

ARMSTRONG

Community Development District

APRIL 10, 2025

AGENDA

Armstrong
Community Development District
475 West Town Place
Suite 114
St. Augustine, Florida 32092
District Website: www.armstrongcdd.com

April 4, 2025

Board of Supervisors
Armstrong Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Armstrong Community Development District will be held Thursday, April 10, 2025, at 3:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Audit Committee Meeting

- I. Roll Call
- II. Review and Selection of Audit RFP Criteria
- III. Other Business
- IV. Adjournment

Regular Meeting

- I. Roll Call
- II. Public Comment (*regarding agenda items listed below*)
- III. Approval of the Minutes of the March 13, 2025, Meeting
- IV. Discussion Items
 - A. Interim Suspension Letter – Oakley
 - B. Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2026 Budget
- V. Consideration of Proposals for Irrigation Repairs

- VI. Acceptance of Audit Committee's Recommendation; Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer – Pond Bank Inspection Report
 - C. District Manager
 - D. Facility Manager Report
- VIII. Supervisor's Requests and Audience Comments
- IX. Financial Reports (*under separate cover*)
 - A. Financial Statements as of March 31, 2025
 - B. Check Register
- X. Next Scheduled Meeting – May 8, 2025 @ 6:00 p.m. at Plantation Oaks Amenity Center
- XI. Adjournment

Board Oversight

Amenity Center – Supervisor Lopez
Security – Vice Chairman Brown
Landscape and Common Areas – Chairman Taylor
Pond Maintenance – Supervisor Hernandez
Finance and Accounting – Supervisor Bowen

SECOND ORDER OF BUSINESS

THIRD ORDER OF BUSINESS

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 13, 2025 at 3:38 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum were:

Jose Lopez	Chairman
Christine Bowen	Supervisor
Cherie Hernandez	Supervisor

Also present were:

Marilee Giles	District Manager
Kyle Magee	Kutak Rock by telephone
Jay Soriano	GMS, Operations
Ryan Wilson	RMS
Representatives of Ruppert, Brightview and Bland	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 3:38 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 February 13
2025 Meeting**

On MOTION by Ms. Bowen seconded by Ms. Hernandez with all in favor the minutes of the February 13, 2025 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Discussion Item – Interim Suspension Letter -
Oakley**

Ms. Giles stated the board has a copy of the suspension letter sent to the resident and a copy of their response.

Mr. Magee stated it is my understanding the letter was sent due to a member of the household feeding the geese/ducks along the ponds. In the district’s amenity policies there is a rule in the section entitled the pond areas fishing policies, which does prohibit the feeding of wildlife in the pond areas. That would be the violation.

Mr. Lopez stated I did witness them feeding the ducks prior to my being on the board. I read the response, and I don’t think they understand what is happening because they keep addressing HOA items.

Ms. Giles stated the board can continue the suspension or say time served. If you decide to continue the suspension you need a motion for the length of the suspension.

On MOTION by Ms. Bowen seconded by Mr. Lopez with all in favor the suspension for resident Oakley was continued for 30 days until the next board meeting.

FIFTH ORDER OF BUSINESS

Discussion of Landscape and Irrigation Maintenance Proposals and Award in Response to RFP

Mr. Soriano discussed the amount of mulch is for playground mulch, fertilization and flowers.

On MOTION by Ms. Bowen seconded by Mr. Lopez with all in favor table 3 was approved for use for mulch, fertilization and flowers.

The board and staff discussed the maps, sidewalks and easement areas.

Mr. Soriano reviewed the proposals in detail and representatives of Ruppert, Bland and Brightview gave a brief background of their company and overview of their experience.

After discussion of the evaluation criteria for each proposer the consensus scoring was: Ruppert 69.53, Duval 67.88, Brightview 73.03, Bland 69, VerdeGo 79.5.

On MOTION by Ms. Bowen seconded by Mr. Lopez with all in favor VerdeGo at 79.5 was ranked no. 1, Brightview at 73.03 was ranked no. 2 and Ruppert at 69.53 was ranked no. 3 and staff was authorized to work with VerdeGo on pricing and if he can’t come to agreement then go to the number two ranked firm and district counsel was

authorized to prepare an agreement for landscape maintenance services.

On MOTION by Mr. Lopez seconded by Ms. Hernandez with all in favor staff was directed to send a 30-day notice of termination to Ruppert.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Irrigation Repairs

This item tabled.

SEVENTH ORDER OF BUSINESS

Appointment of Audit Committee

On MOTION by Ms. Bowen seconded by Mr. Lopez with all in favor the board was appointed to serve as the audit committee.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. District Engineer – Pond Bank Inspection Report

There being none, the next item followed.

C. District Manager

Ms. Giles stated at your April 10th meeting we will be looking for any board guidance as it pertains to the proposed budget. You will approve the budget in May and if it comes in a little higher it is okay, you can lower line items when you adopt it.

Your Form 1 is due by July 1st and you file it online at the Commission of Ethics. You can send me a text or email once you have completed it and I will keep track of that for you.

D. Facility Manager – Report

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

NINTH ORDER OF BUSINESS

**Supervisor’s Requests and Audience
Comments**

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of February 28, 2025

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

B. Check Register

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

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 10, 2025 at
3:30 p.m. at the Plantation Oaks Amenity
Center**

Ms. Giles stated the next meeting is scheduled for April 10, 2025 at 3:30 p.m. in the same location.

On MOTION by Ms. Bowen seconded by Mr. Lopez with all in favor the meeting adjourned at 6:16 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

FIFTH ORDER OF BUSINESS

SIXTH ORDER OF BUSINESS

SEVENTH ORDER OF BUSINESS

D.



Armstrong Community Development District (CDD)

3645 Royal Pines Dr, Orange Park, FL 32065
(904) 203-7112; Greyhawkmanager@gmsnf.com

Memorandum

Date: March 10th 2025

To: Board of Supervisors
From: GMS – GreyHawk Amenity Manager

Community:

Amenity Usage

- *Total Facilities Usage – fobs Scanned 3256 in February*

Card counts:

New Owners	0
Replacements	2

Room Rentals

rentals in the month of March 2

Special Events

Easter Event 4-5-25

Operations:

- I fixed the broken umbrella
- I have been preparing for the Easter event
- Easter Bunny and petting zoo have been booked
- I have pressure washed the fence around the pool
- I have also pressure washed the front of the facility as well as the rock sitting area behind the courts.

Armstrong Community Development District (CDD)

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Memorandum



Landscaping

- *Monthly reports for March. submitted and filed at Operations office.*

For questions, comments, or clarification, please contact:

- *Ryan Wilson, Greyhawk Amenity Manager (904) 322-3199*
- *Jay Soriano, GMS Operations Manager (904) 274-2450*

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