearing shortly thereafter.

Mr. Perry stated we have a scheduled meeting date of August 2.

Ms. Buchanan stated if the closing slips we can open this hearing and continue it until closing is finalized.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor Resolution 2017-05 setting the public hearing for August 2, 2017 at 3:30 p.m. was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of REQ for CEI Services for Tynes Boulevard Extension**

Mr. Hadden stated the first time we advertised for these services we had no responses we re-advertised and received one response. Luckily it is a very good firm, very well known, and one of the two previously approved by Clay County to do CEI on subdivisions. I request that you authorize myself or Dean and I to meet with them. We may want to wait until the bids come

in so that we have a better idea of construction time and construction cost but we are going to have to meet with them and set up parameters of their work effort on a daily basis, weekly basis, and get a price for that.

Mr. Arrowsmith asked do we have the capability legal or otherwise to reach agreement with these guys and extend that to 1B and 2 without having to go through this process?

Mr. Vincent stated Katie said because we advertised for 1A we have to come back and advertise for 1B and 2. The reality is when we sit down and get a fee we will have the costs for 1A and 1B and 2 and we can use that as a budget plus given that we don't know right now whether the county is going to hold ----- and we will be able to accelerate that ----- . It is probably okay in the fact that we need to come back and re-advertise given the slippage of time.

Ms. Buchanan stated I think technically we advertised for inspection services for Tynes Boulevard Extension but then someone asked the question is this for the entire extension or just a separate phase and we said in our clarification that it was for 1A. That being said the person that asked the question is the person who submitted the proposal. Technically we have the ability to extend it if we like.

Mr. Arrowsmith stated we used to do similar things with extending unit costs for a second or third part of a project rather than going through the whole process again.

Ms. Buchanan stated technically the next step is to rank ETM as no. 1 and authorize the chairman and district staff to attempt to negotiate an acceptable agreement with them. Assuming we can we will get the agreement executed. There is no rush so we can wait until we are further along on the project to actually do those negotiations.

Mr. Vincent stated they have to establish the cost so it will have to be done between receiving the bids on the 10<sup>th</sup> and 7/31.

On MOTION by Ms. Klock seconded by Ms. Ayers with all in favor ETM was ranked no. 1 for CEI services for Tynes Boulevard Extension and the chair and staff were authorized to negotiate a contract for those services.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Buchanan stated we have submitted the notice for the Phase 1 site work and I want everyone to think about what we might need to do before our next meeting because there is a track here and I would hate to miss anything.

Mr. Hadden stated the reason Dean and I talked about meeting on the 13<sup>th</sup> is we are opening bids on the 10<sup>th</sup> for Tynes and on the 12<sup>th</sup> for Gray Hawk. The 13<sup>th</sup> doesn't work for you but the reason we were saying that is that maybe we don't need to award Gray Hawk on the meeting of the 12<sup>th</sup> or the 13<sup>th</sup>.

Ms. Buchanan stated that is something that Mike and Dean can weigh in on whether you want to award it that soon or you just want to get an idea of the budget.

Mr. Hadden stated okay, obviously we want to award Tynes but that way Mike will have the costs for Gray Hawk and they can do their thing and we can award that at the August meeting or call a special meeting if we need to.

Mr. Vincent stated the Tynes Boulevard 1 Plat we don't know when it is coming in but it will need to be signed by the chairman. Is that something the chair can do without a motion?

Ms. Buchanan stated generally not. Did we do a resolution to authorize the chairman to execute real estate documents between meetings?

Mr. Perry stated I'm thinking we did.

Ms. Buchanan stated I will look now and if that is the case then he already has the authority to do that. I don't see it on the website. If the board would like to give that authority to the chairman then we can. I will read a resolution into the record.

Essentially it is a resolution of the board of supervisors granting the chairman the authority to execute real and personal property conveyance dedication documents, plats and other documents related to the development of the district improvements and it approves the scope and terms of such authorization. It goes through our standard whereas clauses then indicates the district has adopted the engineer's report, which may be amended and that in connection with the improvements in the engineer's report it may be necessary to obtain permits and approvals from local governments for construction operation of improvements and the district may be required to accept, convey or dedicate real interest including but not limited to easements, plats, dedications, ----- for infrastructure improvements. To facilitate the development of the improvements the district desires to authorize the chairman to approve the

permits and conveyances subject to the district engineer and district counsel agreeing that it is consistent with the improvement plan and necessary for the development improvements.

With that being what the resolution accomplishes the actual resolution itself just provides that the recitals are incorporated and that the chairman of the district's board is hereby authorized to sign, accept or execute permits and conveyances as ----- above, the vice chairman, secretary and assistant secretary are hereby authorized to countersign any permits, or to sign such permits in the chairman's absence. ----- is subject to the district engineer and district counsel's review and approval.

If you would like to adopt that Jim can give you a number and we will follow-up with a written version.

On MOTION by Mr. Arrowsmith seconded by Ms. Ayers with all in favor Resolution 2017-06 was approved.

Mr. Vincent asked Katie do you recall my email the other day about the interlocal agreement is executed with Armstrong Ventures and the CDD is building the road. We need a hold harmless against the responsibility to construct the road.

Ms. Buchanan stated let's clarify what we typically do. Generally we use these funding agreements in instances where the developer is constructing the road and the district once the developer's indemnification and responsibility in this instance it is the district that is developing the road so are you asking that the district indemnify the developer?

Mr. Arrowsmith stated no, the developer indemnifying the district, that the district will have no financial responsibility.

Ms. Buchanan stated what we contemplate is a funding agreement, which ensures that should the county's funding not be sufficient or complete the developer will have the obligation to make the district whole.

Mr. Vincent stated that is what the developer has currently with the county.

Mr. Arrowsmith stated that gets back to exactly what I told South Village when we proposed this originally that we needed to use them as a vehicle but they would have no financial liability involved in it and this is the same thought process.

Ms. Buchanan stated I have that on my "to do" list. At this point we have had engineering costs but the county has been funding those out of their initial deposit. I propose

that rather than try to approve something in substantial form without having a document that we bring that back in July and we will get it approved prior to the point that we authorize any actual construction work that will actually incur a lot of money.

Mr. Vincent stated I agree I just wanted to make sure that we bring it to the 7/12 meeting because technically I think it would need to be in place before the 7/30 closing.

**B. District Engineer**

Mr. Vincent stated we did have the pre-proposal meeting here and we had tremendous turnout by contractors compared to the CEI we had 10 general contractors here. Hopefully that translates into good numbers.

Mr. Hadden stated while I knew I had to appear and it was advertised for Tynes I brought the Tynes 1 and 2 plans. I also brought the Gray Hawk plans and the reason was in the Armstrong CDD Phase 1 infrastructure notice nine out of nine people I talked to thought that was Phase 1 of Tynes and not Gray Hawk so I said we are doing two things at the same time. I sent everybody who was here and three that were not here that have contacted me since all the bid documents for Gray Hawk and Tynes and the soil reports and all that kind of stuff. We are having a lot of very good response. That was the reason when you and Mike were talking about having a pre-bid conference for Gray Hawk I said we can if you want to that is fine but yesterday we had enough turnout and everybody that I have been sending Tynes plans to I am also sending Gray Hawk.

Mr. Vincent stated for the record let me state that I did an informal poll of the people here and less than 25% saw the advertisement in Clay Today. The reason we had the turnout is someone other than the district engineer made some phone calls.

Ms. Buchanan stated I always encourage you to provide the notice to the people you think would be a good contender. To sum it up, we are not going to schedule a pre-bid meeting?

Mr. Hadden stated I have some drawings for Mike and he and I are going to talk after this meeting is over and I don't think there is a need for one but we will talk about it. I like the form that you sent me I put those out there too and I have had a couple people fill that out and send it back to me.

Mr. Taylor stated even though we call for bid receipts on June 20<sup>th</sup> the district engineer is sending out an addendum to extend it from 6/20 to 7/10.

Mr. Hadden stated we told everybody that yesterday but we are sending that out to everybody who has responded as well. I will be here on the morning of the 20<sup>th</sup> in case anybody drops off a package and I will tell them to take it back and bring it back to us on the 10<sup>th</sup>.

**C. District Manager**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS                      Supervisor's Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS              Financial Statements as of April 30, 2017**

Mr. Perry stated next is the financial statements which include the balance sheet as of April 30, 2017, statement of revenues and expenditures for the general fund and also the capital projects fund for the Tynes Boulevard project.

**TWELFTH ORDER OF BUSINESS              Consideration of Funding Request No. 10**

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor funding request no. 10 from the general fund in the amount of \$5,596.31 was approved.

**THIRTEENTH ORDE OF BUSINESS              Consideration of Funding Request No. 5**

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor funding request no. 5 from the construction fund in the amount of \$9,027.60 was approved.

Mr. Perry stated I also have for consideration on the construction project an invoice from Hadden Engineering for \$22,819.44 and that is related to Tynes Boulevard also.

On MOTION by Ms. Klock seconded by Ayres with all in favor the invoice #5641 from Hadden Engineering for Tynes Boulevard in the amount of \$22,819.44 was approved.

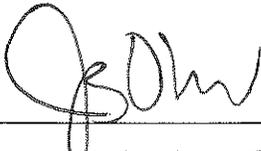
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Armstrong CDD

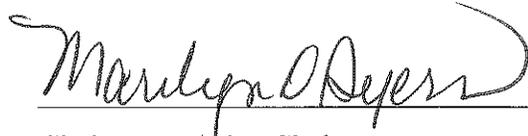
**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – 07/12/17 at 1:00 p.m. at the Eagle Landing Sales Center**

Mr. Perry stated our next scheduled meeting is going to be July 12, 2017 at 1:00 p.m. at this location.

On MOTION by Ms. Ayers seconded by Ms. Klock with all in favor the meeting adjourned at 4:08 p.m.



Secretary/~~Assistant~~ Secretary



Chairperson/Vice Chairperson