

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 13, 2022 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	Vice Chairman
Rose Bock	Supervisor
Kendrick Taylor	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Zach Brecht	District Engineer by telephone
Carl Marchand	Evergreen Lifestyle Management
Chief Suber	Viewpoint Security

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 3:35 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 August 11, 2022 Meeting

Ms. Buchanan stated before we approve the minutes, we wanted to make sure the board was on the same page with the security agreement. From my understanding we had an agreement that ran from October to October then at the last meeting the board did consider a new agreement that started the term in August. Do you want the new agreement to go from August to August, the new security contract would start in October at the end of the existing term or option 3, start in October but adjust the rate for the last two months of the agreement?

Mr. Kendrick Taylor stated I would think we would want the contract to start at the fiscal year and go to the end of the fiscal year for continuity.

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Ms. Bock stated I agree unless for some reason we were to dismiss that vendor in April, we would have to start with a short contract for the new vendor as long as we understand that doesn't restrict us to staying with someone we are not satisfied with.

Ms. Buchanan stated it seems that was probably his intent to stay with October, the hourly rate was going to change effective immediately upon your approval of the change in August. We can do an amendment and give him credit for the hourly rate you approved in August or the latter two months of the term and then start fresh on October 1 with the new rate as approved.

Chief Suber stated that was my understanding that it had been verbally agreed upon in August but the annual hadn't been agreed upon because of the term issue that we added.

Mr. Mike Taylor stated it sounds like the understanding that you provided service from August to October at the increased rate, but your contract hasn't been formalized. Is that correct?

Chief Suber stated the increased rate was agreed upon, but upon submitting the invoice we weren't paid the increased rate. We were paid the former rate.

Mr. Mike Taylor stated I think we should honor the increased rate beginning in August.

Ms. Buchanan stated perfect, then we can consider this new contract starting October 1, so it would run with the district's fiscal year going forward.

Mr. Kendrick Taylor stated going forward if there are rate increases we want to start it October 1 through September 30 for continuity. We are approving this now.

Mr. Mike Taylor stated I think what we described is let's make the rate increase effective in the August minutes and then the new contract start October 1 at the new rate.

On MOTION by Mr. Mike Taylor seconded by Ms. Bock with all in favor the minutes of the August 11, 2022 meeting were approved as clarified.

FOURTH ORDER OF BUSINESS

Consideration of Project Completion Resolution 2023-01

This item tabled.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

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B. District Engineer – Work Authorization No. 9 for Fiscal Year 2023 General Consulting Services

Mr. Brecht stated work authorization no. 9 is to provide general consulting services for fiscal year 2023 in an amount not to exceed \$6,000, which is in line with the adopted budget for next year.

On MOTION by Mr. Mike Taylor seconded by Mr. Kendrick Taylor with all in favor work authorization no. 9 for general consulting services for fiscal year 2023 was approved.

C. District Manager

There being none, the next item followed.

D. Facility Manger

1. Report

Mr. Mike Taylor stated I have a question that pertains to the check register as well. There was a charge for Pinch-A-Penny for \$209.44. Did we deduct that from the pool maintenance contract or is that supplemental?

Mr. Marchand stated it is in addition to. I think it had something to do with the hurricane and the pool equipment going down, more of an emergency cleanup.

SIXTH ORDER OF BUSINESS

Other Business

Ms. Giles stated just for clarification, one of the notes from the last meeting was the rate, but also to be reviewed in 60-days it says five-days a week with six to eight hour shifts, revisit in 60-days. Is that still what the board is leaning towards, the five-days a week? We have changed that a couple times, previously it was seven days a week still six to eight hour shifts. The seven-days a week has been consistent, but we said five-days on this last one. I just want to clarify what the board wants.

Mr. Kendrick Taylor stated my comments are the same as last time, I don't think we need that during slow times, like now but during the summer, during busy times I definitely see the benefit of having the security officer there. Several residents would like to see the security guard out of the office more during busy times. I know she does a walk around, but I don't know how often that is. I'm not saying she is not doing her job, but that is the perception.

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Ms. Giles asked Katie is there an easier way to address the flexibility to increase hours during peak times?

Ms. Buchanan stated you can write it out as to seasons essentially, but I don't know how easy it would be to staff it that way. He probably wants some consistency in his staffing.

Chief Suber stated we definitely want consistency, but we also like to do what is best for the property as well and we know it is going to pick up in spring break and in the summer, and Christmas break. We are working with Eagle Landing and we work in tandem, there will be vandalism at Eagle Landing we run them off and they will come to Gray Hawk. What would be great is if we could run the schedules in tandem as well because we are anticipating an increase in Eagle Landing during spring break, Christmas and so forth and it is just going to run the youth over to Gray Hawk. Continuous seven days a week, I don't think is necessary, but I definitely think an increase during spring break, holidays and summer as well.

Mr. Kendrick Taylor asked what is the schedule at Eagle Landing when it is about to cool off, is it still seven days a week?

Chief Suber stated it is five days a week but we have proposed increasing those hours during holidays, spring break, Christmas and summer.

Mr. Kendrick Taylor stated I don't mind mirroring Eagle Landing but I think for our neighborhood those high traffic times, spring break, and summer I definitely see the benefit of having the guard here seven days a week.

Mr. Mike Taylor asked does our budget include the anticipated increase in days or did we set the budget based on a five day week schedule?

Ms. Giles stated five days a week, I will check the budget.

Ms. Bock stated maybe we can get a calendar from the school. That is a big indicator of what your upturn is going to be and we could put in the agreement to increase it at these times.

It was the consensus of the board to have district counsel write the agreement with an option to increase the schedule corresponding with the school year subject to the board's discretion.

SEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Kendrick Taylor asked is there an update on when the pool is going to be back up?

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Mr. Marchand outlined repairs made to the pool equipment and the fact that they are waiting on some parts and stated once documentation of the repairs are made to the health department they will come back for an inspection. There are other things we are facing as far as maintenance of the pool area, fence lines, gates that are not working, etc. As we continue to sustain damage to the fences and gates there is possible future closure of the pool that has nothing to do with the quality of the water.

Ms. Bock asked are the gate issues caused by homeowners?

Mr. Marchand responded some are vandalism, once or twice there was an incident with the lawn contractor, the hose bib that was on the corner by the pool house got hit twice and that caused a loss of water. Golf carts have damaged the fence line in four different areas and people climbing over the gates stresses the gates and closures.

Ms. Bock asked do we put out a newsletter?

Mr. Mike Taylor stated we do through Evergreen.

Ms. Bock stated sometimes if you publicize something like that then the good people see the bad people doing something, they will say something. I think it is good to let everybody know what the expectation is.

Mr. Mike Taylor asked on the Stenner pumps is this the first time they went out on this property?

Mr. Marchand stated since I have started there have been all kinds of issues with equipment going down. Things are drying out, chemicals being allowed to run out of the container system, it is not good for pumps not having product going through it.

Mr. Mike Taylor stated when you get the new pumps in line there should be some kind of service agreement that within 48 hours or whatever that turnaround time is, you don't want to keep waiting. If you can get some kind of service commitment on specific equipment because those are probably very standard.

Mr. Kendrick Taylor asked does the pool company do any kind of preventive maintenance on these pumps?

Mr. Marchand stated that is what VacPac does, they do quarterly maintenance.

Ms. Bowen stated a couple meetings ago I asked about the doggie stations for the community and you were going to look into the cost. Have we gotten any updates?

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Ms. Giles stated I think Alex was going to look into that. You currently have Doodie Daddy, but they just service that one station.

Ms. Bowen stated we have issues with RVs parking at the amenity center on a busy Saturday taking up 10 spaces. I talked with Michelle with the HOA and she said that was up to the CDD to post something.

Mr. Marchand asked is that still going on? I'm aware of two incidences one I ran off.

Ms. Bowen stated I think they broke down and did a repair but were there an extended period.

Mr. Mike Taylor stated maybe Katie can chime in on this. It is CDD property and I think parking in general is covered by the HOA guidelines.

Ms. Buchanan stated if the board is interested in adopting policies for the amenity center parking lot they certainly can, that being said if the HOA has tools under its covenants to use, the district would certainly cooperate with the HOA to accomplish that.

Mr. Marchand stated there is a provision in the guidelines for the CDD for no overnight parking for RVs.

Ms. Bowen stated yes but it doesn't address it the right way. What is to stop someone from parking their RV during the day on a Saturday in July and taking spaces from residents?

Mr. Mike Taylor stated the parking spaces are designed for specific vehicles and we can probably adopt a towing policy. Can you craft some language for the next meeting?

Ms. Buchanan stated yes.

Chief Suber asked can that be shared with security as well so that we know how to enforce?

Mr. Mike Taylor responded yes. District Counsel will prepare a document for board review on towing enforcement and at the next meeting we will review and adopt it.

Ms. Bowen stated I don't remember why the amenity attendant was moved from the CDD budget to the HOA budget. It is a CDD property, you maintain the amenities, the staff should be your expense.

Mr. Mike Taylor stated that would be Carl. I'm going to have to refer that to Chairman O'Reilly.

Mr. Lopez stated last meeting when we spoke about the grass areas, those have all been completed. There is a section they talked about last time against Tynes by the new subdivision off of Heatherbrook, that area wasn't taken care of, it was once.

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Mr. Marchand stated I will check on it.

Mr. Lopez stated at the last meeting we asked was the pool good to go because we were going to have holidays and it was 100% good. I know things go bad but it feels like every couple months the pool is shut down for some random reasons and it is usually before a holiday.

Mr. Mike Taylor stated I have to meet with staff and Crown Pools and Vac Pac and we are going to get into a regular program to make sure it is resolved before the holiday season.

Mr. Lopez stated over the last few weeks I haven't seen Andrea or anyone there. Have you flipped scheduling?

Chief Suber stated you will see Andrea or Aaron.

Mr. Lopez stated I have asked for a year for the security guards to see the security footage.

Ms. Buchanan stated it is exempt from public records. The only time the district discloses that is in connection with a criminal investigation at the request of a law enforcement agency or under a court order.

Mr. Lopez stated it would be nice to have footage of kids jumping in the pool then into the pond then back in the pool.

Mr. Mike Taylor stated if there is a violation or damage staff can access it or address it at that point, but it doesn't become public. If you notify staff of an incident they can go back and review it and report to the board what they saw. Is that what you are asking or have them have access more immediately?

Mr. Lopez stated for them to have access more immediately.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of September 30, 2022

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

B. Check Register

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

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NINTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 10, 2022
at 3:30 p.m. at the Plantation Oaks Amenity
Center**

Ms. Giles stated the next scheduled meeting is a landowners’ meeting and I will get with Liam to see if he is going to do that or provide a proxy to someone. The landowner meeting is November 10, 2022 at 3:30 p.m. followed by the regularly scheduled meeting.

On MOTION by Mr. Kendrick Taylor seconded by Mr. Mike Taylor with all in favor the meeting adjourned at 4:17 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