

MINUTES OF MEETING
BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Brandy Creek Community Development District was held on Wednesday, January 10, 2018 at 6:30 p.m. at the Johns Creek Phase 2 Amenity Center, 251 Huffner Hill Circle, St. Augustine, FL 32092.

Present and constituting a quorum were:

Gary Williams	Chairman
Dianne Drinkwater	Vice Chairperson
Barbara Little	Supervisor
Meredith Payne	Supervisor
Chuck Dicey	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Kathy Sargent	Vesta/Amenity Services Group
Jay King	Vesta/Amenity Services Group
Jim Masters	Vesta/Amenity Services Group
Carol Novak	Vesta/Amenity Services Group

The following is a summary of the actions taken at the January 10, 2018 regular meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Williams called the meeting to order at 6:30 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 8, 2017 Meeting

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the Minutes of the November 8, 2017 meeting were approved.

FOURTH ORDER OF BUSINESS

Presentations by:

A. Blake Dougherty (Yellowstone)

Mr. Dougherty provided the board members with a spreadsheet for 2018 plans and also gave a recap of what was completed from mid-2017 to present. Moving forward, a detailed spreadsheet will be provided to keep track of everything throughout the year.

B. Bill Tomlinson (Lake Doctors)

Mr. Tomlinson stated there are no problems or issues right now regarding the lakes. The biologist caring for the lakes is doing a great job. We would like to add grass carp to the ponds this year. This is very beneficial to the overall health and condition of the ponds. This is something that needs to be done every few years. The amount is \$1,300. There is no additional cost for labor or stocking fee. This is not needed for all the ponds.

Mr. Oliver stated the amount for this would come under Lake Maintenance.

Mr. Williams stated since this has to be done every couple of years, the budget should reflect that.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Lake Doctors proposal for installation of triploid grass carp in certain ponds was approved.

FIFTH ORDER OF BUSINESS

Planning for Phase 2 Entry Features @ County Road 2209

Copies of comparatives were given to the board members. Mr. Williams stated Phase 2 will have to have an entrance when CR2209 opens, which is scheduled for late 2018.

Mr. Oliver stated we should have staff work with a designated supervisor to start the process, and that is what we are looking for from the board.

The board designated Supervisor Chuck Dicey to work with staff. He likely will engage an architect to assist with design that will complement entry signage at CR 210 and other signage in the community. Supervisor Dicey will also seek assistance from District Engineer and Operations Manager.

SIXTH ORDER OF BUSINESS

Discussion of Unauthorized Vehicles in Phase 2

Mr. Williams stated there are some concerns about people using motorbikes and 4-wheelers on part of the property on Phase 2. Letters were sent to two residents asking them to stop. One resident responded and agreed to do so. The other resident has not responded. Signs need to be placed so it is clear to the residents that vehicles are not permitted on common areas, lake banks, and preserve area. Signs will be located to ensure awareness with the least negative impact on aesthetics. Vehicles that are allowed are those of maintenance workers to clean around the lakes and the landscaping crew to perform their duties.

SEVENTH ORDER OF BUSINESS

OTHER BUSINESS

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items for the board.

B. Engineer

Mr. Oliver reported, and stated there is Work Authorization No. 17 in the agenda package under Section VIII-B. The amount is \$5,000, and that amount was budgeted for FY18 for engineering services.

On MOTION by Ms. Drinkwater seconded by Mr. Payne with all in favor to ratify Work Authorization No. 17 for general engineering services in the amount of \$5,000 was approved.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

Mr. Masters' report is located in the agenda package behind Tab VIII-D.

Mr. Masters asked if there were any questions regarding Yellowstone.

Ms. Drinkwater asked about some dates of expenses and if those were expensed for last year and have not been paid.

Mr. Masters stated the top one was last year, and everything else is this year. He stated the billing recaps will now be done on a monthly basis.

Mr. Masters briefly went over the items listed in his report. Regarding lighting, as certain lights burn out, he is switching them over to LED. Initially they are more expensive but over the long-term will be more cost efficient. He stated the electrician being used is responsive to the District's requests and is reasonably priced.

Ms. Drinkwater mentioned the problem of the lights going out at Christmas, and this has been an ongoing problem over the years. She asked that the electrician please figure out what the problem is.

Mr. Masters stated the GFI's kept tripping, but neither Mr. Masters nor the electrician could find a problem with the GFI's. The electrician feels the problem was with the way the lights were connected on the trees and moisture. Mr. Masters has also spoken to another company that does Christmas tree lighting and suggested the board may want to consider them for next year's lighting.

Ms. Drinkwater stated the problems have been present for years and asked that Mr. Masters get an opinion from another electrician to make sure it is not the wiring.

Mr. Masters reported that the staining on the metal roof is actually an algae buildup, and he has taken care of removing it.

Mr. Masters talked about the street signs. A blade has been decided on, and production will be started by the end of January.

Mr. Masters asked if the board wants to continue to have a dumpster in Phase 2 area once the road is completed. He believes the dumpster should be eliminated and have Phase 1 handle everything.

The board members agreed to have the dumpster removed.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package behind Tab VIII-E. The Winter Festival was hampered by winter weather. She is changing the food truck booking company this year. More events will be held at Phase 1. The numbers are low on those attending senior coffee, and that is being monitored for possible discontinuation. As a

replacement, seniors will be offered the room free to pursue other activities, however, the CDD will not furnish food or paper goods.

Ms. Novak received an email from a resident who wants to rent Phase 2 on February 10, however, they would like to bring alcohol. They know they have to use an insured/certified caterer or have liability insurance naming the CDD as additional insured.

The board had no objection to the private even being held with alcohol present pending proof of liability insurance naming the CDD as additional insured or having a licensed/insured bartender/caterer at the event.

NINTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

There were no supervisor requests

Audience Comments

An audience member asked if the Fitness Center could be open 24/7.

Mr. Williams responded we are now open 4:00 a.m. to 12:00 midnight. There have been issues in the past of people coming in and sleeping.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement as of November 30, 2017

Mr. Oliver stated these are through November 30, 2017 and are unaudited. The Capital Reserve fund is at \$496,000.00. The income statement shows total spending for Special Events after 2 months as \$19,700. Three checks payable to Florida Custom Painting totaling \$13,700 were inadvertently posted in the Special Events account. That \$13,700 amount will be paid by the Capital Reserve funds.

B. Assessment Receipt Schedule

This is located in the agenda package. You are 32.81% collected.

C. Check Register

Mr. Oliver stated behind Tab C is the General Fund check register.

On MOTION by Mr. Payne seconded by Mr. Williams with all in favor the Check Register was approved.

ELEVENTH ORDER OF BUSINESS

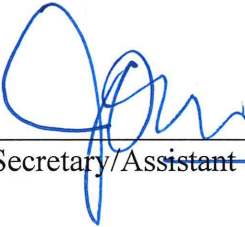
**Next Scheduled Meeting, March 14, 2018 at
6:30 p.m. at Phase 2 Amenity Center**

Mr. Williams stated the next meeting is March 14, 2018 at 6:30 p.m. at this location.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the meeting is Adjourned.



Secretary/~~Assistant Secretary~~



Chairman/~~Vice Chairman~~