

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 8, 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
Cameron Brown	Vice Chairman by telephone
Christine Bowen	Supervisor
Cherie Hernandez	Supervisor
Jose Lopez	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan	District Counsel by telephone
Kyle Magee	District Counsel's office
Bill Schaeffer	District Engineer
Jay Soriano	GMS, Operations
Ryan Wilson	RMS
Chadwick Milton	Tree Amigos

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 corrected a statement he made at the last meeting, he was talking about the fountain not a pond.

Ms. Williams stated my concern is the contractors and understanding what supervisors do off- meeting time as far as who is responsible for what and how are they going to be accountable to us as owners when we come to these meetings. I would like to hear who is responsible for what. As an example, the lakes. If you are the supervisor responsible for that what was the progress you made for the month. Something like that, some kind of reporting accountability from you. You should be able to give us an update if you are responsible for something.

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Mr. Taylor stated this section of the agenda is for anything specific to an agenda item. If it is general comments, it is the second public comment section at the end of the meeting.

Ms. Williams stated Ryan is responsible for supervising the contractors, right.

Mr. Soriano stated that is on me.

Ms. Williams stated overseeing them to make sure we are getting our money's worth.

Mr. Soriano stated that is one of the things we are going to discuss today.

Ms. Williams stated I want to make sure the board understands we are paying Ryan a lot of money to manage that and I thought your job was to make sure the people are cutting the lakes: they are not cutting the lakes. The Lake Doctors are not doing their job. I have not seen a Lake Doctor on my lake at all. There is debris all the way down to the end of that lake and when it is hot it starts smelling. At the beginning Ryan was there a lot, I don't see you on the property anymore.

Mr. Wilson stated I'm on the property all the time.

Mr. Soriano stated the board members don't have any responsibility as far as going out and doing any of the work; they are there to guide us, but it is not their responsibility. Your question was what are they responsible for; they are policy makers they are not workers.

Ms. Williams stated they oversee, they give direction.

Mr. Soriano stated the board as a whole gives the direction.

Ms. Williams stated but each person here has been assigned a duty.

Ms. Giles stated the oversight is for you to have flexibility. Christine as an example, you trust she is reviewing the financials every month so she has been tasked to overlook the finances and she will call me from time to time and ask questions and point things out. Kendrick has the amenity center and from time to time he pops in.

Most of my district's don't even have that. It is not a requirement in the Florida Statutes, but it gives the supervisors an opportunity to work closely with the staff if they want to.

Ms. Williams stated a lot of people are complaining about the lakes, landscape and about Ryan.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Supervisor Deal

Mr. Taylor stated we appreciate the work he did while he was on the board.

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On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor Supervisor Jeffrey Deal’s resignation was accepted.

B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/24)

On MOTION by Ms. Bowen seconded by Ms. Hernandez with all in favor Jose Lopez was appointed to fill the unexpired term of office.

C. Oath of Office for Newly Appointed Supervisor

Ms. Giles being a notary public of the State of Florida administered the oath of office to Mr. Lopez.

Ms. Giles stated we will go over the forms and paperwork at the end of the meeting.

Mr. Schaeffer joined the meeting at this time by telephone.

Ms. Giles gave an overview of the sunshine law and public records law.

Ms. Buchanan stated one additional item is the ethics requirements. Soon you will be required to complete four-hours of ethics training starting January 1, 2025. We generally advise if you have a question that you think might create an ethics issue just reach out to Marilee or myself.

Ms. Giles stated I recommend you create a separate email account just for CDD business. You can talk to the other board members about sports and school and kids and everything but not matters that are going to come before the board unless we are in a meeting.

D. Consideration of Resolution 2024-07 Election of Officers

On MOTION by Ms. Bowen seconded by Mr. Taylor with all in favor Resolution 2024-07 adding Cherie Hernandez and Jose Lopez as assistant secretaries of the district was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 11, 2024 Meeting

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On MOTION by Ms. Bowen seconded by Mr. Taylor with all in favor the minutes of the July 11, 2024 meeting were approved in substantial form amending a reference to a pond not fountain.

FIFTH ORDER OF BUSINESS**Consideration of Proposal for LED Lights for Pond Fountain**

It was the consensus of the board to repair the fountain as previously authorized and hold off on the LED lights.

SIXTH ORDER OF BUSINESS**Discussion Items****A. Cost Share Agreement with Armstrong Owners Association**

Ms. Giles stated Jay will cover items A and B. Christine noticed on the budget and financials one of the revenue items decreased greatly and that is because of the cost share agreement. This cost share agreement is \$1,100 for Tree Amigos to cut part of Royal Pines and a meter that we split the cost with them. The usage of that meter declined and the revenues declined also.

Mr. Soriano stated they do have maps they are working on that are better pointing out locations for these meters. This meter is all the way up in the commercial area. The meter sits outside the Pizza Hut, and it serves everything to the light but also back into your neighborhood. We don't have good maps and I don't have an understanding of how it was spit up. Originally the design of this neighborhood was going to be one neighborhood and you were a part of Eagle Landing. You have to have the cost share because there is no way to split that pipe. Then we have the 50/50 and we were trying to figure out if that is fair. When we went through and I have been able to see the maps and zones and where they feed, you are getting more than 50% of that pipe's water. You have more zones inside the district than they have. There are other items on the cost share that we want to address such as the mowing.

Ms. Bowen stated on that meter there can be multiple clocks.

Mr. Soriano stated there could be. They said they had clocks in the commercial zone and there is one more meter back there. There are 24 zones that are ours. We traced the maps down through the old engineer and the as-builts from GreenPointe for the stuff inside the neighborhood. We still need their input of how everything is set up. We want those maps because if there is a gate valve someplace in the ground it could be diverting water from the meter to another area.

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Ms. Giles stated before Jay moves on if there is going to be a change to this cost share agreement the board needs to let us know so we can work with district counsel. There is a process to break this agreement and establish a new one.

Mr. Taylor stated we need to look at the landscape up there. We shouldn't be paying to cut landscaping in front of a commercial area; the commercial area should pay for that.

Ms. Giles stated when they cut we do get reimbursed \$1,100.

Ms. Buchanan stated that is increased as the landscape contract increases.

Ms. Giles stated let me make sure that is happening.

Mr. Soriano stated we pay the bill and get reimbursed. We can work to change that and we want to check the repair bills. The cost share is just for the cost of the maintenance.

Ms. Bowen stated I think we need to continue to review the repair side and that will affect the landscape cutting and do it at once.

Mr. Lopez stated also look into the cost share percentage.

Mr. Taylor stated separate the landscape. I don't want them billing us and we have to accept payment.

B. Landscape Contract

Mr. Soriano stated at the last meeting the board expressed concern for quality and service. We included the current contract in the agenda package. It is a little more generalized and the scope of service starts on page 48. This was provided by Tree Amigos. When you start off a neighborhood when it is a small district the developer or builders just solicit bids. The contract is set up around what they can get. Kutak Rock has helped with better scopes in other districts that help us hold their feet to the fire in the contract and that is what I have handed to you. If you follow their scope compared to what I have given you, ours is a lot more detailed. It is still some of the same wording just theirs is a little more vague. That leaves things open to interpretation and also an argument, if they are not doing their job realistically by their wording almost all the stuff they are actually hitting their job. There are things we would have to prove and hard to say they are in breach of contract but when you have a more detailed contract that is a little easier. This is not everything. This is things I pulled from multiple districts and I tried to match them to your property, cutting, trimming, edging, fertilization, shrub care and those types of things and put dates in there and a little more detail. I want to point out the things not just for detail but broken down

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by pricing. There has been a change in ownership, and they are going to be doing better reporting, a little more detail work. I would like to work with them on this and get them to agree to a lot of things. These are not really a change. This is not a final document and we can change the wording. I prefer to work with them to get it right rather than going out with an RFP. We have had concerns with responsiveness, and I would like to work with them but if they don't agree then you may decide to go out with an RFP.

If you decide in a month or so you are not happy then I will need this document to go out for an RFP.

Ms. Giles asked how do you want to do this? First collectively as a board they are interested in this.

Mr. Soriano stated we can have a discussion and I can get input and I can note on there, but if they want to review this and send me information that you see as problematic.

Ms. Giles asked are we going to revisit this at the next meeting?

Mr. Taylor stated yes. In the meantime, we will send revisions to Jay and finalize it at the next meeting. Do we want to meet again before it goes to Tree Amigos or do we want Jay to read through it all and then take it to Tree Amigos before the next meeting?

Ms. Bowen stated we all need to be on the same page.

Ms. Giles stated we are not going to change the contract between now and the next meeting; Jay is looking for your input to the example he gave you. I don't anticipate you are going to have a lot of changes. This is a solid scope but there may be something specific to Armstrong you want to tweak a little bit. Once you get their input and it is all smooth you are going to share it with Tree Amigos and then bring it back?

Mr. Soriano stated I can share it with each one of them and send it out as an updated email as this is what I'm going to work with Tree Amigos on, thank you for your input. Hopefully, they pretty much agree with everything and it is not a negotiation back and forth because then it comes back to you and you have to decide if you want to continue or go out with an RFP.

C. CDD Goals & Objectives

Ms. Giles stated I think Katie has to drop off the call and Kyle will go over this new requirement and I will explain how it applies to Armstrong CDD.

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Mr. Magee stated in the last legislative session there was a bill that passed and it now requires that all special districts starting October 1, 2024 to establish goals and objectives for each program and activity and develop performance measures of standards to assess whether those goals and activities are being met. It is the first year this legislation is in effect and our recommendation to all of our districts has been let's start with the basics as far as goals and objectives the first year to ensure the district can comply with them and we have a good clean slate and are meeting those objectives. Once we get through the first year if the board wants to revisit we could potentially start making objectives that are a little more tailored to the district. This first year we are recommending to set our goals and objectives to basic stuff the district is already doing to meet other statutory requirements. GMS has identified several categories as well as some potential goals for the district to adopt to meet the new legislative requirement. They also provided an annual reporting form that will meet that portion of the statute. The only requirement is that the district needs to have this in place by October 1.

Ms. Giles stated we did look at some simple metrics that we could set for goals and objectives and those are here. We have one more meeting before this goes into effect. You can accept these or we can table it and we can have discussion if you want to change them. The annual report is due by December 1, 2025. Going into next year I will put this on the agenda a little sooner to give the board the opportunity to change them or keep them the same, whatever you want to do.

On MOTION by Ms. Bowen seconded by Mr. Taylor with all in favor the 2025 goals and objective were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

Mr. Schaeffer stated the first item is actual stormwater permit that was issued when the Armstrong parcel was permitted with the St. Johns River Water Management District. That has a condition 21 which is why we put together the proposal. I set this letter agreement up as a shopping list of things you may need so that you will know what it would be down the road. The intent is to educate you on what it is that needs to be done and then give you some general ideas of what

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we will do in order to meet those requirements and give you an idea of what some of the fees would be and if we go out there and we to inspect the ponds and saw some things that needed to be fixed, some maintenance that needed to happen.

Mr. Schaeffer read into the record the conditions and process and responsibility of inspection of the stormwater system.

On MOTION by Mr. Taylor seconded by Ms. Hernandez with all in favor the engineering agreement for task 1 and 2 for pond bank inspection in the amount of \$2,500 was approved.

C. District Manager – Discussion of Fiscal Year 2025 Meeting Schedule

On MOTION by Mr. Lopez seconded by Ms. Bowen with all in favor the fiscal year 2025 meeting schedule reflecting meetings on the second Thursday of the month was approved.

Ms. Giles stated we have two new supervisors. Is the board interested in making any changes to the board oversight or did someone want to take landscape or pond maintenance. Those the two that were just vacated.

Mr. Lopez stated I would like the amenity center because I am there a lot if Kendrick doesn't mind.

Mr. Taylor stated I don't mind. I am there a lot as well and if you want that, I will take on the landscaping.

Ms. Giles asked Cherie, are you good with pond maintenance?

Ms. Hernandez responded yes.

Ms. Giles stated just to remind the board, this gives staff a supervisor to talk to about their particular area. A lot of times if the board gives us not to exceed amounts, then staff can work with a particular supervisor within that not to exceed amount.

Mr. Taylor stated just for clarification this does not make you the decision-maker for that area, it is just as a liaison with staff.

D. Facility Manager- Report

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Mr. Wilson gave an overview of the facility manager's report, copy of which was included in the agenda package and stated my number is on the window and if there is an issue with landscape or ponds, give me a call.

Additional discussion: replacement of pool grates, line of sight issues, trim/relocate trees, ants in pool area.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Ms. Bowen introduced Chadwick of Tree Amigos who is the new point of contact. Are you onsite when are working?

Mr. Milton responded yes, I'm onsite once a week. There are new processes coming in for the crew leader who will be sending before and after pictures on weekly service.

Mr. Soriano stated that will be very helpful with resident complaints.

Ms. Bowen stated a week or so ago there was an issue with the meter boxes that Clay County fixed. I would like to know if that leak affected our water bill.

Mr. Lopez stated I have noticed the areas by the mailboxes collect a lot of trash and the mowers don't pick it up. Be cognizant of those issues in the mailbox area.

Ms. Williams stated will the proposal you just approved for the lakes give us a good snapshot of the lakes?

Ms. Giles stated pond banks.

Mr. Soriano stated it is not for water quality or anything like that, it is for the design of the lake, to ensure we are maintaining the proper slope.

Ms. Williams stated if there is a plug in the outfall, that would be public works.

Mr. Soriano stated I don't know that there are any plugs in yours. The last time I talked to them they said everything was good. The pond design in this area is very good and that is why we don't have standing water after a storm.

Ms. Williams asked do you to this on a monthly or yearly basis? Do you have reports on that?

Mr. Soriano stated I don't do it monthly. The last time I talked to them was on Amberly and that was two or three months after we came on, because of the complaints. You have a different lake service because of the complaints about algae. I don't call on a regular basis just to clear out culverts that don't need to be cleared because they won't respond anymore. They have

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their own schedule they are supposed to do. You may want to follow-up and ask them what is the normal expectation to do an inspection. I don't know that they would tell you right away, but they do have a standard.

Ms. Williams asked what is Lake Doctor's responsibility?

Mr. Soriano stated the Lake Doctors is just the chemical side to make sure your water chemistry is better and that helps cut down algae. It's not going to get rid of it. Your ponds are better than they were last year at this time. Picking up trash is not in their contract.

Ms. Williams asked is that something the property manager can do?

Mr. Soriano stated he can help out but he just has so many hours, that is not really what he does. We put in a few extra hours to do things like maintenance, but he does everything.

Ms. Williams stated he has down time because I see him sitting in the office a lot.

Mr. Soriano stated just because you see him sitting there doesn't mean he is not working on something. The majority of his scope is to be the facility manager there.

Ms. Williams asked will the resident be able to give input on the goals and objectives or is that on the state level?

Ms. Giles stated today the board accepted the goals and objectives that were recommended. Residents can attend all the meetings and make recommendations. They are on the website in the agenda package if you want to review them.

NINTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of July 31, 2024

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 – September 12, 2024
at 3:30 p.m. at the Plantation Oaks Amenity
Center**

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Ms. Giles stated the next meeting is scheduled for September 12, 2024 at 3:30 p.m. at the same location.

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor the meeting adjourned at 5:44 p.m.

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

Signed by:
K. Taylor
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Chairperson/Vice Chairperson