

Minutes of Meeting
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, July 11, 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:

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)
Zach Brecht	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.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the June 6, 2019 Meeting

On MOTION by Ms. Bock seconded by Mr. O'Reilly with all in favor the minutes of the June 6, 2019 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

Consideration of Agreement with England Thims & Miller for District Engineering Services

Mr. Perry stated we have a copy of the agreement for signature today. We would need approval in order to finalize that agreement.

On MOTION by Mr. O'Reilly seconded by Ms. Bock with all in favor an agreement for continuing engineering services with England Thims & Miller was approved.

FIFTH ORDER OF BUSINESS

Consideration of Phase 2 & 3 Construction Easement

Mr. Perry stated item five is consideration of Phases 2 & 3 construction easement. There is a copy of that included in your agenda package.

Ms. Buchanan stated this is to move forward with the contract for Phases 2 and 3, that property is currently still owned by the developer and similar to what we did in Phase 1 construction access easement it will be the same form the developer's counsel previously reviewed and approved and it will be self-terminating so that once the area is platted it will not create problems with that title work.

On MOTION by Mr. Weatherly seconded by Mr. O'Reilly with all in favor the grant of a temporary construction easement in Phase 2 & 3 was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Construction Funding Agreement for Phase 2 & 3 Sitework

Mr. Perry stated item six is a standard form agreement for the construction funding agreement for Phase 2 and 3 site work with Greyhawk Venture LLC.

On MOTION by Mr. O'Reilly seconded by Ms. Bock with all in favor construction funding agreement for Phase 2 & 3 sitework with Greyhawk Venture, LLC was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2019-07 Designating Public Hearing Date to Adopt Policies and Rates Regarding District Amenity Facilities

Mr. Perry stated next is consideration of Resolution 2019-07 designating a public hearing date to adopt policies and rates regarding district amenity facilities. We are looking to have the

hearing on September 12, 2019 at our regular meeting. I do have a draft of the amenity policies here and we are also setting rates and fees for non-residents. There is still some review and revision and I ask that you approve the draft amenity policies and rates in substantial form. Between now and September 12th public hearing we will have a finalized version.

Ms. Buchanan stated take a last look on the rates because we cannot increase them once we advertise them.

Mr. Perry stated the rates that are prescribed are non-resident annual user fee of \$3,000 and that is consistent with this area. The pavilion rental fee is \$250 for four hours, \$75 for each additional hour, card replacement fee is typical at \$25 along with the mailbox fees and relocking.

Ms. Bock asked what is the mailbox fee?

Mr. Perry stated the replacement fee for a key is \$30 and the lock replacement would be \$90.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor Resolution 2019-07 was approved in substantial form.
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EIGHTH ORDER OF BUSINESS

Consideration of Amenity Facility Policies

Mr. Perry stated item eight goes with what we just discussed.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor the amenity facility policies were approved.
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NINTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2018 Audit Report

Mr. Perry stated next is acceptance of the fiscal year 2018 audit report. On the bottom of page 1 is the opinion letter, it is a clean opinion and what you would expect to see. We have never had other than clean opinions for this district. You go through the financials and footnote disclosures then on page 23 is the report on internal control and they did not find any material weaknesses. On page 25 is a confirmation in regard to the rules of the auditor general that the depository accounts used by the district are in accordance with the guidelines set up by the state. On page 27 is the reports to management, there are no audit recommendations in the prior year or in the current year and there are six items in regard to conformity to the rules of the auditor general.

Nothing to give concern to the board, it is a clean report and has been submitted to the state and this is acceptance.

On MOTION by Mr. Weatherly seconded by Ms. Bock with all in favor the fiscal year 2018 audit was accepted.

TENTH ORDER OF BUSINESS

Ratification/Consideration of Requisitions

Mr. Perry stated you have a separate handout, a number of these have just been added to the list from the list that was previously circulated, and they total \$386,918.02.

On MOTION by Ms. Bock seconded by Mr. O'Reilly with all in favor the requisitions totaling \$386,918.02 were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

There being none, the next item followed.

C. District Manager – Deficit Funding Request No. 6

Mr. Perry stated deficit funding request no. 6 was modified to reflect all the current requisitions.

On MOTION by Ms. Bock seconded by Mr. O'Reilly with all in favor deficit funding request no. 6 in the amount of \$386,918.02 was approved.

D. Tynes Boulevard Project Administrator

Mr. Perry stated the project administrator is not here today, he did send an email update.

Mr. O'Reilly stated in summary the Tynes Boulevard 1B and Phase 2 substantial completion is scheduled for August 8th and final completion on September 7th. Assuming that goes as scheduled the roadway would be opened on September 7th.

TWELFTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Financial Statements as of May 31, 2019

A copy of the financial statements was included in the agenda package.

FOURTEENTH ORDER OF BUSINESS Consideration of Funding Request No. 35 (General Fund)

Mr. Perry stated this was pointed out a meeting or so ago and we will make that change, it didn't flow through this month but at the top it says East West Partners and we will change that to Armstrong Ventures, LLC and instead of Greenpointe, Greyhawk Ventures, LLC. It does allocate the costs relative to the two entities and the total is \$24,187.45. A lot of that is related to utilities and so forth.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor funding request no. 35 from the general fund was approved.

FIFTEENTH ORDER OF BUSINESS Consideration of Funding Request No. 33 (Construction Fund)

Mr. Perry stated funding request no. 33 out of the construction fund is related to Tynes Boulevard and that totals \$73,200.46.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor funding request no. 33 from the construction fund was approved.

Appointment of Officers

Mr. Perry stated we did have one open item. We wanted to address potentially changing the officers and currently the changes would be to change the chair and vice chair positions and the other positions would remain the same.

On MOTION by Mr. O'Reilly seconded by Mr. Weatherly with all in favor Mr. O'Reilly was appointed chairman, Mike Taylor was

appointed vice chairman and Mr. Miars was appointed assistant secretary.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – 08/08/19 at 3:30 p.m. at the Plantation Oaks Amenity Center

Mr. Perry stated our next scheduled meeting is August 8, 2019 at 3:30 p.m. at this location.

Ms. Buchanan stated the next meeting is our public hearing and if we need mailed notice this year, I will need that information by Monday.

Mr. Perry asked are you talking about the assessments?

Ms. Buchanan responded yes.

Mr. Perry stated my understanding is that we were moving forward with assessments.

Ms. Buchanan stated I think the question would be to notice it in time we need to work it out between now and Monday.

Mr. O'Reilly stated that is what I propose, between now and Monday in order to have enough time to notice the revised numbers versus the numbers we have today.

Mr. Perry stated we will have to have it finalized no later than Monday to mail out.

On MOTION by Ms. Bock seconded by Mr. O'Reilly with all in favor the meeting adjourned at 3:45 p.m.


Secretary Assistant Secretary


Chairperson/Vice Chairperson