

Minutes of Meeting
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, August 10, 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
Jay Soriano	GMS, Operations
Ryan Wilson	RMS, Facility Manager
8 Residents	

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

Consideration of Resolution 2023-07 Election of Officers

This item tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 13, 2023 Meeting

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor the minutes of the July 13, 2023 meeting were approved as presented.

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FIFTH ORDER OF BUSINESS**Consideration of Vending Machines**

This item tabled.

SIXTH ORDER OF BUSINESS**Consideration of Setting a Spending Limit for Staff**

Ms. Giles stated item six is consideration of setting a spending limit for staff. By setting a spending limit it would allow staff to conduct business between meetings. The board would approve a resolution to establish a policy governing the disbursement of funds. Currently what we have in place for staff covers the continuing expenses that are under a contract or an agreement. Non-continuing expenses would allow them to make purchases between meetings to fix items around the facility that need to be repaired. What I'm asking the board to consider is setting that spending limit so they can make those repairs. I will defer to Jay if he has a recommendation for a dollar amount he would like you to consider. If you approve a spending limit it would also include an emergency expense. Last week the a/c went out and Ryan asked if he could get a proposal. I would consider the a/c going out an emergency. If a hurricane devastates the facility we will file an insurance claim but we would need to make some immediate repairs so those two would allow us to keep business going to take care of the facilities.

Mr. Soriano stated I didn't view the a/c as an emergency and brought a small unit for the office. The a/c company gave me a quote of \$130 per hour, which is not high, but an eight-hour day is close to \$1,000. If your pool motor goes out, we need that pool motor and that may be \$3,000 to \$4,000. I would look at a \$1,500 minimum for him to be able to sign off on things that have to get done. I come in once in a while, but Ryan is there and he will start to know what you truly need and what the residents complain about the most. He is not going to spend \$1,500 on something that doesn't seem that important, but residents are asking for. I would recommend \$1,500 at a minimum.

Ms. Bowen asked communities that are our size, what are their ranges?

Mr. Soriano stated that would be the smallest, everybody starts with \$1,500 at the small end and upward to \$10,000 to \$20,000 a year. It is based not just on your size but your budget.

Mr. Vergara Molero stated a situation such as the timer going out on the lights would be this type of situation.

Mr. Soriano stated yes. Right now we don't have approval for \$100. If it is a \$500 fix on a fitness machine, can we do it or wait until the next meeting and bring it to the board.

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Ms. Giles stated under field you have \$5,000 for repair and maintenance for FY24 and under the amenity center it is \$10,000.

Mr. Taylor asked is the \$1,500, per month, per item?

Mr. Soriano stated it would be per issue, safety would be first and after that it would be continued operation.

Ms. Giles stated if approved any invoice that Ryan would fix between meetings would be in the agenda packet.

Mr. Vergara Molero asked is it possible to get records of any expenses we had toward these units?

Mr. Giles stated yes.

Mr. Vergara Molero stated I expect you to give us guidance when it comes to repairs if it is cost effective or better to buy a new machine.

Mr. Soriano stated I agree and that is what we tend to do all the time.

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor staff was given a spending limit of \$1,500 for necessary repairs between meetings.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan stated just a reminder that we previously talked about declaring the project complete once the second lift of asphalt was done. My understanding in speaking with the developer that it is in progress or about to be complete. I expect at the next meeting we will have resolutions that declare the project complete. Part of this process is that there is money in the reserve account so that is the money the district holds back until all the lands are platted to make sure that the district can pay the debt service payment. Once all the land is platted it is very comfortable for the district to make its debt service payments because all the funds are collected via the tax collector. At that point there is a draw down on your reserve account and the bond and that money goes into a construction account and that construction account balance will be used to pay for that second layer of asphalt. At the next meeting we expect that we acknowledge the project is complete and move funds to make a final pay out to the developer for funds it spent on the improvements within the district.

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Ms. Bowen stated I know people have said they have issues with their driveways.

Ms. Buchanan stated that is what I think is not complete. The cleanup process is not complete.

Mr. Soriano stated we will check to see if they got it done.

Mr. Vergara Molero asked can we contact the people we know who have problems with the driveways and if you haven't reported any issues with the asphalt, then bring it up now?

Mr. Brown stated there are still issues in Heatherbrook.

B. District Engineer

There being none, the next item followed.

C. District Manager

Ms. Giles stated one of the supervisors asked about doing board oversight and I have given you some ideas that we came up with. As we move forward if there is a particular area that a supervisor wants to work with staff on it helps. No decision is made outside of a meeting. Everything has to be in the sunshine but if it is just to follow-up on the gym equipment or something like that, we can assign a supervisor to work with staff on those things.

Mr. Vergara Molero stated thanks for doing this. That way we will have a single point of contact coming back into these meetings, let's put it in a formal setting.

Ms. Giles asked do you want to put a name to a task today or think about it and do it next month?

Ms. Bowen stated let us look at it and decide at the next meeting.

D. Facility Manager

1. Report

Mr. Soriano distributed his report and stated I missed the deadline to get the report in your agenda package. We are still getting to know your system. Cameron helped out on the IT side and we can upload information without being in that room.

Mr. Wilson stated I have 263 houses that have turned in paperwork so far, issued 27 new fobs due to renters and we have 536 active fobs at the present time. This month we are going to turn off the ones that haven't updated.

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The old black and gray fobs, the numbers were counteracting with the blue ones and making both inoperable.

Mr. Vergara Molero stated I suggest you send another remail blast.

Mr. Wilson stated I will send one tomorrow.

Mr. Soriano gave an overview of the rest of the facility management report that included rental policy, events, criteria for food trucks, types of bulletin board and possible location.

Ms. Giles opened the floor for public comment.

Mr. Lopez stated I did signs for five years and the lettering and signage on the top and bottom can easily be added on for \$50. You can buy the letters afterwards and cheaper than going to the vendor. Finding the board is best, blank, solar powered LED lights. Solar lights are \$20 and it illuminates your sign. That can be \$1,500 and you get everything.

A resident asked what is the issue? Are we going to advertise? What is the problem putting it on the side of the road? The amenity center is not a good site. Somewhere in the field would be better.

Ms. Bowen stated you need a county permit to put signs in the right of way and we have speeding issues and signage may be distracting.

On MOTION by Mr. Taylor seconded by Mr. Vergara Molero with all in favor Ms. Bowen was authorized to work with staff on the purchase of a bulletin board in an amount not to exceed \$2,000.00 to be paid from the repair and replacement line item.

Mr. Soriano stated we went through your policy issues and being able to suspend privileges and we will now be keeping incident reports. We will keep track of the incidents and if the behavior continues their privileges can be suspended.

Mr. Vergara Molero stated at the last meeting a resident brought up a recurring problem with water in front of the amenity center. I would love to get this fixed by the developer because it is a construction issue. Every time it rains or run the sprinklers water pools in that area.

Mr. Taylor stated across the street it happens in the same spot. That area is owned and maintained by the county and Zach was supposed to get with the county to figure out the best fix.

Mr. Vergara Molero stated we had a car crash two years ago that damaged a fence.

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Mr. Soriano stated there are two pickets missing on that panel. I've been grabbing parts hoping I could replace it at no cost but the size is different so I ended up getting a panel. We have a lot of extra pool panels that are a little different.

Mr. Vergara Molero stated we have a tree that was staked.

Mr. Soriano stated we are going to take it out and I will get a quote from Tree Amigos to put another one in.

Mr. Brown stated there are some streets where the water stays in the gutter for days.

Mr. Soriano stated I have looked at quite a few culverts and they get a lot of trash in them and I reached out to public works to see if they can schedule it for a cleanup.

Mr. Brown stated Ryan mentioned taking over the Doody Daddy.

Mr. Soriano stated we can but I will leave that up to you. It is a vendor you already have and that service is expensive. We generally don't jump in right away because we tend to charge more for that. Right now you have a regular maintenance cost, it is cheaper than Doody Daddy. We have a guy who lives in Oak Leaf and he does a lot of contracts for the HOAs in the area and he gets \$60 and \$70 hours. I don't know how that contract is written but I leave it to you. We do the janitorial already.

Mr. Cameron stated right now it is \$150 per week for three stations.

Ms. Giles stated it is \$1,860 per year.

Mr. Vergara Molero asked does the board want to do that?

Ms. Giles asked if they terminate with Doody Daddy what happens to the stations that are there?

Mr. Soriano stated as far as I know they are just there to clean and I will check to see if they installed them. We do have to pay for the bags.

Ms. Bowen asked can we get something proposed so we can see the cost for supplies and labor and at the next meeting we can compare apples to apples?

Mr. Vergara Molero asked what is the pond situation?

Mr. Soriano stated we have been in touch with Sitex. Your local guy dealing with the pond was a little dismissive, he indicated they can't do anything more. That is the case when you can't spray anymore, but you can switch to another type of chemical. It costs the CDD for an extra treatment but something more has to be done with the ponds. My concern is that they didn't approach that. They don't go in board and I'm not happy with that. They spray from the ground.

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I talked with the owner and he is going to come out and meet with his local manager and look at the two ponds. I want to give him a chance to try to correct that. If you want to see what is out there, I will put together a scope of work and bring it to the next meeting.

2. Monthly Quality Inspection Report

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Additional supervisor comments: The more people contact the county commissioners about the speeding issue the more likely we will get a response, contacted the county about the flooding issue, legal working on security agreement, board's choice as to who is able to review security footage, motion sensor alerts, security video cannot be shared with other individuals, lockbox in front needs to be more secure for vendor access, no vendors should have office or backroom keys, vendors to have fobs, outstanding keys.

Additional resident comments: The trees growing on edge of the lake need to be removed, police chasing kids at night going on private property, sidewalks holding water and collecting dirt occurs on Amberly, grass and foliage area in the back, better definition of pool deck and rules to ensure rules at pool are followed, asphalt on Amberly and Tynes is damaged, grass along Royal Pines on the second section of Tynes looks like a jungle, more guidance on location of food trucks, paint on building, changing forms from old management company to GMS contact info, pool pump door broken, amenity windows should be fixed to be open a little, make video photos available for BOLO, district unable to distribute video or stills that identify the location of cameras, more police presence than before.

NINTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of July 31, 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.

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TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – September 14, 2023
at 3:30 p.m. at the Plantation Oaks Amenity
Center**

Ms. Giles stated the next meeting will be held September 14, 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 5:17 p.m.

DocuSigned by:
Manlee Giles
A38999D0EDC14E4
Secretary/Assistant Secretary

DocuSigned by:
K. Taylor
AF1D0F9DA28E4E3
Chairperson/Vice Chairperson