

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, March 14, 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
Chuck Dicey	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Kathy Sargent	Lifestyle Director
Jay King	Vesta Property Services
Jim Masters	Operations Manager
Carol Novak	Administrative Assistant
Blake Dougherty	Yellowstone Landscape
Brad Correia	Crown Pools
Dean Baker	Epic Pools

The following is a summary of the actions taken at the March 14, 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 6:34 p.m.

SECOND ORDER OF BUSINESS

Public Comment

No audience members were present.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 10, 2018 Meeting

On MOTION by Ms. Drinkwater seconded by Mr. Williams with all in favor the Minutes of the January 10, 2018 meeting were approved.

FOURTH ORDER OF BUSINESS

Renewal of Agreement for Pool Monitor Services

Mr. Oliver stated this agreement with Elite Amenities for 2018 pool monitor services was sent to Board members earlier today. The amount is \$26,720, and the budgeted amount is \$27,163.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to renew the agreement with Elite Amenities for FY18 pool monitor services was approved.

FIFTH ORDER OF BUSINESS

**Planning for Phase 2 Entry Features @
County Road 2209**

Design proposals from ETM and Basham & Lucas have been received. The completion of this portion of the road has been pushed to February or March of 2019. This item will be put on the May 3 agenda.

SIXTH ORDER OF BUSINESS

**Preliminary Discussion of Fiscal Year 2019
Budget Process**

Mr. Oliver will be bringing the proposed FY19 Budget to the May meeting for approval and setting of a budget hearing later this summer. Over the summer months, the budget will be refined prior to the public hearing and subsequent adoption of the budget in July or August. At this point, Mr. Oliver does not need any budget guidance other than what was discussed last year to fund the Capital Reserves as recommended by the capital reserve report. We don't want to reduce that contribution just to avoid increasing assessments. Assessments were increased last year, and probably do not need to be increased this year. The budget has to be to the tax collector by September 15. The proposed budget has to be approved by June 15, but it can be refined as the summer progresses.

SEVENTH ORDER OF BUSINESS

OTHER BUSINESS

Blake Dougherty from Yellowstone Landscape presented landscape maintenance proposals. These are located in the agenda package.

Mr. Williams stated this is approximately \$12,000 worth of work. This will be able to be funded. He feels like the proposals make sense and help keep the neighborhood looking nice.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the landscape maintenance proposals from Yellowstone Landscape were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items for the board.

B. Engineer

There was no Engineer's report.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

Jim Masters spoke about pool repairs. He has spoken with pool vendors, and the process for the repairs requires the pool being remarcited and doing the gutter work, coping, and tile all at one time. Representatives from two pool companies, Crown Pools and Epic Pools, were present and presented their proposals, which are located in the agenda package behind Tab VIII-D. There is also a comparison of the two companies in the agenda package.

Brad Correia of Crown Pools presented his proposal followed by Dean Baker of Epic Pools.

The board listened to both presentations and asked many questions. After discussion, the board decided to start the project at the end of the summer swim season. A list of questions will be crafted and asked of the references listed by both companies, and further consideration of the proposals will be on the May 3 agenda.

The board discussed the Capital Reserve Fund balance, and it is understood that the pool repairs/resurfacing and Phase 2 entry features will be significant costs. The remaining balance should still exceed the Capital Reserve Study projected balance for year-end FY18.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package behind Tab VIII-E. She briefly described the upcoming events.

NINTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

Ms. Little asked that a different date be considered for the May meeting. The meeting was originally scheduled for May 9. The board decided to meet on Thursday, May 3, 2018 at 6:30 p.m.

Ms. Drinkwater stated she will be resigning from the board at the end of the May 3 meeting. The board will announce the upcoming vacancy and solicit resumes. The resignation has not been formally offered or accepted at this point, and the board will not consider candidates until after Ms. Drinkwater resigns.

Audience Comments

There were no audience members in attendance.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement as of January 31, 2018

Mr. Oliver stated these are through January 31, 2018 and are unaudited.

B. Assessment Receipt Schedule

This is located in the agenda package. You are 98.37% collected.

C. Check Register

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

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

ELEVENTH ORDER OF BUSINESS

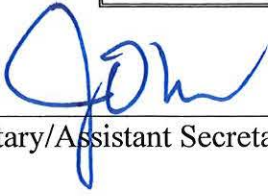
Next Scheduled Meeting, Thursday, May 3, 2018 at 6:30 p.m. at Phase 2 Amenity Center

Mr. Williams stated the next meeting is Thursday May 3, 2018 at 6:30 p.m. at this location.

TWELFTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman