

Minutes of Meeting  
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, January 12, 2023 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
Blake Weatherly	Supervisor
Kendrick Taylor	Supervisor
Christine Bowen	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Zach Brecht	District Engineer by telephone
John Woods	Evergreen
Alex Boyer	Armstrong CDD Facility Manager

**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**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisor**

Ms. Giles stated the oath of office was administered to Mike Taylor between meetings.

Ms. Giles gave an overview of the sunshine law.

**B. Canvassing and Certifying the Results of the Landowners Election, Resolution 2023-01**

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On MOTION by Mr. Weatherly seconded by Mr. Kendrick Taylor with all in favor Resolution 2023-01 was approved.

**C. Appointment of Supervisors to Fill Seats 3 and 4.**

Ms. Giles stated seat 4 is held by Kendrick Taylor, the board can appoint him to this seat and continue his term for another four years or provide another course of action.

On MOTION by Mr. Mike Taylor seconded by Mr. Weatherly with all in favor Kendrick Taylor was appointed to seat 4 for a four year term of office.

Ms. Giles gave an overview of the sunshine law to Mr. Kendrick Taylor.

Ms. Giles stated seat 3 was held by Supervisor Rose Bock. Her term has expired and she does not wish to continue serving as a supervisor. In your agenda packet is a resume from Christine Bowen, a resident.

On MOTION by Mr. Kendrick Taylor seconded by Mr. Mike Taylor with all in favor Christine Bowen was appointed to fill seat 3.

Ms. Giles being a notary public of the State of Florida administered the oath of office to Ms. Bowen.

Ms. Giles stated you are now a government official and as such you are subject to comply with the sunshine law. If any business is to be discussed about Armstrong CDD you can talk to anyone, but you may only speak with other supervisors in a publicly noticed meeting such as this one. You are also subject to Florida's public records law, any document you may acquire or generate pertaining to the district is subject to a public records request. We ask that any documents including electronic communication that you keep them segregated in the event a request is made. GMS stores and archives all the district's records in the event there is a request we typically can handle them. If you do receive a public records request contact me or Katie, district counsel. We provided you with a new supervisor packet that includes a Q&A about CDDs, a copy of Chapter 190, Florida Statutes, ethics and sunshine law documents.

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I did speak to the chairman before the meeting and it is his intent to continue to appoint residents to the board and we can send an eblast out to the community to let them know of his intent so we can start collecting resumes for our next meeting.

**D. Election of Officers, Resolution 2023-02**

Ms. Giles stated at the current time Liam O’Reilly is chairman, Mike Taylor is vice chair, Blake Weatherly, Kendrick Taylor and now Christine Bowen are assistant secretaries and from GMS Marilee Giles secretary and treasurer, Daniel Laughlin, James Oliver, Darrin Mossing and Howard McGaffney assistant secretaries and assistant treasurer to fill in my absence.

On MOTION by Mr. Weatherly seconded by Mr. Mike Taylor with all in favor Resolution 2023-02 was approved reflecting the officers as read into the record.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 13, 2022 Meeting**

On MOTION by Mr. Kendrick Taylor seconded by Mr. Mike Taylor with all in favor the minutes of the October 13, 2022 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the November 10, 2022 Landowners Meeting**

On MOTION by Mr. Kendrick Taylor seconded by Mr. Weatherly with all in favor the landowners’ meeting minutes of November 10, 2022 were accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03 Amending the Records Retention Policy**

Ms. Buchanan stated this resolution is administrative in nature. Many years ago the district adopted a records retention policy that essentially provided that the district would retain all records relating to the business of the board. This was the most efficient way to go on a day to day basis because you don’t have the staff necessary to go through the records on an annual or weekly basis. This resolution allows Marilee’s office to continue to store things in electronic format to avoid the

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paper build-up and it allows the deletion of emails that have no long term value, such as quorum, solicitations, thank you or confirms or any email that doesn't provide a substantive record can be deleted immediately compared to being retained long term. The hope is that this will assist mostly your administrative team in carrying through some of the extra weight it carries so if there is a public records request, there will be less volume for them to sort through.

On MOTION by Mr. Mike Taylor seconded by Mr. Kendrick Taylor with all in favor Resolution 2023-03 was approved.

**SEVENTH ORDER OF BUSINESS****Discussion of Revised Suspension and Termination of Access Rule and Motion to Set a Public Hearing Date for Adoption**

Ms. Buchanan stated our office has taken the opportunity to go through and prepare a standard suspension and termination of access rule. It gives the district the right to restrict, suspend, or terminate amenity access for several varying offenses. Some of those are, submitting false information on your application, failing to abide by the terms of rental application, letting someone in that you shouldn't such as an unauthorized use of your key fob, exhibit inappropriate behavior or wearing inappropriate attire, failing to pay the district money that it may be owed with the exception of special assessments. An example, in another district a child threw a rock and broke the district's door exiting the amenity center to the pool. It was roughly \$5,000 and their usage rights were suspended until they worked out a repayment plan with the district. You can be suspended by not abiding by the district's policies, treating staff, guests or other individuals in an abusive manner, damaging the property, failing to reimburse the district for damage, engaging in conduct that is likely to endanger the health, safety or welfare of the district, committing crimes, committing another violation after you have previously had a warning or if a member of your party, which would be a guest or household member commits those things. We want the residents to be conscious of who they invite and want to impose a sense of responsibility there.

We can talk through these today and decide if you want to implement them and if you do want to implement them we would do a public notice and have an actual hearing. We don't want to make a significant change like this without taking time to think through it and properly notice it to the community.

Mr. Mike Taylor asked procedurally, how does this get enforced?

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Ms. Buchanan stated we request that there be an incident report and we would also notify them in writing of their suspension immediately. The individual subject to this should be on notice pretty quickly.

This item was tabled until the next meeting.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Resolution 2023-04 Setting a Public Hearing Date to Adopt Towing and Parking Policy and Rule**

Ms. Buchanan stated next is a resolution setting a public hearing date to adopt towing and parking policy and rules. It is designed to allow the district to put in tow away zones, which I expect will be the amenity center parking area. There may be other areas that onsite staff or you think may be appropriate to include as well. Only allowing parking at the amenity center during daytime hours, essentially no overnight parking will be allowed at all. The tow away zone we would attach a graphic to include the amenity center parking area and any other area you would like. The trick to this is that it can't really be enforced unless there is a no parking/towing zone sign and that is why we don't really think this is going to be incredibly helpful for street parking unless you install a lot of towing signs. Usually this is focused more on the amenity center where you can put tow away zone signs at the entrance to the parking lot and enforce it. It provides for an overnight parking permit so if someone wanted to let their out of state family use the amenity center to park for a week while they visited, they would submit that request to Marilee who could then approve it with the understanding that it is something that would not be abused.

What are your thoughts of what your problems are and does this adequately address them?

Mr. Kendrick Taylor stated for road parking this would be more of a challenge than a benefit because you have to find areas where you want to put no parking or tow away zones. I think it would be more of a hindrance on the public streets. I do think this has some benefit at the amenity center. Before this is approved we need to notice all the residents that this is another change being considered.

This item tabled until the next meeting.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

There being none, the next item followed.

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**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

There being none, the next item followed.

**D. Facility Manager**

**1. Report**

Mr. Boyer reported on issues that resulted in the pool closure and chemical balance in the pool and he will bring back to the next meeting pool servicing issues.

**2. Monthly Quality Inspection Report**

A copy of the Landscape Report for November 2022 was included as part of the agenda package.

Ms. Giles being a notary public of the State of Florida administered the oath of office to Mr. Kendrick Taylor.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Additional items discussed: Cost to maintain and add additional doggie waste stations, maintenance issues with certain fitness equipment, landscape contingency, free lending library, storm drains filled with construction debris.

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of December 31, 2022**

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

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**B. Check Register**

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

**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – February 9, 2023 at 3:30 p.m. at the Plantation Oaks Amenity Center**

Ms. Giles stated the next meeting is scheduled for February 9, 2023 at 3:30 p.m. in the same location.

On MOTION by Mr. Kendrick Taylor seconded by Mr. Mike Taylor with all in favor the meeting adjourned at 4:27 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