

Minutes of Meeting
Armstrong Community Development District

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, November 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
Cameron Brown	Vice Chairman
Christine Bowen	Supervisor
Cherie Hernandez	Supervisor
Jose Lopez	Supervisor

Also present were:

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

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

A resident stated I sent an email to Kendrick proposing a fundraising walk in our community, Greyhawk, for MS. I was diagnosed in 2018 with MS and would like to do this fundraiser that will take place in March.

Ms. Giles asked are you going to use any of the district facilities?

A resident stated no.

Mr. Taylor stated when her presentation is updated, please send it to the other board members. I know you mentioned food trucks on there. Is that still part of your plan and where do you anticipate locating those trucks?

A resident if I get a food truck to come out it would be on my driveway.

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Mr. Soriano stated it is going to be inside the neighborhood and doesn't affect anything on district property. In the future if it gets bigger, we will work with her to use the bathrooms at the amenity center as a turnaround point.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 12, 2024 Meeting

On MOTION by Mr. Lopez seconded by Mr. Taylor with all in favor the minutes of the September 12, 2024 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Discussion Items

A. Landscape Scope of Services

Mr. Soriano stated the landscaper agrees with everything in the scope, no concerns but they wanted a little more time to do the pricing. The new scope is not much different than they were expecting, we are writing everything out and we have a record of what is expected, the cost and the timelines. Hopefully, we will see that at the end of this week or the beginning of next week.

Mr. Taylor asked have we received the maps and documentation that we have requested?

Mr. Soriano responded not all. We have received some, but I was told a lot of their new reporting, their new detailed policy information that is coming out with a lot of those things we requested just started this week. Ryan has received irrigation reports, but he just received them this morning. We wanted detailed maps, not something that looks like it was drawn in a few minutes.

Mr. Lopez stated we asked several months ago for an irrigation quote for a lot that didn't have irrigation. Can we put in our contract that they have 60 days to return a quote and if not we can find it somewhere else?

Mr. Soriano stated we can go out to somebody any time we want. If it is not something that is part of our normal landscape monthly maintenance contract, we can use another vendor. I warn against that a lot of times because you have two vendors working in the same area and if something goes wrong it makes it hard to deal with warranty work.

Ms. Giles asked do you want this item on the next agenda?

Mr. Soriano stated yes.

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FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Fabric Replacement on Lounge Chairs

Mr. Wilson stated I have replaced 10 so far and there are 28 left to do.

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor the proposal from Horizon Casual in the amount of \$3,665 was approved.

B. Ruppert Landscape for Additional Irrigation

This item tabled to enable staff to get more details on the proposal from Rupert and to obtain additional proposals from other vendors.

SIXTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2023 Audit

Ms. Giles stated in the management letter it says, there were no findings or recommendations made in prior audit and Armstrong CDD complied in all material respects with the requirements during the year ending September 30, 2023. This is a clean audit.

On MOTION by Ms. Bowen seconded by Mr. Taylor with all in favor the fiscal year 2023 audit was accepted.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer

Mr. Schaeffer stated we went out on October 1st and the pond water elevations were still elevated due to the Helene storm event. I think it is down now and we have it on our calendar to go out next week to do our actual pond inspections. We completed task 1, which is background information, we built the inspection check list based on the design. We will submit the report to the agencies after we get the board to review and approve it.

C. District Manager

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Ms. Giles stated if you haven't completed your ethics training or if you need me to resurface the email with the link to the free training, please let me know.

D. Facility Manager - Report

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

SIXTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of October 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.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – December 12, 2024 at 3:30 p.m. at the Plantation Oaks Amenity Center

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

On MOTION by Mr. Brown seconded by Ms. Bowen with all in favor the meeting adjourned at 4:37 p.m.

Signed by:

Marilee Giles

Secretary/Assistant Secretary

Signed by:

K. Taylor

Chairperson/Vice Chairperson

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