

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 18, 2024 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum were:

|                      |               |
|----------------------|---------------|
| Kendrick Taylor      | Chairman      |
| Cameron Brown        | Vice Chairman |
| Christine Bowen      | Supervisor    |
| Jorge Vergara Molero | Supervisor    |
| Jeffrey Deal         | Supervisor    |

Also present were:

|                |                               |
|----------------|-------------------------------|
| Marilee Giles  | District Manager              |
| Katie Buchanan | District Counsel by telephone |
| Jay Soriano    | GMS, Operations               |
| Ryan Wilson    | RMS                           |

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 4:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the December 14, 2023 Meeting**

On MOTION by Mr. Deal seconded by Mr. Brown with all in favor the minutes of the December 14, 2023 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution Declaring Series 2017 Project Complete**

This item tabled.

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**FIFTH ORDER OF BUSINESS**

**Consideration of RFQ Responses for Engineering Services**

Ms. Giles stated the board tabled this item at the last meeting. The five supervisors can give me their scores and I can average them and get a total score or if there is a supervisor who wants to lead the discussion and talk through the scores we can do that too.

Mr. Taylor stated I ranked each company based on what was in the proposals for each category and in most cases giving the firm that scored the highest the most amount of points.

Mr. Taylor discussed each category and his scoring for each firm and stated I gave Alliant Engineering 86 points, Atwell 87 points, DEG 91 points and Taylor & white 68 points.

On MOTION by Mr. Deal seconded by Mr. Taylor with all in favor the ranking was accepted as presented with DEG Planners and Engineers being ranked number one with 91 points, Atwell, LLC number 2 with 87 points and staff was authorized to negotiate an agreement with the highest ranked bidder and if an agreement cannot be made then staff was authorized to go to the second highest bidder.

**SIXTH ORDER OF BUSINESS**

**Authorization for Staff to Open an SBA Account for Capital Reserve Fund**

Ms. Giles stated item six is a request to authorize staff to open an SBA account, which is a local government surplus funds trust fund to help maximize earnings with competitive returns with minimum risk on the invested funds. It is only for your O&M funds, not the debt service funds. This is done by transferring the funds to the State Board of Administration account to be invested in accordance with Florida Statutes. Right now this fund is earning around in the 4% area.

On MOTION by Ms. Bowen seconded by Mr. Deal with all in favor staff was authorized to open an account with the SBA for the capital reserve fund.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel – Memorandum Regarding Ethics Training**

Ms. Buchanan stated this is a reminder that effective January 1<sup>st</sup> you are now required to complete four hours of ethics training every year. It has to be completed by December 31, 2024 and when you turn in your form 1 there is a place on that form where you attest that you have

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completed the four-hour training requirement. The memo highlights several free online courses. As we identify other sources, we will pass those along as well.

Ms. Giles asked does the training they do this calendar year, get reported on next year's form 1?

Ms. Buchanan stated yes, that is correct. You will include that on the form that you submit in the summer of 2025.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

Ms. Giles stated your 2024 election cycle is in June, and your seats stagger, three of your seats expire and the other two will expire the following election cycle. In 2024 there are two seats up for election and that is seat 1 with Mr. Vergara Molero and seat 5 with Mr. Deal. There is a one-week qualifying period in June to file to be on the ballot. If nobody runs against you, your name will not be on the ballot but if someone runs against you both names will be on the ballot.

We will start talking about your budget at the February meeting and if there is anything you want to see changed on the budget let us know so that we know we are moving in the direction you want for 2025.

**D. Facility Manager**

**1. Report**

Mr. Wilson gave an overview of the report and discussed the operation, issues and expense of the air-conditioning system.

Staff was directed to compile and prioritize a list of maintenance and/or replacement items to be discussed during the budgeting process and to bring proposals for a new a/c unit to the next meeting.

**2. Monthly Quality Inspection Report**

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**EIGHTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

Additional Supervisors comments: Staff to get proposals for a taller fence by amenity center/playground, broken umbrella, town hall or workshop meeting, update cameras, kids repeatedly jump over the fence, signage on the locked gate, break out miscellaneous income.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

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

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

**B. Check Register**

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

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 8, 2024 at 3:30 p.m. at the Plantation Oaks Amenity Center**

Ms. Giles stated the next meeting is scheduled for February 8, 2024 at 3:30 p.m. in the same location.

On MOTION by Mr. Taylor seconded by Mr. Brown with all in favor the meeting adjourned at 5:02 p.m.

DocuSigned by:  
*Manilee Giles*  
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Secretary/Assistant Secretary

DocuSigned by:  
*K. Taylor*  
AF1D0F9DA28E4E4...  
Chairperson/Vice Chairperson