

ARMSTRONG

Community Development District

JANUARY 12, 2023

AGENDA

Armstrong
Community Development District
475 West Town Place
Suite 114
St. Augustine, Florida 32092
District Website: www.armstrongcdd.com

January 6, 2023

Board of Supervisors
Armstrong Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Armstrong Community Development District will be held Thursday, January 12, 2023 at 3:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

- I. Roll Call
- II. Public Comment (*regarding agenda items listed below*)
- III. Organizational Matters
 - A. Oath of Office for Newly Elected Supervisors
 - B. Canvassing & Certifying the Results of the Landowners Election, Resolution 2023-01
 - C. Appointment of New Supervisors to Fill Seats 3 and 4
 - D. Election of Officers, Resolution 2023-02
- IV. Approval of the Minutes of the October 13, 2022 Meeting
- V. Acceptance of the Minutes of the November 10, 2022 Landowner Meeting
- VI. Consideration of Resolution 2023-03, Amending the Records Retention Policy
- VII. Discussion of Revised Suspension and Termination of Access Rule and Motion to Set a Public Hearing Date for Adoption

- VIII. Consideration of Resolution 2023-04, Setting a Public Hearing Date to Adopt Towing and Parking Policy and Rule
- IX. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Facility Manager
 - 1. Report
 - 2. Monthly Quality Inspection Report
- X. Other Business
- XI. Supervisor's Requests and Audience Comments
- XII. Financial Reports
 - A. Financial Statements as of December 31, 2022
 - B. Check Register
- XIII. Next Scheduled Meeting – February 9, 2023 @ 3:30 p.m. at Plantation Oaks Amenity Center
- XIV. Adjournment

THIRD ORDER OF BUSINESS

B.

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARMSTRONG COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Armstrong Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Clay County, Florida; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on November 10, 2022, the Minutes of which are attached hereto as Exhibit A, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ARMSTRONG COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The following persons are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

_____ Seat 2 Votes _____

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following term of office:

_____ 4 Year Term

ADOPTED THIS 12TH DAY OF JANUARY, 2023.

**ARMSTRONG COMMUNITY
DEVELOPMENT DISTRICT**

Attest:

Secretary/Assistant Secretary

Chairman/Vice Chairman

C.

EDUCATION

Appalachian State University Boone, North Carolina
Bachelor of Science in Business Administration – May 2013

Major: Management

Concentration: Entrepreneurship

University of North Florida Jacksonville, Florida
Project Management Essentials with CAPM Prep – September 2019

CERTIFICATIONS

- Management Systems Lead Auditor: ISO 9001:2015 and ISO 14001:2015
- ABS Effective SMS Implementation and Designated Person Ashore (DPA)
- OSHA 511 Standards for General Industry
- HOA/Condo Board Member Certification

SOFTWARE AND APPLICATIONS

Windows, Microsoft Office: Excel, Word, PowerPoint, SharePoint and Outlook, Citrix, Crowley Online System (COS), Electronic Data (EDI), CICS, FileNet, Esker, eQMS, EHS Insight, NS5, Helm Connect

WORK EXPERIENCE

Crowley Maritime Jacksonville, FL
Mar 2015 – Present

Sr. Administrator, Shipping – Quality – Audit Team

- Administer Safety, Security, Quality and Environmental (SSQE) management system documentation, record keeping, and status reports.
- Oversees audit activity to maintain regulatory compliance of a diverse operation of vessels and shoreside support to meet regulatory requirements.
- Monitors vessel and/or facility audit requirements through an audit management system.
- Plans internal and external audits.
- Collaborates with businesses to schedule audits and execute alignment of internal auditor skill with audit scope and customer requirements.
- Provides detailed notification to the businesses, vessel/facility, and auditor to ensure a successful audit.
- Conduct internal SSQE management system audits and/or SSQE related investigations and identifies effective corrective actions and continual improvement in business processes.
- Reviews and approves corrective action plans for internal findings. Assist in development of plans, as needed.
- Reviews and submits corrective action plans of external nonconformities for regulatory acceptance.
- Administer the Company SSQE internal audit program and disbursement to all business units and locations, both foreign and domestic.

Specialist, Operations Integrity

- Oversee and implements audit scheduling to ensure each vessel maintains full certification as required by customer needs
- Ensure all audits, incidents, near misses, etc. are properly entered and tracked in the Management System tracking program
- Ensure all corrective and preventive action plans and implementation are being executed in a timely manner
- Assist with implementation of the Management System throughout CGS at office locations and in the field
- Manage and track all vessel injuries and illnesses for OSHA recordables

Specialist, Freight Services

- Prepare invoices for entering into databases
- Enter and validate data in an accurate and efficient manner
- Process bill of ladings that come through EDI (electronic data) and COS (Crowley Online System)
- Send out the required documents to the designated shipper, consignee or third-party
- Process a DCSMR for empty containers and for cleaning up a voyage prior to AR Lock
- Process a report to verify all CIVF's and LOC's are entered per voyage
- "In-completing" bills in Esker for manifesting per voyage

Clawson and Staubes, LLC

Greenville, SC

Aug 2013 - Feb 2015

Legal Assistant

- Provided secretarial and administrative support to five attorneys
- Processed a range of standard legal documents including, stipulations of dismissals, releases, covenants, and subpoenas
- Drafted and managed correspondence
- Received, sorted, and processed all incoming mail
- Set up and maintained litigation database
- Assisted with invoices and budgets
- Greeted clients and assisted them to their destination

Investors Choice Bookkeeping LLC

Gastonia, NC

Apr 2008 - May 2013

Administrative Assistant

- Organized hardcopy and computer files
- Entered client information into QuickBooks
- Balanced multiple ledgers and reconciled bank accounts

INVOLVEMENT

- Future Business Leaders of America
Aug 2008 - May 2009
- Volunteer with Dachshund Rescue of North America
April 2011 to Present
- Volunteered at the Watauga Humane Society and Boone's Recycling Center
April 2011 - May 2013
- Phi Mu, Appalachian State University
Sep 2011 - May 2013
 - Member of the social sorority of the Lambda Beta chapter
 - Acted as Treasurer by managing and budgeting the chapter's finances
- Volunteered on the committee for Thrower for District Court Judge
Jul 2012 - Nov 2012
- Mirabella Homeowner's Association
December 2020 – April 2021
 - Board President
- July 2018 to December 2020
 - Compliance/Enforcement Committee, Volunteer member
 - Assisted with the reporting of violations within the community
 - Hearing Committee, Chair
 - Held monthly meetings to determine if violations reported escalate to a Fine
 - Rules & Regulations Committee, Co-chair
 - Actively reviewed our rules and regulations (R&R) and engaged community feedback regarding changes to our R&R
 - Budget Committee, Co-chair
 - Held quarterly meetings to review calendar year budget
 - Draft the new calendar year budget
 - Advised the Board on ways to reduce costs and helped with financial aspects on any project bids.

D.

RESOLUTION 2023-02

**A RESOLUTION DESIGNATING OFFICERS OF THE
ARMSTRONG COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Armstrong Community Development District at a regular business meeting held on January 12, 2023 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE ARMSTRONG COMMUNITY
DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Marilee Giles</u>	Secretary
<u>Marilee Giles</u>	Treasurer
<u>Daniel Laughlin</u>	Assistant Treasurer
<u>James Oliver</u>	Assistant Treasurer
<u>Darrin Mossing</u>	Assistant Treasurer
<u>Howard McGaffney</u>	Assistant Treasurer
<u>Daniel Laughlin</u>	Assistant Secretary
<u>James Oliver</u>	Assistant Secretary
<u>Darrin Mossing</u>	Assistant Secretary
<u>Howard McGaffney</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 12TH DAY OF JANUARY, 2023.

Chairman / Vice Chairman

Secretary / Assistant Secretary