

**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 13, 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 Manager
Katie Buchanan	District Counsel <i>by telephone</i>
Mike Silverstein	District Engineer <i>by telephone</i>
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 no comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the October 9,
2025 Meeting**

On MOTION by Mr. Taylor seconded by Mr. Brown with all in favor the minutes of the October 9, 2025 meeting were approved as presented.
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FOURTH 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.

C. District Manager

Ms. Giles stated your four hours of ethics training is due by December 31st. If you need me to send an email with the links again, let me know and I will do that.

At the last meeting we discussed doing an RFP for an auditor and one of you mentioned that you thought we had already picked Grau & Associates, I looked back in the minutes and you did at your June meeting.

Mr. Lopez joined the meeting at this time.

D. Facility Manager - Report

Mr. Wilson reviewed the facility manager's report and stated we are running out of storage space and I would like to rent a storage unit around the corner.

Mr. Silverstein joined the meeting during this item.

FIFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Audience Comments

Mr. Russell stated my next-door neighbor who is on a corner lot has put a fence up and it runs along the side of my house and blocks the view of my home. I have emailed the HOA and I'm still waiting for a response.

Ms. Giles stated there is a pond and a culvert. It is a CDD issue if the fence is installed on top of our drainage easement.

Mr. Soriano stated there is a pipe there and there should be an easement running along your fence in the back. I will check with the engineer to see where it turns.

Mr. Russell stated there is a pond behind my house and it stinks. It doesn't have a fountain or bubbler.

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Mr. Soriano stated that is one of the small ones and the runoff fills it up and I know Lake Doctors goes there. That pond is better now than it was a couple years ago. We will call Lake Doctors again to have them come out and try to break that stuff up if they can't spray. We will do what we can. Fountains and bubblers help but it is more cosmetic and the initial cost is high.

Mr. Silverstein asked do you want us to review this pond against the plans for the project to make sure everything is functioning the way it is designed?

Mr. Soriano stated that may be a good idea. Those are your two smallest ponds. This one is becoming the more problematic one.

Ms. Giles stated we will check the pond bank inspection report to see if anything was noted on this pond.

Mr. Brown stated just knock everything out in one trip, the easement, whatever structural/flow issues and the pond bank inspection report.

Mr. Silverstein stated I can do that.

Supervisors Requests

Mr. Lopez stated I sent you a photo earlier today about a sidewalk that is lifting next to a manhole and it is cracked as well.

Mr. Soriano stated I have already reached out to public works. I will reach out to the manager who does all the sidewalks and remind him about this address. If you will go online to public works and report it, the more people they hear from the quicker the work gets done.

Ms. Hernandez asked what about the ones that are dipped down?

Mr. Soriano stated some of those were designed with a swale. They may be less likely to do anything about those because that is the way they poured the sidewalk to help with the drainage. You can report it, but they may not do anything about it.

Mr. Lopez asked what is the status on the bushes/trees that we need to replace because of the car accident?

Mr. Wilson stated we are still waiting on the insurance.

Mr. Taylor asked can we talk to the landscape company, coming down Royal Pines until the roundabout it is overtaken with weeds and looks bad.

Mr. Soriano stated I will check with them and make sure nothing got dropped.

Mr. Taylor stated I'm not questioning if they are doing it, I'm pointing out how it looks.

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Mr. Wilson stated they found a wiring issue with one of the clocks and are getting ready to work on that. That could be an issue.

Mr. Taylor stated I would like to hear the plan to address it.

Mr. Brown stated I have everything in place and they will be ready to switch over in the December 1st timeframe. We will be transferring to the new readers on the gym, main entrance, and if I can't get to it the restrooms are less important because you are in a secure area so if I can get to it until the next day depending on if I run into something with the gym or main entrance but other than that it should be readable.

Ms. Giles stated your amenity policy says \$25 to replace an access card.

Mr. Wilson stated we are doing a one for one swap so if they have two they get two but it is \$25 for each additional. If that is too expensive we can change that at a rate hearing.

Ms. Giles stated if you want to have a rate hearing you can set a range rather than set a specific price.

Ms. Bowen stated the email you sent out about the damaged sod by the sidewalk, from looking at lot plans and the property appraiser website that looks to be their property goes all the way to the sidewalk. There is an easement but it is their property. If that is their property we need to reassess what landscapers are maintaining because they are cutting private property.

Mr. Soriano stated that is county right of way to the homeowner's property.

Mr. Lopez stated now that we know that is not our property what should be do?

Ms. Bowen stated send notice to the homeowners and make them aware the landscapers are not going to cut it anymore.

Mr. Wilson stated he said it is not his property because there is a fire hydrant there.

Ms. Bowen stated it is their property, the CDD does not need to maintain residential property.

Mr. Soriano stated county right of way is sidewalk to the asphalt.

Mr. Lopez stated check and make sure what we are assuming based off this website is current that everything from the sidewalk towards the home is the homeowner and if it is we can notify those four homeowners and let them know that. The RFP is correct and shows only our property.

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SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of October 31, 2025

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

B. Assessment Receipts

A copy of the assessment receipt schedule was included in the agenda package.

C. Check Register

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

SEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – December 11, 2025
at 3:30 p.m. at the Plantation Oaks Amenity
Center**

Ms. Giles stated the next meeting will be held December 11, 2025 at 3:30 p.m. in the same location.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lopez seconded by Mr. Taylor with all in favor the meeting adjourned at 4:21 p.m.

Signed by:

Marilee Giles

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Secretary/Assistant Secretary

Signed by:

Jose Lopez

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Chairperson/Vice Chairperson