

Minutes of Meeting  
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, April 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:

Kendrick Taylor	Supervisor
Christine Bowen	Supervisor
Jorge Vergara Molero	Supervisor
Cameron Brown	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel 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**

Mr. Brown gave an overview of his background and his interest in serving on the board.

**A. Appointment of New Supervisor(s)**

On MOTION by Mr. Vergara Molero seconded by Ms. Bowen with all in favor Cameron Brown was appointed to serve on the board.

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

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

Ms. Giles reviewed the following: The sunshine law, public records law, new supervisor packet, that includes a Q&A about district business, Chapter 190, Florida Statutes, and ethics and sunshine law.

Ms. Buchanan stated any documents you have need to be stored in one place that includes electronic files such as emails so in the event you get a records request for files or information relating to your service on the board you can go to the place you have it stored and confirm if you have anything that meets the request and say no if you don't.

**C. Election of Officers, Resolution 2023-06**

Ms. Giles stated at the present time Liam O'Reilly is chair, Kendrick Taylor assistant secretary, Christine Brown assistant secretary, Jorge Vergara Molero assistant secretary, Marilee Giles Secretary and treasurer, Daniel Laughlin, James Oliver, Darrin Mossing and Howard McGaffney assistant treasurers and assistant secretaries. I recommend that you take the time before the next meeting to think about who the board would want to appoint as a vice chair and chair.

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor Resolution 2023-06 appointing Mr. Brown as an assistant secretary was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the March 16, 2023 Meeting**

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor the minutes of the March 16, 2023 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Discussion of Fiscal Year 2024 Budget**

Ms. Giles stated we will approve the FY24 budget at our next meeting, which is May 11<sup>th</sup> and adopt it at the July 13<sup>th</sup> meeting. Alex, John and I have reviewed agreements and are looking for any board guidance. Alex has gotten ahead on some of these as he mentioned at the last

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meeting. We selected Pool Troopers to replace Crown. Alex has corresponded with City Wide and they are looking for a 5% increase. These are just the larger agreements that you have with landscape, pool maintenance and lake maintenance. Sitex Aquarics and Viewpoint Security do not have increases.

Mr. Taylor stated last year Viewpoint had an increase in the middle of the budget season, we shifted to get them on a fiscal year basis, but since they have done this before it may be in our best interest to plan on some type of increase.

Ms. Bowen asked do we know the percentage of the increase?

Mr. Boyer stated it was based on the increase from the minimum wage standard, that was the change.

Ms. Giles stated it was about a \$2 difference. You can do that because the proposed budget can be a higher budget amount and as we adopt the budget if there is a specific line you want to reduce we can do that; we can't increase it at the budget hearing.

Mr. Taylor stated increase it by 2-3% for next month and if they keep their price the same we can lower that to their proposal.

Mr. Vergara Molero asked what is the average increase you have seen, 5%?

Mr. Boyer stated I don't have a lot of vendors having an increase, but a lot of vendors have multi-year agreements and any increase would be in there. The difference with this community is a lot of the agreements have started to expire such as Tree Amigos. They have informed us that there will not be an increase this year but will in the second year. We will get a three-year proposal down the road. We had a three-year agreement with Tree Amigos with one plus one for a total five-year agreement.

Ms. Giles stated we will budget for that and work on agreements for that one. What I'm seeing in my districts is anywhere from 3% to 6% increase. Not like last year when the developer stopped making contributions; that was a big increase. Every day on the news they talk about the inflation rate, it was almost 9% in 2020 through 2022 and now it is at 5%.

Mr. Taylor stated I want to talk about the pool contract. Last meeting I was authorized to work with Alex for a contract with Pool Troopers for the balance of this fiscal year. Crown did not lower their price, we do have a little wiggle room in the budget to cover that but it is tight and I asked Marilee to draft a termination letter for Crown. I would like to get your thoughts on

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terminating Crown and start Pool Troopers the beginning of June. Pool Troopers is going to be \$2,000 more than Crown through the balance of this fiscal year.

Mr. Vergara Molero stated we have the funds and we don't need further discussion.

Ms. Giles stated they did come down on their price.

Mr. Brown asked once you send the letter of termination to Crown, can they stop immediately? If they do what do we do in the interim?

Ms. Buchanan stated everybody agreed to a 30-day termination in the contract, that being said you can contact Pool Troopers to see if they can start if they need to.

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor staff was authorized to terminate Crown Pools effective May 31, 2023 and to contract with Pool Troopers for a start date of June 1, 2023.

Ms. Bowen stated the HOA has recommended that the CDD put a placeholder in their budget for amenity attendant.

Mr. Taylor asked if that is in the CDD budget does that come off the HOA budget?

Ms. Bowen stated the budget was done for \$17,000 for the attendant this year. Now that it is pool time we don't know if that falls under the contract rate or the \$17,000. If it is \$17,000 the HOA will not have enough money to finish paying that.

Mr. Taylor stated I think we should budget that for Evergreen in the next fiscal year to have a placeholder.

Ms. Buchanan stated the CDD is not paying for the amenity management contract that is either coming out of the HOA funds or it is funded by the CDD to the HOA?

Ms. Bowen stated the HOA has a management contract with Evergreen. It is my understanding that if the HOA kicked it back to the CDD then the CDD would have to get a contract with Evergreen plus the attendant rate.

Mr. Boyer stated you are only paying it once on the HOA side, even though it is dual involvement on both parties so you have two separate agreements.

Ms. Bowen stated homeowners commented about the hours and job description and a lot of them said it is CDD, it is run by the CDD we just pay for it. One of the things that might help

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with that is split the cost so the contract stays with the HOA to reduce that cost but the CDD is actually paying for it as well.

Ms. Buchanan stated so that is a different scenario where he can just continue the contract with the HOA, which is what is happening now -----

Ms. Bowen stated we are going to have a few more HOA meetings and my goal is to have an answer by our June meeting so we have time to think about it before the July adoption.

Mr. Vergara Molero stated there needs to be another agreement in place.

Ms. Bowen stated the CDD needs to plan for a worse case scenario.

Mr. Woods stated you will have to get another proposal from Evergreen.

Ms. Buchanan stated that’s right or we have to formally bid it.

Ms. Giles stated we will work on that and put that in the proposed budget and over the months before we adopt we should have an answer. The expense to the accountant is April 28<sup>th</sup> to get any changes into the proposed budget.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being none, the next item followed.

**B. District Engineer – Ratification of CEI Fee Proposal for Phase 2 and Phase 3**

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor the proposal from ETM for Grayhawk Phases 2 and 3 in the amount of \$7,500 was ratified.

**C. District Manager**

Ms. Giles stated Charlie Sheppard lowered his price to \$3,000. Just a note as we go forward, this agenda appeared to be light, but as you see during the meeting is your opportunity to speak but something to consider as we move forward especially in the holiday season if an agenda is light staff will reach out to the chair and say it is a very light agenda do you want to cancel. Any time you can it saves the district those funds, you are paying the supervisors, district counsel, district engineer so it is something to think about going forward when it is a light agenda you have the authority to cancel.

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**D. Facility Manager****1. Report**

Mr. Woods stated things have been going smooth except pool furniture has been thrown in the pool. I have talked with the City Wide Manager and cleaner about doing a better job. A lot of people still climb over the fence and doing damage and leaving a lot of trash and I had two young people, non-residents, removed by the police last week.

**2. Monthly Quality Inspection Report****SEVENTH ORDER OF BUSINESS****Supervisor's Requests and Audience Comments**

Mr. Vergara Molero stated I will reach out to Alex and John to find out about the maintenance schedule for the bushes in the community.

Mr. Taylor asked has Tree Amigos looked at the irrigation system and timers?

Mr. Boyer stated every month they will do a full circuit and check it. If you let us know if there is an issue we will get with them.

Mr. Taylor stated we have the big budget hit for landscaping. We are over the landscape contingency by almost \$17,000 a big chunk of that was applying sod to an area that should have been done by the developer. If no one is opposed I would like to reach out to Liam, as the developer, to figure out why that was not covered by the developer and if they will cover the cost.

Ms. Buchanan stated no. If you email me or Marilee the details on the area and the cost she and I can reach out on behalf of the board or you can contact Mike Taylor who is no longer on the board.

Mr. Taylor stated I will put my thoughts in an email and send it to Marilee and Katie.

Mr. Brown stated during the HOA meeting this week, there was a question about who controls the fobs for the amenity center access.

Mr. Boyer stated everything as discussed was contracted through your HOA. Right now your HOA has access and are the ones who issue, take payment, provide the list. We have access to it but don't manage it.

Ms. Bowen stated looking at the HOA financials they are receiving income for the fobs. Year to date it was \$30 and last year it was \$300 that has not been sent to the CDD. We didn't

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know what needs to be done moving forward. Technically it is not HOA income it should have been CDD income.

Ms. Giles stated the CDD pays for the fobs, it is a budget line of \$2,500.

Ms. Bowen stated the HOA is receiving income and keeping the income and it should go to the CDD because they paid for the fobs.

Ms. Buchanan stated that is correct.

Ms. Bowen stated I don't how it works in arrears, I will have to bring it up to the other HOA board members.

Ms. Buchanan stated you should do that going forward because by the time you sort it out you have administrative costs.

Ms. Giles asked John is that something you can work with Christine on your end?

Mr. Boyer stated I can work with the HOA on that.

Ms. Giles stated Teresa will have a line in the budget for miscellaneous income and any time you rent out the facility that income goes to miscellaneous, if someone needs a new fob that goes to miscellaneous.

Mr. Lopez stated the pool chairs along the side that go in the beach entrance are being put around the corner. People don't know they are around the corner. Can we start lining them back up by the pool area?

Mr. Boyer stated we can but remember every time we foul the pool we have to close it for 30-minutes per health department standards because they are not supposed to be in the pool, which is why we moved them further away.

Mr. Lopez stated there is mismatched paint all around the amenity center. Can we get that painted? Also the bench has been broken for two months. Pressure wash the paver areas outside under the TV and sink.

Mr. Boyer stated you have a general maintenance fund, you need to think about repair and replacement and general preventative maintenance. We would be happy to do those sorts of things or make sure we get quotes, but the last six months is when you spend most of the budget so it is towards the end of the year when you have the funds.

Ms. Giles stated you can plan for that in FY24.

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Mr. Lopez stated the soap dispensers need to be installed in the tiles so we don't have to worry about it being removed. If someone looks at child porn while using your WIFI it is a big legal issue, so a user agreement on the WIFI would be fantastic.

Mr. Boyer stated that's a question for Teresa, GMS has access to the accounts, we don't.

Mr. Lopez stated the field raised area beside the amenity center has bald spots. Windowsills outside are covered in pollen, a/c maintenance and gym stuff is not budgeted, windows in amenity center are open at night, lava rocks in firepit, replace DVR system so that Clay County can log in.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of September 30, 2023**

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

**B. Check Register**

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

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 11, 2023 at 3:30 p.m. at the Plantation Oaks Amenity Center**

Ms. Giles stated the next meeting is scheduled for May 22, 2023 at 3:30 p.m. in the same location.

On MOTION by Mr. Vergara Molero seconded by Mr. Taylor with all in favor the meeting adjourned at 4:43 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