

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 11, 2024 at 3:34 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 by telephone
Jeffrey Deal	Supervisor by telephone

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Bill Schaeffer	District Engineer
Jay Soriano	GMS, Operations
Ryan Wilson	RMS
Sarah Sweeting	GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 3:34 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 March 14,
2024 Meeting**

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor the minutes of the March 14, 2024 meeting were approved as presented.

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FOURTH ORDER OF BUSINESS

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

Ms. Giles stated there was some talk about adding a special event line and whether the HOA was going to maintain that. Is there an update on that?

Ms. Bowen stated the HOA does still have a \$3,000 budget line; it is not projected to go away.

Ms. Giles asked is that a line you want to add to the CDD budget, or do you feel that line is covered through the HOA?

Mr. Taylor stated there is no one chairing that committee for the HOA, I do know there are events that people like in our neighborhood. I feel it would be nice to have those things so if the HOA doesn't have someone to do those, we may want to budget for it and we can always make that change if needed.

Mr. Brown asked if the district facilitated the events, the HOA could pay for that.

Ms. Giles stated we have that in some districts where the HOA has a little extra money and will partner with the district and make donations towards the events.

Mr. Cameron stated I think that would be a good option to have our own budget line for more events or bigger events.

Ms. Giles stated Christine and I looked at what other districts have in that line and some have \$5,000.

Ms. Bowen stated \$3,000 might be a good starting point if the HOA has \$3,000.

It was the consensus of the board to put \$3,000 in the budget line at this time.

Mr. Taylor stated since there is no event committee on the HOA, could the district begin this partnership and coordinate events and the HOA would fund it?

Ms. Giles stated yes.

Ms. Bowen stated repair and replacement line under the amenity center needs to be increased.

Mr. Soriano stated it is easier to combine it and increase it.

FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Dog Waste Stations

This item tabled.

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B. Restriping the Courts

This item tabled.

C. New Access System

This item tabled.

D. AED

This item tabled.

E. Landscaping Around the Amenity Center/Pool Deck

Staff directed to do the mulch around the two trees in the pool deck within their spending limit.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

Ms. Giles stated in the future would you like the district engineer at every meeting, attend the first few to get a feel for the district.

Mr. Taylor stated the first meeting was good but if there is not a pressing need then he can come to the meetings as needed.

Mr. Schaeffer will bring back a proposal to do the stormwater management inspection.

Mr. Vergara Molero left the conference call during this item.

C. District Manager

Ms. Giles stated the election cycle is coming up, the qualifying period is the second week in June and that is for seat 1 and seat 5. You have the form 1 requirement that is now done online that is due by July 1 and ethics training is due by the end of the year. We will approve your budget at your May 9th meeting.

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D. Facility Manger

1. Report

Mr. Wilson gave an overview of the facility manager’s report, copy of which was included in the agenda package.

2. Monthly Quality Inspection Report

SEVENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments

Additional Supervisor’s comments: erosion by drain on a resident’s property on a pond bank undermining a neighbor’s fence post, cutting weeds next to sidewalk is the responsibility of the homeowner not the district, report the need of a U-turn lane to the county, eblast sent to community on reporting streetlight issues.

Additional Audience comments: security not doing their job at the amenity center, need to replace fire extinguisher that is expired over a year, need caulk and removal of spider eggs at amenity, water sitting on sidewalk on Heatherbrook, tables at amenity need to be cleaned.

EIGHTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of March 31, 2024

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

B. Check Register

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

NINTH ORDER OF BUSINESS Next Scheduled Meeting – May 9, 2024 at 6:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting will be held May 9, 2024 at 6:00 p.m. in the same location.

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

DocuSigned by:
Manlee Giles
A38999D0EDC14F4
Secretary/Assistant Secretary

DocuSigned by:
K. Taylor
AF1D0F9DA28E4E4
Chairperson/Vice Chairperson