

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, 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
Kendrick Taylor	Supervisor
Christine Bowen	Supervisor
Jorge Vergara Molero	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

Ms. Giles stated I received a letter of resignation from Supervisor Weatherly and there are several letters of intent and resumes in your packet.

On MOTION by Mr. Mike Taylor seconded by Mr. Kendrick Taylor with all in favor Blake Weatherly's resignation was accepted.

Mr. Kendrick Taylor stated I would like to recommend Dr. Jeffrey Deal to fill the vacancy. He is unable to be here tonight.

February 9, 2023

Armstrong CDD

Ms. Bowen stated I recommended Jorge Vergara Molero.

Ms. Giles stated there will be another vacancy, one today and another one at the next meeting.

Mr. Vergara Molero gave a brief overview of his background and expressed interest in serving on the board.

A. Appointment of New Supervisor

On MOTION by Ms. Bowen seconded by Mr. Kendrick Taylor with all in favor Jorge Vergara Molero was appointed to fill the unexpired term of office in seat 1.

B. Oath of Office for Newly Appointed Supervisor(s)

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

Ms. Giles stated you are now a government official in the State of Florida and like any other government official and in this capacity 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 talk to the other supervisors at a publicly noticed meeting such as this one. You are also subject to the public records law meaning any document you may acquire or generate pertaining to the district is subject to a public records request. We ask that any document to include electronic communications that you keep them segregated in the event a request is made. GMS stores and archives all the district records, in the event there is a request we typically can handle them. If there is a records request sent to you, forward that to me or district counsel. I have provided you with a new supervisor packet and district counsel may email one to you also. The packet includes questions and answers about CDDs, a copy of Chapter 190, Florida Statutes, ethics and the sunshine law.

C. Election of Officers, Resolution 2023-05

Ms. Giles stated the only change in this resolution is that we are removing Mr. Weatherly as an assistant secretary and adding Jorge Vergara Molero as an assistant secretary. The slate of officers is Liam O'Reilly chairman, Mike Taylor vice chair, Christine, Kendrick and Jorge are

February 9, 2023

Armstrong CDD

assistant secretaries and from the GMS staff, I am the secretary and treasurer, Daniel Laughlin, James Oliver, Darrin Mossing and Howard McGaffney are assistant treasurers and assistant secretaries.

On MOTION by Mr. Kendrick Taylor seconded by Mr. Mike Taylor with all in favor Resolution 2023-05 was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the January 12, 2023 Meeting

On MOTION by Mr. Kendrick Taylor seconded by Ms. Bowen with all in favor the minutes of the January 12, 2023 meeting were approved as presented.

FIFTH 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 there are no changes to the proposed policy that we discussed at the last meeting.

On MOTION by Mr. Kendrick Taylor seconded by Mr. Vergara Molero with all in favor a public hearing to consider the revised suspension and termination of access rule was scheduled for May 11, 2023.

SIXTH ORDER OF BUSINESS

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

Ms. Buchanan stated the tow away zone will be the amenity center parking lot.

On MOTION by Mr. Kendrick Taylor seconded by Ms. Bowen with all in favor Resolution 2023-04 setting the public hearing for May 11, 2023 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

February 9, 2023

Armstrong CDD

B. District Engineer

There being none, the next item followed.

C. District Manager

Ms. Giles stated just as a reminder we will approve the FY24 budget at the May 11th meeting and adopt it at the July 13th meeting. Alex, John, and I will start reviewing the agreements and looking at expiration dates of the existing contracts. We will talk about the budget every meeting going forward.

Ms. Buchanan stated if a board member has something they want included in the budget, now is the time to tell you. We can approve a higher dollar amount in May and talk about it at the June and July meetings. We can lower the budget that we approve in May; we can't go higher than that.

Mr. Mike Taylor stated we should look at the pool contract for cleaning and chemicals.

Mr. Kendrick Taylor asked have you reached out to the pool vendor, security or landscape maintenance company about any rate changes? This fiscal year security had a rate change.

Mr. Boyer stated we asked if there was going to be a rate change for security and there is not. Then they came back and put an invoice in front of you and said we would like to back bill you for six months when we didn't identify it.

Ms. Giles stated that is the conversation we want to start having now.

D. Facility Manager

1. Report

Mr. Boyer gave an overview of the facility manager's report, discussed the pool cleaning/chemical contract, and suggested a reserve study be done for long term planning.

Ms. Giles stated I can send you an example of what he is talking about from other districts, it is a 30-year plan.

On MOTION by Mr. Kendrick Taylor seconded by Mr. Vergara Molero with all in favor staff was authorized to solicit proposals for a reserve study.
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February 9, 2023

Armstrong CDD

Mr. Boyer stated currently do not have a policy to manage/monitor the multi-purpose field but I do think this is something the board needs to consider so residents know how to go about requesting the field properly, if we do or do not charge a fee. We also need to establish a policy to distinguish the difference between organized groups and those sorts of things. We will work with district counsel and Marilee to come up with a proposed policy.

Mr. Vergara Molero asked is there a policy in place for reserving or using any space inside the pool area?

Mr. Boyer stated we do have the ability to reserve the patio for exclusive use, but if you do not reserve it, it is first come first served and you have to share the space, which is how most residents use it.

Mr. Mike Taylor stated if it is a for profit organization use of the field we would want an insurance certificate.

Mr. Boyer stated this particular instance it wasn't an organization sending them there it was them just practicing on the field. That is where we are trying to find a balance.

2. Monthly Quality Inspection Report

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Additional comments: Additional doggie stations, separate doggie station maintenance from dog park maintenance in budget, funding of neighborhood book box, offer to build one, additional umbrella, need of shade at pool, hours of coverage, funding of amenity management, chlorine tank issue, condition/maintenance of grass by amenity center, community message board, extension of parking lot amenity center.

TENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of January 31, 2023

February 9, 2023

Armstrong CDD

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

B. Check Register

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 9, 2023 at 3:30 p.m. at the Plantation Oaks Amenity Center

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

On MOTION by Mr. Kendrick Taylor seconded by Ms. Bowen with all in favor the meeting adjourned at 5:00 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