

Minutes of Meeting  
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, October 14, 2021 at 3:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Liam O'Reilly	Chairman by telephone
Mike Taylor	Vice Chairman
Blake Weatherly	Supervisor
Rose Bock	Supervisor

Also present were:

Marilee Giles	District Manger
Katie Buchanan	District Counsel by telephone
Alex Boyer	Armstrong CDD Facility Manager
John Fraizer	Tree Amigos
James Subers	Viewpoint Security
Aaron Scenarios	Viewpoint Security
Jose Lopez	Resident

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 3:30 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Lopez stated in the minutes of the last meeting they put me down as Mr. Rivera. I would like to find out any follow-ups on maintenance items that were supposed to be done.

Ms. Giles stated Alex is going to cover maintenance.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the September 9,  
2021 Meeting**

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On MOTION by Mr. Weatherly seconded by Ms. Bock with all in favor the minutes of the September 9, 2021 meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Ratification of Engagement Letter with Berger, Toombs, Elam, Gains & Frank**

Ms. Giles stated Berger Toombs Elam Gaines & Frank was selected through the RFP process in September 2020. They will audit the district’s financial statements and examine the district’s compliance with Florida Statute 218. Their fee for this year is \$3,910.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2021 audit in the amount of \$3,910 was ratified.

**FIFTH 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 – Clay Community Connect**

Ms. Giles stated thanks for letting us switch to iPads. GMS paid for the iPads and that cost was not pushed down to the residents.

Last time we spoke we talked about an opportunity with the Clay County Sheriff’s Office called Clay Community Connect. The cameras we have are not compliant with the John McCain Act; they are good cameras but cannot be used with Clay Community Connect.

**D. Facility Manger**

**1. Report**

Mr. Boyer stated as discussed at the last meeting Michelle is supposed to be your point of contact. She was unable to be here today so I am subbing again.

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At the last meeting you asked that the vendors show up so you could ask questions. Let's take landscaping first since it is not part of the actual agenda.

Mr. Taylor stated we have one resident here today and I know there were some maintenance items required for the passive parks in Phase 2. Have you addressed those in the pocket parks?

Mr. Fraizer responded yes, we have.

Mr. Taylor asked can you confirm if the irrigation is working properly in those areas?

Mr. Frazier responded all the pocket parks have irrigation on the turf and plant material and I personally went around and checked them myself at the beginning of this week.

Mr. Boyer stated where we are having the irrigation issues are the strips between some lots that is considered to be district property that does not have irrigation and we are hoping the lots besides them will give them enough water. The other issue was to deal with the landscape that were actually on lots that back up to the roundabout. We have been working with the lot owners, which is the builders right now to address that.

## **2. Monthly Quality Inspection Report**

Ms. Giles stated in the agreement there is a monthly quality inspection report and we are asking that Michelle drive around once a month with the landscape company and provide an inspection report for the meetings. I think that will help the residents and the board to see what is really going on with the landscaping. There is a punch list and by the time the meeting rolls around some of those punch list items will already have been resolved. At least it shows everyone that we have that relationship with the landscape company, and we are communicating to them the issues the residents may see.

Mr. Taylor stated it might be helpful to have a section on what they can expect in the next month or next 60 days.

Mr. Fraizer stated a forecast of what we will be doing.

## **3. Proposal with View Point Security**

Mr. Taylor stated from my notes at the last meeting there was resident concern about continuing vandalism and people having authority to approach people onsite and making people who are not residents, leave the premises. Are you encountering people from outside the community coming into the facility and how do you address that?

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Mr. Scenarios stated I'm supervisor for Greyhawk and Eagle Landing and when we see that on our shifts, we approach that, we give legitimate directives to leave the property and we have had 100% compliance when we are on shift. As to vandalism, things that are broken as far as integrity we notate that and report it to the owner of our company and to Mr. Boyer as well and those things are addressed.

Mr. Boyer stated the proposal is for the same number of hours as we had the last fiscal year and they are proposing no increase for this fiscal year. We have a couple items we need to tweak before we sign.

Mr. O'Reilly stated some comments received at the last meeting was that they were spending time in the office and maybe not doing the amount of rounds that they were anticipating and they were having issues that were not being addressed by the guard. Now is the time to address any quality issues.

Mr. Boyer stated they have implemented an hourly report and the report says where they are checking in but it does give a time stamp of when they checked in at the pool, the basketball court and those sorts of things. From what I see, they do hourly reports but it shouldn't take them the full hour to walk the premises. There is some perception of downtime when they are in the office versus out more on the grounds.

Mr. Subers stated communication is key not only from property management but from the residents.

Mr. Boyer stated I will get with you on the items that the accountant wants changed and the verbiage to be changed.

<p>On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the proposal was approved in substantial form subject to proposed changes by the accountant and district counsel.</p>
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#### **4. Proposal with Security Engineering & Design, Inc.**

Mr. Boyer stated also we had a conversation about getting key fob access to the restrooms so that only residents may enter the restrooms and hopefully that will cut down on people jumping the fence. We have a proposal from Security Engineering & Design, Inc. to install 2-card readers and locks in the total amount of \$2,265 and get it uploaded into the computer software. This is the same company that installed everything else so it is a simple addition.

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On MOTION by Ms. Bock seconded by Mr. Weatherly with all in favor the proposal from Security Engineering & Design, Inc. in the amount of \$2,265 was approved.

Mr. Boyer stated at the last meeting we talked about the janitorial services not meeting the residents' expectations and we put together a more thorough scope of what the district is currently asking of the janitorial service. We are not saying the company is or is not doing a bad job, we are saying we are putting the new scope of services out for everyone to bid. If you are agreed to what is currently written we will try to get bids back in the next 30-days so we can move forward with the new scope of services. We are doing more of a gradual approach so during the heavier season we are doing four-days a week cleaning and during the less heavy season we are going to three-days per week. We added verbiage to make sure the covered patio, the windows and that sort of thing are getting maintained and more thorough cleaning of the restrooms and gym.

Ms. Giles stated if you are okay with the language we can reach out to some local janitorial services since it is below the bidding threshold.

## 5. Vak Pak

Mr. Boyer stated this is basically continuing our preventative maintenance agreement for the same price.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor the proposal from Vak Pak for an extended warranty in the amount of \$350 quarterly.

Mr. Boyer stated next week the umbrellas are scheduled, we are working with the person with the developer so we are not charging the residents.

We are waiting to meet with TECO Gas, we want to make sure that the firepit is actually set up properly to light it. We cannot get a vendor right now to work on it until it is okayed by the gas company. I believe this is a construction punch list item that was supposed to have been fixed by the general contractor. We need to discuss how that is going to get paid in the future because this was something the general contractor should have fixed when they came out and redid the

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bowl the first time. All they did was put the new housing unit for the bowl itself they didn't make sure it was still functional.

Mr. Taylor stated document the repair invoice.

Mr. Boyer stated Michelle is working on a quote for the damage in the gym, it appears that someone inadvertently dropped a dumbbell into the side of the wall.

**SIXTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Taylor stated I know the rear gate on the pool when I went by it was not locking properly. Has that been fixed?

Mr. Boyer stated it has been fixed. We had to replace all the strike plates.

Mr. Lopez stated on the landscaping the three pallets that are left on the end of Heatherbrook in the bed area and it looks like property there but nobody owns it.

Mr. Boyer stated that is actually the builder's.

Mr. Lopez stated the builder would be Lennar.

Mr. Taylor stated I think you are correct.

Mr. Lopez stated the grass in front of the mailboxes that are right against the street on my side of the neighborhood is getting a lot of traction through that area and it is killing the grass. Is there a way to put rocks on that area or pavers so we are not having to resod or have an eyesore?

Mr. Taylor stated we can explore that. I will drive through there and see what it looks like.

Mr. Lopez asked access to the cameras, are we still talking about doing that so the front office can access the cameras and see it and not just to go through the feed?

Mr. Boyer stated when we hire our staff members we can discuss it at that point in time. There is not a feed in there so we would have to propose to the board to have it wired at that time and we will bring that to the board at that time.

Mr. Lopez stated feedback on security, phenomenal job. Usually when I have any issues, they are on it. I never had an issue with security. Prior to them I never saw them, but these folks are doing the job.

Lighting around the basketball court by the dog park area would be great, it is pitch black and we have been seeing a lot of snakes.

Mr. Boyer stated we will get some proposals for that and bring it back to the board.

Mr. Lopez stated the a/c in the bathrooms and front office are connected.

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Mr. Boyer stated the way it was designed is that it is on a motion sensor and as long as it picks up on sound or movement it kicks on after a period of time. The issue is it is normally about an hour after I've been in there that I start feeling the difference. The restrooms on the pool deck, other than on weekends there is not enough traffic to trigger it to come on. The unit has been looked at and everything is working and is functional, but it is all on a motion sensor not on a temperature gauge. If someone is in the bathroom and leaves in two minutes it doesn't kick on.

Mr. Lopez asked is that the same setup in the gym?

Mr. Boyer responded no, the gym is on a thermostat.

Mr. Lopez asked is there a way to change the one in the bathroom?

Mr. Boyer stated we would have to change it to a thermostat and that would be at the board's discretion.

Mr. Taylor stated it might be worth talking to the a/c contractor and putting in another fan that circulates the airflow. An option would be to get a proposal for a thermostat, it will increase the utility bills and that is something to be mindful of, but we don't want to create any adverse situation within that area.

Mr. Lopez stated there are no paper towel or soap dispensers in the main bathroom.

Mr. Taylor stated that is going to be part of the new janitorial service.

Mr. Boyer stated we tried to install the dispenser on the wall and it lasted about two weeks. Anything more permanent is going to become more of a construction project when we have to put it back in. Hopefully, we can do the janitorial contract and it will get replenished more often and the key fobs will hopefully cut down the vandalism if it is not residents doing it.

Mr. Taylor stated try the janitorial and key fobs first.

Mr. Lopez stated the gate between the tennis court and park, the spring is not working properly. The rain spouts.

Mr. Boyer stated it is an adhesion cover and is doing exactly what it is supposed to do, cover the cracks that don't work. I was waiting to see how that worked out before I did the others because I didn't want it to get ripped off. We have a problem because people use it as leverage to get on the roof.

Mr. Lopez stated we have an abundance of fire ants throughout the amenity center.

Mr. Boyer stated the stuff that is in the flower beds would be landscaping and we typically reach out to them, they address it and it moves. When it comes to the exterior building that is what

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we are adding to the janitorial for them to dust and clean. I have been spraying it once a month myself but that is not enough. Having an onsite person that kind of thing can get done faster.

Mr. Lopez stated they did maintenance on the curb in front of my house and it made it worse where they tried to fill the cracks. I sent Michelle an email about it and I haven't heard back.

Mr. Boyer stated I know we talked to Joe and Greg about this. The problem is instead of redoing the curb they are patching it and it is crumbling more.

Mr. Taylor stated let's follow-up with Joe.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of September 30, 2021**

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

**B. Check Register**

On MOTION by Ms. Bock seconded by Mr. Weatherly with all in favor the check register was approved.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 4, 2021  
at 3:30 p.m. at the Plantation Oaks Amenity  
Center**

Ms. Giles stated the next meeting is scheduled for November 4, 2021 at 3:30 p.m. in the same location.

On MOTION by Mr. Taylor seconded by Mr. Weatherly with all in favor the meeting adjourned at 4:19 p.m.

DocuSigned by:  
*Marilee Giles*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Liam O'Reilly*  
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Chairperson/Vice Chairperson