

Minutes of Meeting  
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, May 2, 2019 at 3:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Mike Taylor	Chairman (by telephone)
Grady Miars	Vice Chairperson (by telephone)
Liam O'Reilly	Supervisor
Blake Weatherly	Supervisor
Rose Bock	Supervisor

Also present were:

James Perry	District Manger
Katie Buchanan	District Counsel (by telephone)
Keith Hadden	District Engineer
Greg Kern	Greenpointe (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 April 4, 2019 Meeting**

On MOTION by Ms. Bock seconded by Mr. Weatherly with all in favor the minutes of the April 4, 2019 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Landscape Proposals for Tynes Boulevard/Amenity Center/Parks**

Mr. Perry stated we received four proposals, one from Brightview, one from Tree Amigos, one from VerdeGo and one from Sitex. I have hard copies if you want them, I know they have been sent electronically along with a summary sheet of the costs associated with each of those proposals. Brightview was approximately \$68,000 for both common area costs and the amenity center combined, Tree Amigos was right at \$82,000, VerdeGo was at \$96,000 and Sitex was at \$148,000.

Mr. O'Reilly stated I started going through these as I'm sure some of the other board members did and haven't been through all of them and I would like a little more time to go through them, work with staff to compare to make sure the bids are level to ensure everyone complied with each of the categories.

Mr. Perry stated we will defer this until the next meeting.

Ms. Bock asked is Tree Amigos still doing the maintenance?

Mr. O'Reilly stated at the last meeting the CDD was able to get a temporary contract with Tree Amigos to hold us over until we got the permanent contract and that was for three months total but it is a month one renewal so we have time to review the proposals. They will continue to maintain until we tell them otherwise.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2019-06 Approving the Proposed Budget for Fiscal Year 2020 and Setting a Public Hearing Date for Adoption**

Mr. Perry stated Resolution 2019-05 approves the proposed budget and sets the public hearing date for adoption. This is the first budget we will include the amenity center and a lot of the field costs. We are asking that you defer this until the next meeting and start the process at that time to give staff a little more time with the developer to shore up some of the numbers.

Mr. O'Reilly stated we will have landscape proposals and we can put in real numbers. Deferring to the next meeting is probably the best thing to do.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Change Order no. 9-11 with Scherer Construction**

Mr. Perry stated change order 9-11 with Scherer Construction are included in the agenda package.

Mr. O'Reilly stated for the board's benefit this would be a change order to the GC's contract, Tree Amigos is the landscape installer for the amenity center and in addition to landscaping the amenity center they will also landscape the three pocket parks that are located in Phase 1. The pricing is in line with the schedule of values of the current contract.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor change order 9-11 with Scherer Construction in the amount of \$66,994.40 was approved.

#### **Change Orders 10 & 11**

Mr. O'Reilly stated change order no. 10 is a credit removing flooring for the fitness center. The fitness provider will be providing that flooring so this is to remove it from the Scherer Construction contract.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor change order no. 10 to remove the flooring from the contract with Scherer Construction contract was approved.

Mr. O'Reilly stated change order no. 11 is to add low voltage wiring to the amenity center contract. The original bid out to the GC's there was a gap in the scope and did not include an access control, card readers and lighting and low voltage wiring. This would be a change order to add that scope into their contract.

Mr. O'Reilly moved to approve change order no. 11 to add low voltage wiring to the contract with Scherer Construction and Mr. Weatherly seconded the motion

Mr. Taylor asked did we talk about this in a previous board meeting?

Mr. O'Reilly stated there may have been discussion about adding this and getting the change order from the GC but to my knowledge we didn't actually receive any numbers back. I think we were just exploring it and this is the product of that exploration.

Mr. Kern stated I don't recall it being discussed at a previous meeting but I think we discussed the change and we collected a handful of proposals and the contractor said it would be change ordered into the contract.

On voice vote with all in favor the motion was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Change Order from Jr. Davis Construction Company, Inc.**

Mr. O'Reilly stated this change order is for the amenity center work. Based on feedback from the CCUA the engineering plans had some revisions that added some water lines and reclaimed lines that modified the scope of work.

On MOTION by Mr. O'Reilly seconded by Ms. Bock with all in favor change order from Jr. Davis for the Greyhawk Amenity Center additional water service items in the amount of a net increase of \$3,461.00 was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Proposal and Payment Schedule with Sofitco**

Mr. Perry stated the proposal for payment with Sofitco is included in the agenda package, a 30% down payment and the balance was \$1,415.21 over 48 months. I believe that is consistent with what was previously discussed. The initial payment has been made and I would like a motion to ratify that action.

On MOTION by Mr. O'Reilly seconded by Mr. O'Reilly with all in favor 30% (\$24,363.58) down payment was ratified.

**NINTH ORDER OF BUSINESS**

**Ratification/Consideration of Requisitions**

Mr. Perry stated included in your agenda package are requisitions no. 060 through 065.

Mr. Hadden stated that would be ratification on requisitions, 61 for Basham & Lucas, Jr. Davis, 62 for Jr. Davis, 63 for Sofitco and 64 is for Scherer and 65 is Eiland & Associates.

Mr. O'Reilly stated that is ratification on Basham & Lucas, Jr. Davis, and Scheerer, and 61, 62 and 64 are all the previous month's pay apps for the amenity center and have been reviewed

by the architect and the engineer. Sofitco is the deposit and Eiland is the surveying services to stake out the entry monument.

On MOTION by Mr. O'Reilly seconded by Mr. Taylor with all in favor requisition 060 was ratified and 061 - 065 were approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. O'Reilly stated I would like to ask the board to authorize staff to work on a request for qualifications for a new CDD engineer.

Ms. Buchanan stated essentially it just requires a 14 day notice so there are statutory requirements in the CCNA that requires it be a no price solicitation and if the board is okay to weighing the statutory criteria equally then we would publish between meetings a request for proposals to come back at your next board meeting. The proposal would be the standard form request for qualifications.

Mr. O'Reilly stated to clarify, our current CDD engineer would remain on. Obviously, there is work still going on at the amenity center and other things. We want to make sure to keep him in place.

Ms. Buchanan stated you can have multiple engineers and have work authorizations specific to projects.

On MOTION by Mr. O'Reilly seconded by Ms. Bock with all in favor staff was authorized to move forward with the engineering RFP process and have submittals available to the board at the next meeting.

**B. District Engineer**

Mr. Hadden asked Jim will you check in last month's CDD meeting a requisition for money for me around \$8,000 and as of today it has not been received.

Mr. Perry stated I will check.

**C. District Manager – Report on Number of Registered Voters (4)**

**1. Deficit Funding Request no. 4**

Mr. Perry stated deficit funding request no. 4 is in the amount of \$573,162.54 and is consistent with the requisitions that were just approved. We have depleted all the construction funds and it is now under developer funding.

On MOTION by Mr. O'Reilly Seconded by Ms. Bock with all in favor deficit funding request no. 4 in the amount of \$573,162.54 was approved.

## **2. Report on Number of Registered Voters**

A copy of the letter from the supervisor of elections indicating there are 4 registered voters residing within the district was included in the agenda package.

### **D. Tynes Boulevard Project Administrator**

Mr. Hadden stated it is moving along okay, we waited about 30 days waiting for Clay Electric to get their conduits in the ground and they seem to be close to being finished and we will get Vallencourt back in to do the sidewalk.

Mr. O'Reilly stated I received a call today from Comcast. Apparently the county is requiring Comcast to move their infrastructure somewhere along Royal Pines Drive, stuff that is already in the ground. I don't know if they are allowed to do that since it is already in the right of way.

Mr. Hadden stated Comcast always puts their stuff in the same place. Why are we now moving it?

Mr. O'Reilly stated I was asked that maybe you work with the project administrator. Our preference would be to leave it where it is because they are going to damage irrigation and stuff. You can work with Dean and the county.

Mr. Hadden stated send me the email so that I can reach out to the right people at the county.

Mr. Taylor asked where do we stand with Teco?

Mr. O'Reilly stated they do not have a permanent line they are very close from what I was told last time but I can get an update for the next meeting.

May 2, 2019

Armstrong CDD

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Financial Statements as of March 31, 2019**

A copy of the financials was included in the agenda package.

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Funding Request No. 33  
(General Fund)**

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor general fund funding request no. 33 in the amount of \$10,048.96 was ratified.

**FOURTEENTH ORDER OF BUSINESS**

**Ratification of Funding Request No. 31  
(Construction Fund)**


On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor construction fund funding request no. 31 in the amount of \$28,797.43 was ratified.

**FIFTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 06/06/19 at 3:30  
p.m. at the Plantation Oaks Amenity Center**

Mr. Perry stated our next scheduled meeting is going to be June 6, 2019 at 3:30 p.m. at this location and at that time we will have the budget and RFQs for the engineer and landscape.

On MOTION by Ms. Bock seconded by Mr. O'Reilly with all in favor the meeting adjourned at 3:52 p.m.

  
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Secretary/Assistant Secretary  
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Chairperson/Vice Chairperson