

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 9, 2025 at 3:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Jose Lopez	Chairman
Cameron Brown	Vice Chairman
Christine Bowen	Supervisor
Cherie Hernandez	Supervisor
Kendrick Taylor	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 3:30 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Election of Officers, Resolution 2025-01**

On MOTION by Ms. Bowen seconded by Ms. Hernandez with all in favor Jose Lopez was elected chairman.

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On MOTION by Ms. Bowen seconded by Mr. Brown with all in favor Resolution 2025-01 was approved reflecting: Jose Lopez chairman, Cameron Brown vice chairman, Christine Bowen, Cherie Hernandez and Kendrick Taylor assistant secretaries, Marilee Giles Secretary and treasurer, Daniel Laughlin, James Oliver, Darrin Mossing and Matthew Biagetti assistant secretaries and assistant treasurers.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the December 12, 2024 Meeting**

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

**FIFTH ORDER OF BUSINESS**

**Consideration of RFP Scope of Services for Landscape & Irrigation Maintenance Services**

Mr. Soriano stated this project manual and timeline will go to Katie for her review before it goes out to vendors. A week and a half or two weeks from our last meeting I got my first detailed report from Rupert. They are welcome to stay part of the process and submit a proposal, but I felt the consensus was that we were going to go out with an RFP. Looking at the timeline if we are going to start after this meeting, we have to finalize the RFP and we will send this out to vendors. About a week later we will have a proposal meeting where Ryan and I will meet with the vendors and tour the property to make sure everyone understands what is in that scope and open the bids March 18th.

Ms. Bowen asked can we adjust the timeline or are these required? Our meeting is the March 13<sup>th</sup> and the March 18<sup>th</sup> misses the meeting by five days.

Mr. Soriano stated that would be easy. This is 6 weeks for them to have their bids ready. Once received, we have to go through the bids before they go to the board.

Ms. Bowen asked would you want to have a separate meeting?

Mr. Soriano stated my suggestion would be to move the April meeting if you want to.

Ms. Buchanan stated if we can shave a little off the front and the back it would be nice to get going before you get into the growing season.

Ms. Bowen asked if we pick a vendor in March can they start then, or do we have to give notice to Rupert now?

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Mr. Soriano stated you give them notice and we would have time to work with who you award because that person could say they don't want it. We want to set up the contract to go from April to October then the next year it will be on our fiscal year.

Ms. Giles stated with a due date of March 6, Jay will forward the electronic packages to the board members but will do his evaluation that will be presented at the meeting.

Mr. Soriano stated if we are going to go through this process I think you need to look at the irrigation side of it. We need to include an all-inclusive. Even in small neighborhoods I recommend that we do something like 2" line or smaller is included in normal repairs. The reason is I don't like getting nicked and dined for heads.

The initial term will be six months to take us to the end of the fiscal year and with the option to renew up to three years upon both parties agreement.

On MOTION by Ms. Bowen seconded by Mr. Taylor with all in favor the RFP package and evaluation criteria for landscape maintenance services was approved as amended.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals:**

**A. Tile Repairs**

Mr. Wilson stated there is no proposal for tile repair because the cost came in under my limit. Pinch-A-Penny gave me a quote of \$350 to get it done. We need to wait for the weather to warm up a little bit.

**B. Irrigation Repairs**

This item tabled.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Buchanan stated we are continuing to work with the developer's counsel, to make sure we have allocated the cost sharing for landscaping and irrigation variance. I think we are on the right path, we have received comments back from them and they are agreeable to separating it. We will bring something back to you at the next meeting.

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Ms. Giles stated the monument signs were on somebody else’s property and as the two lawyers were working on this agreement, they are adding language to cover the maintenance of those monument signs on other people’s property. Part of the delay is working out those details.

Ms. Bowen asked will there be language that the property owner isn’t going to tear down the signs?

Ms. Buchanan stated the easements protect the sign and adjacent areas. I would like to have an easement signed over to the CDD specifically.

**B. District Engineer Pond Bank Inspection Report**

This item tabled.

**C. District Manager**

Ms. Giles stated you have all finished your ethics training for calendar year 2024; you now have to complete your ethics training for calendar year 2025. If you complete it, send me an email and that will help me keep track throughout the year.

**D. Facility Manager - Report**

Mr. Wilson reviewed the facility manager’s report and staff was authorized to send a cease and desist letter to the homeowner feeding the ducks that results in damaging district property.

**SEVENTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

Ms. Hernandez asked about the status of the Eagle Landing sign?

Ms. Giles stated the challenge is it is not our sign and not our property.

Ms. Bowen stated they are not selling, and the signs need to be removed.

Mr. Brown asked who do we contact about the lights?

Mr. Soriano stated that is Clay Electric and you can report issues on their website.

The board discussed the type of new access cards, with photo or no photo, cost per card after a certain number, fobs versus printed cards, how to control number of guests present without owners being present, cost of fob replacement versus cards.

Mr. Lopez asked can we get a facility maintenance checklist?

Mr. Taylor stated report issues to staff.

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**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of December 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 – February 13, 2025  
at 3:30 p.m. at the Plantation Oaks Amenity  
Center**

Ms. Giles stated the next meeting is scheduled for February 13, 2025 at 3:30 p.m. at the same location.

On MOTION by Mr. Brown seconded by Ms. Bowen with all in favor the meeting adjourned at 4:50 p.m.

Signed by:  
*Marilee Giles*  
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Secretary/Assistant Secretary

Signed by:  
*Jose Lopez*  
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Chairperson/Vice Chairperson