

**MINUTES OF MEETING
ARMSTRONG
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Armstrong Community Development District was held Thursday, **October 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	Assistant Secretary
Cherie Hernandez	Assistant Secretary
Kendrick Taylor	Assistant Secretary

Also present were:

Marilee Giles	District Manger
Katie Buchanan	District Counsel <i>by phone</i>
Jay Soriano	GMS, Operations
Ryan Wilson	RMS
Chalon Suchsland	VerdeGo

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 no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the September 11,
2025 Meeting**

On MOTION by Mr. Taylor seconded by Ms. Hernandez with all in favor the minutes of the September 11, 2025 meeting were approved.
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FOURTH ORDER OF BUSINESS**Discussion of Access Cards**

Ms. Giles stated this discussion has been going on for a couple of months and is on the agenda for the board to talk about how you want to do the swap of the access cards and the design of the cards.

The board discussed the positioning of Grayhawk and Armstrong CDD, ability to swap the cards out without a charge to the residents, new homeowners get two and thereafter they can purchase additional cards, distribute cards November 1st and December 1st they are usable,

On MOTION by Ms. Bowen seconded by Mr. Taylor with all in favor residents will be entitled to a one for one access card swap.

On MOTION by Ms. Bowen seconded by Mr. Brown with all in favor the new card will be designed Armstrong CDD at the top, Grayhawk on the bottom and resident photos.

FIFTH ORDER OF BUSINESS**Consideration of Proposals from Sofitco for Fitness Equipment**

No action was taken on this item.

SEVENTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2024 Audit**

**This item was moved up and taken out of order.*

Ms. Giles stated you have a clean report but I will point out on a couple pages how well the board does with their finances and how well your accountant does in keeping up with that. This report was due June 30th and we received it yesterday and that is why your agenda was updated. It is a report that needs to be timely, presented to the board, it needs to be posted on the website. Under opinion, it says in our opinion the accompanying financial statements present fairly in all material respects the respective financial position of the governmental activities of each major fund of the Armstrong CDD as of September 30, 2024. Under the internal control over financial reporting says, given these limitations during our audit we did not identify any deficiencies in internal control that we consider to be a material weakness. Under the management letter there were no findings or recommendations made to the preceding financial audit report and there were no recommendations to improve financial management.

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On MOTION by Ms. Bowen seconded by Ms. Hernandez with all in favor the Fiscal Year 2024 Audit was accepted.

SIXTH ORDER OF BUSINESS**Discussion of Fiscal Year 2025 Audit Services
and Appointment of Audit Committee**

Ms. Giles stated you just went through an audit RFQ in the summer and selected Berger Toombs Elam Gaines & Frank. You have had them since you became Armstrong CDD, they have done a great job for you and you always had a clean audit. Recently, they have had a turnover of staff, this report is due June 30th of each year to the state, we received your audit yesterday. There was correspondence in-between. October 1st of each year they have access to the GMS files where all the financial documents are kept. There were emails and correspondence between your district manager, district accountant and district counsel leading up to June 30th. District counsel had to respond to an email to why we don't have the audit by June 30th. No excuses were ever made nor did we ask for why is it late. I don't know why it was late, some think because one of the partners left and some employees left that maybe that is why.

Do you want to stay with Berger Toombs or is there an interest in going out for RFP similar to what you did in the summer?

Ms. Buchanan stated this is not a problem specific to Armstrong I think the firm ran into this with multiple districts. I think it is worth trying to look at other options.

Ms. Bowen stated I think we should go through the process again and look for a new firm.

On MOTION by Mr. Taylor seconded by Ms. Bowen with all in favor the board members were appointed to sit as the audit committee and staff was directed to go out for a RFP for audit services.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

There being no comments, the next item followed.

B. District Engineer

There being no comments, the next item followed.

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C. District Manager – Review of Fiscal Year 2025 Goals and Objectives

On MOTION by Mr. Lopez seconded by Ms. Bowen the fiscal year 2025 goals and objectives annual report was approved.

D. Facility Manager**1. Report**

Mr. Wilson reviewed the facility manager's report and the board took the following action.

On MOTION by Ms. Bowen seconded by Ms. Hernandez with all in favor staff was authorized to submit the VerdeGo proposal in the amount of \$6,430 to EGIS for damage caused by auto accident.

Mr. Soriano left the meeting at this time.

2. Monthly Quality Inspection Report**NINTH ORDER OF BUSINESS****Supervisor's Requests and Audience Comments**

Ms. Hernandez stated the sod at the playground looks great. Do you know about the loose pavers by the mulch?

Mr. Wilson stated yes, I have to get some stuff and pack it in there.

Ms. Hernandez asked are there plans to clean the concrete close the playground?

Mr. Wilson stated I have a pressure washer coming in a month.

Mr. Taylor stated in the area where we patched the sod as you come into the neighborhood is getting some weeds. Can that be sprayed?

Ms. Suchsland stated I have someone coming next week.

Mr. Brown asked how are the cleaners doing?

Mr. Wilson stated he had people working for him and he got rid of them because they weren't doing their job. The owner has been coming out.

Mr. Woods stated I still have an issue.

Mr. Wilson stated Jay wants to have the new engineer to come out and walk the property before we make a decision on that.

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Mr. Woods stated on the access keys when we moved in we got two fobs and two or three years ago I lost mine. When we get the new access cards do we get two?

Mr. Wilson stated one for one and you can purchase another one. Right now they are set at \$25.

Mr. Woods stated I don't know who is responsible but we have those green boxes all around.

Mr. Wilson stated those are Comcast.

Mr. Woods asked is there a way to make them all stand up straight?

Mr. Taylor stated I have one next to my home that got hit by a golf cart or car, you just call them and be the squeaky wheel. They will come out and correct it if you make enough noise about it.

Mr. Jones asked how often do you clean the sidewalks?

Mr. Wilson stated I try to do it twice a year. I have a pressure washer coming in a month.

Mr. Jones asked the main entry for the amenity is at the main gate.

Mr. Wilson stated the main door, the side door and the back.

Mr. Jones stated there is a tree that blocks the line of sight when you leave the amenity center.

Ms. Bowen stated it is a problem, and we may have to move it somewhere else. A mirror would be helpful too.

Ms. Giles stated staff can look at the tree and if we can lift it we will lift it and if that doesn't help we can let the board know and you and make a decision next meeting.

Mr. Taylor stated we should look at all the trees that are on the road in Royal Pines.

Mr. Jones asked is the assessment something new?

Ms. Giles stated that letter goes out if there is an increase in your CDD fees. If the budget stays flat you won't get one.

TENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of September 30, 2025

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

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B. Check Register

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

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 13, 2025
at 3:30 p.m. at the Plantation Oaks Amenity
Center**

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

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lopez seconded by Mr. Taylor with all in favor the meeting adjourned at 4:44 p.m.

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

Signed by:

Jose Lopez

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Chairperson/Vice Chairperson