

Minutes of Meeting  
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, June 8, 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:

Liam O'Reilly	Chairman by telephone
Kendrick Taylor	Supervisor
Christine Bowen	Supervisor
Jorge Vergara Molero	Supervisor
Cameron Brown	Supervisor

e Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel
Zach Brecht	District Engineer by telephone
John Woods	Evergreen
Alex Boyer	Armstrong CDD Facility Manager
Todd Mosley	Real Manage
Darrin Mossing	GMS
Jay Soriano	GMS
Jerry Lambert	GMS
Alison Mossing	GMS
Jose Lopez	Resident

**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**

Mr. Lopez stated I know we are looking to replace the attendant and maybe replacing security. Maybe try to find parttime so we can have split as a front attendant/security person. We need to have more vigilance at the amenity center, not just for people entering without key cards but also staff doing what they are supposed to be doing, security doing what they are supposed to be doing. A lot of times we have to do the jobs of the ones we are paying.

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**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2023-07 Election of Officers**

Ms. Giles stated next is resolution 2023-07 election of officers. When supervisor Mike Taylor resigned, that freed up the vice chair position. Liam is there anything you want to add?

Mr. O'Reilly stated I plan to be on the board a couple more months until the final roadway work is complete and the final lift of asphalt is down. I want to make sure all of that is handled accordingly. Beyond that I'm happy to stay on longer if the rest of the board so desires, but if not then I would look to resign after that work is done, probably the August or September meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 11, 2023 Meeting**

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor the minutes of the May 11, 2023 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Motion to Set a Public Hearing Date for Adoption Regarding Revised Suspension and Termination of Access Rule**

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor a public hearing to consider Revised Suspension and Termination of Access Rule was set for July 13, 2023.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-09 Setting a Public Hearing Date to Adopt Towing and Parking Policy and Rule**

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor Resolution 2023-09 setting a public hearing for July 13, 2023 was approved.

The next item taken out of order.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for Facility Management**

Ms. Buchanan stated you have in your agenda package proposals from the vendors that were responsive to the solicitation we put out. What you are doing now is an information

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evaluation process, that means you are not ranking based on established criteria. The things you are going to likely talk about and consider are experience, fit with your community, budgetary considerations. I suggest that all of you build your thoughts around those general categories. You do have representatives from some of the companies here today and if you are inclined we suggest that you offer each company 10 minutes to give you a presentation and introduction to themselves and their services. Then if you have questions that you want to direct to them you can do that at the time. Once you have heard both presentations you can circle back and talk through the issues.

Representatives of both proposers left the room during the presentation of the other proposer.

Mr. Mosley of Evergreen, now Real Manage stated we have been recently acquired by a national company, Real Manage, and the same staff will service this property, outlined the services included, options for inhouse janitorial, and answered questions from the board.

Mr. Mossing of GMS gave an overview of the amenity management services offered by his company, and introduced the staff, and answered questions from the board.

The board discussed the two proposals after which the proposers returned to the room.

Ms. Buchanan stated at this point the board has had the opportunity to discuss amongst themselves, you are at a position where you want to go ahead and lay out your plan going forward and then someone can make a formal motion.

Mr. Vergara Molero stated I want to thank everyone for their efforts. We decided to bring the current contract with Evergreen to an end when it expires June 30<sup>th</sup> and move forward with GMS July 1<sup>st</sup>. Thank you for everything you have done and the help you have provided.

Mr. O'Reilly left the telephone conference during this item.

<p>On MOTION by Mr. Vergara Molero seconded by Mr. Taylor with four in favor the contract with Evergreen will run through their term ending June 30, 2023 and a new agreement will be entered into with GMS to commence July 1, 2023.</p>
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Ms. Buchanan asked can I have someone appointed to finalize the agreement with GMS, it will be a standard form we have used elsewhere but I do need a board member to sign that since you are going to have to have that in place prior to your next board meeting.

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On MOTION by Mr. Vergara Molero seconded by Mr. Taylor with all in favor Christine Bowen was authorized to work with staff to finalize the agreement with GMS.

Mr. O'Reilly left the meeting at this time.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion Regarding Fiscal Year 2024 Approved Budget**

Ms. Giles stated the next item is discussion of the proposed budget that you approved at the last meeting. We will adopt it at your July 13, 2023 meeting, but we included it in the agenda package for discussion. As we move forward to adoption if there are lines we need to change we can do that, we won't go above the proposed budget, but we can move money around within the line items. The guidance I took away from all of that was since Sofit's last payment is in June and the district will own that outright, they will get a letter stating that the financial obligation has been met and that you own the equipment. That is \$16,000 we can move and the janitorial line since you went with GMS and they are going to pick that up, that is a line we will move around. I will work with GMS staff, there is a shortage of about \$5,000 unless the board has a suggestion with the special event line or your capital reserve contribution.

Mr. Vergara Molero stated I feel comfortable for FY2024 to remove the \$3,000 special event line.

Mr. Taylor stated I agree, the events we have done is through the HOA.

Ms. Bowen stated we will no longer have the \$16,000 for the equipment lease but we have repairs for the fitness center of \$2,500. We should move some of that over there because we have to do something about the rower and I don't know that \$2,500 will be sufficient. Some of that \$17,000 could bump that up.

Mr. Boyer stated the rower has been fixed twice and it would make more sense to put that money into a new rower versus fixing this one. It is about \$2,400 for a new one that is not a water based tank like this one is.

Ms. Giles stated that is a decision of the board when it comes time to repair or replace that piece of equipment. Do you want all of the \$17,000 to go towards the amenity manager budget line or do you want some of it to go towards different lines.

Ms. Bowen asked can you see if some of that can be allocated to the repair section but also be able to move our numbers where they need to be for the amenity?

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Ms. Giles stated I can do that, because you gave me guidance to zero out the special events. You don't adopt the budget until your next meeting. This is the discussion of things you want me to move around.

Mr. Vergara Molero stated we have some recommendations from Liam. I'm in favor of scaling that up when we get to a better place in the budget.

Mr. Taylor stated I would be inclined to leave the capital reserve the way it is until we go through a year and see how every line item works out, then next year we know where everything is.

Ms. Giles stated I can take the guidance now and see where I can find \$2,000.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals for Facility Management**

This item taken earlier in the meeting.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Buchanan stated the legislature passed a bill that requires each board member to participate in four hours a year of ethics training. That requirement starts January 2024. In the meantime, we will be working on giving you resources to find free training so you don't necessarily pay out of pocket.

**B. District Engineer**

Mr. Brecht stated this requisition is for work they did for utility punch out so they could work on paving the road and put that final lift down in Phases 1 and 2.

Mr. O'Reilly rejoined the meeting by telephone during this item.

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor requisition 103 payable to Jax Utilities Management, Inc. in the amount of \$56,600 was ratified.

Mr. O'Reilly asked Zach, do you know the timing of the actual paving for Phase 2 & 3?

Mr. Brecht stated not off the top of my head, but I can find out and have Marilee distribute that.

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Mr. O'Reilly stated now that the utility work and curb repair is complete, I think that needs to be inspected by the county if it hasn't already and once they give the green light we will schedule the paving. I want to give the board plenty of heads up so they can communicate that to the residents. When we get that we will circulate it, so everyone knows when the asphalt is going down.

### **C. District Manager**

Ms. Giles stated you asked me for a handout for changes in the budget and I am working on that and the changes we talked about today about finding more money in the budget.

### **D. Facility Manager**

#### **1. Report**

Mr. Woods gave an overview of the report, copy of which was included in the agenda package.

#### **2. Monthly Quality Inspection Report**

## **TENTH ORDER OF BUSINESS**

## **Supervisor's Requests and Audience Comments**

Mr. Taylor stated for Zach, Alex and/or John I sent an email about the sinkhole behind a resident's yard and it looks like there is a drainage pipe.

Mr. Woods stated I talked to the homeowner and sent some pictures to Alex. It is a 4" corrugated pipe; I'm not sure if it is hooked to their gutters or not but it is definitely a drainage pipe.

Mr. Boyer stated it is not a district pipe; it is something installed either by the builder or the homeowner and because the pond level is low it is starting to become an issue. As I put in the email that is something the district engineer would have to give guidance on.

Mr. Brecht stated if there is a drainage pipe there and a point of discharge that could be what is causing that erosion. To see what it is attached to if anything is the first step.

Ms. Buchanan stated if the engineer determines that is what it is we usually send a letter that says the district is going to request that you repair this and if you cause any damage to the

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pond bank then we are going to expect you to pay for that damage as well. Do we ask for money to repair it, or do we expect them to repair and put them on notice to fix the problem?

Mr. Brecht stated I can draft an email to Marilee and Alex. Send me whatever pictures you have and I can take a look and give a recommendation. If it is the homeowner's pipe causing the issue, then it would be up to them to rectify it.

Mr. Taylor stated there was also an incident report between security and a resident in the parking lot. Do we have a loitering policy?

Ms. Buchanan asked do you think the security company needs direction on when to enforce things?

Mr. Taylor stated reading through the report, it looks like she asked the person to leave and the person refused to leave.

Ms. Buchanan stated she should have called the police.

Mr. Taylor stated she did.

Ms. Buchanan asked where was the resident?

Mr. Taylor stated in the parking lot. He came and talked to me and during the day he was parked at the amenity center and was doing an online thing on his phone in the outside pool area was getting loud so he went to his car and sat in there. The report said he was there for four hours and they told him to go and then called another security person then the police.

Ms. Buchanan stated if you are not causing an issue and he is just taking up space that he is authorized to be using, I don't know that we want to be in the business of asking residents to leave.

Mr. Taylor stated I was home for six weeks and spent more time at the amenity center at various times and security should have or was present, I think there is a lot of room for improvement.

Mr. Vergara Molero stated we are experiencing issues when the amenity attendant leaves and we have no one in place to find out if the people at the pool are residents or properly invited guests. We need to have a conversation with the security folks.

Ms. Bowen stated they have been in place for a while and we have had constant problems with this company. I have heard that the new security people are in their car on the phone or if they are on the pool deck they are on their phone, not paying attention to the property. It may be

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time to do an RFP because we have given them multiple chances to get corrected and nothing has changed.

It was the consensus of the board to have staff reach out to View Point one more time and at the same time work with Mr. Taylor on an RFP for security services.

Mr. O'Reilly left the telephone conference during this item.

Mr. Lopez stated I help in the community any way I can as long as people are doing their jobs and the space that is missing is filled by a resident that cares. Yesterday my 11 year old daughter was with another resident and their kids and they don't speak very good English. I get a call from my daughter that there is an adult trying to get in the fence, they yelled at the kids to let them in and the kids told them no, they can't let them in at which time he verbally abused my daughter. Behind him comes a group of kids that jumped the fence, opened the bar, let him in, let those three kids in. The problem is when those kids came in the adult continues while on the phone talking about those young children at the amenity center. The kids who jumped the fence talked about what they were going to do with this white girl, which is my 11 year old daughter. I love this community, but that behavior can't continue. My daughter called me crying and when I get there, I see security sitting in her car in the parking lot. When she sees me she bolts out of her vehicle into the amenity center. I went to the kids and I knew who they were because they always jump the fence and confronted them.

Mr. Taylor stated your daughter should not have gone through that. This goes back to the security discussion. They should not be in their car then run into the facility; she should have already be at the facility.

Ms. Giles asked John, can you review the footage and see if there is anything for the folks jumping the fence or if they are residents that we can send a suspension letter to?

Mr. Lopez stated it was 5:11 yesterday.

Mr. Woods stated I will look. It is hard to see exactly.

Mr. Mossing stated on behalf of GMS I want to thank you for your support and to not only meet but try to exceed your expectations.

Mr. Vergara Molero stated the policy where a resident minor is allowed to bring five guests needs to be reviewed.



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Ms. Bowen stated when you bring a guest to the amenity center they need to be registered, but there is no one in place. We need to start doing some of these things that will help alleviate some of these problems by limiting the number of guests or make sure the guests are registered.

Ms. Giles stated typically in amenity policies it is four guests, but it is very specific, it is not four for the husband and four for the wife, it is four total. I will look at the policy and get back to you.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A.    Financial Statements as of May 31, 2023**

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

**B.    Check Register**

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

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 13, 2023 at 3:30 p.m. at the Plantation Oaks Amenity Center**

Ms. Giles stated the next meeting will be held July 13, 2023 at 3:30 p.m. in the same location.

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor the meeting adjourned at 5:35 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