

Minutes of Meeting
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, March 14, 2024 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	Chairman by telephone
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
Terry Glynn	GMS by telephone

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

Ms. Larson asked can we have a map of the proposed doggie stations?

Mr. Wilson stated we are working on it.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the February 8,
2024 Meeting**

On MOTION by Mr. Vergara Molero seconded by Mr. Brown with all in favor the minutes of the February 8, 2024 meeting were approved as presented.

March 14, 2024

Armstrong CDD

FOURTH ORDER OF BUSINESS

Consideration of Proposals:

A. HVAC

Mr. Soriano stated these are the proposals we saw last month. The one we are looking at is McGowan’s Heating and Air Conditioning and that is to put it upstairs and swap out the one that is there with a new unit and the indoor and outdoor unit will match.

On MOTION by Mr. Brown seconded by Ms. Bowen with all in favor the proposal from McGowan Heating and Air Conditioning in an amount not to exceed of \$10,200 to include the extended warranty was approved.

B. Mulch

Board approved adding playground mulch to the contract with Tree Amigos starting October 1, 2024.

C. Fencing

This item deleted from agenda.

D. Solar Lighting

This item deleted from agenda.

E. Dog Waste Stations

This item tabled.

F. Orange Umbrella Repair Kit

This item deleted from agenda.

G. Amenity Center Pool Deck Landscaping (re: mulch & new flowers)

Staff will discuss adding perennials to the contract with Tree Amigos.

FIFTH ORDER OF BUSINESS

Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2025 Budget

March 14, 2024

Armstrong CDD

Ms. Giles stated we have the capital reserve study that recommends how much we need to transfer into the capital reserves and that is \$53,821. You can change that from year to year, this is what was recommended based on future repairs and replacements.

Items discussed for the upcoming budget and/or future budgets: mulch to be added to contract, fish in retention ponds, doggie stations, facility attendant, aerators, condition of pond banks, budget from Memorial Day to Labor Day for facility/pool attendant.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

There being none, the next item followed.

C. District Manager – 2024 General Election

Ms. Giles stated your 2024 election cycle is coming up for seat 1 and seat 5. The qualifying period is the second week in June.

I sent you an email with a link to file your form 1 online, it will no longer be a paper copy. You have until July 1st to do that. If something is not working right for you, just give me a call and we will work through that.

At the last meeting we discussed a cost share on the budget. It was anticipated receiving about \$20,000 from that cost share and that is with Armstrong Owners Association and is for \$1,100 per month for landscape and half the cost of a meter at 3518 Royal Pines. Based on 2022 and 2023 the accountant forecasted the \$20,000 and that was appropriate then. We still get the \$1,100 per month for landscaping but that meter is at a fraction of the cost now so that is the big difference that Christine has seen. Jay and Ryan and are going to look at the meter, verify the location and exactly what we are cost sharing with that meter.

D. Facility Manager

1. Report

March 14, 2024

Armstrong CDD

Mr. Wilson gave an overview of the facility manager’s report, and stated we would like to change fitness equipment maintenance companies.

2. Monthly Quality Inspection Report

SEVENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments

Additional Supervisor’s comments: miscommunication about a resident who accessed the lockbox and accessed the facility, communicate with staff about repairs to be done, need better access system.

Additional Audience comments: Notify residents that lighting issues should go to Clay County Electric, HOA is no longer handling special events, security coverage, cleaning of common areas by mailboxes, light sign in the front area, timers for lights at amenity center do not work properly, sell old pool chairs to help with purchase of new chairs, get map of meter locations for irrigation system, paint pickleball lines on tennis court, golf cart community.

EIGHTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of February 29, 2024

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

B. Check Register

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

NINTH ORDER OF BUSINESS Next Scheduled Meeting – April 11, 2024 at 3:30 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting is scheduled for April 11, 2024 at 3:30 p.m.

On MOTION by Mr. Vergara Molero seconded by Mr. Deal with all in favor the meeting adjourned at 5:00 p.m.

March 14, 2024

Armstrong CDD

DocuSigned by:

Marilee Giles

A3899D0FDC1MF4
Secretary/Assistant Secretary

DocuSigned by:

Kendrick Taylor

AF1D0F9DA28E4E4
Chairperson/Vice Chairperson