

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 Thursday, May 3, 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
Meredith Payne	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Kathy Sargent	Vesta/Amenity Services Group
Jay King	Vesta/Amenity Services Group
Jim Masters	Operations Manager
Carol Novak	Vesta/Amenity Services Group

The following is a summary of the actions taken at the May 3, 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 March 14, 2018 Meeting

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the Minutes of the March 14, 2018 meeting were approved.
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FOURTH ORDER OF BUSINESS

Consideration of Proposals for Pool Repairs and Resurfacing

Proposals from Crown Pools and Epic Pools are located in the agenda package behind Tab IV along with a comparison sheet between the two companies.

Mr. Masters summarized the two options. He believes both companies would do a good job. The price by Epic Pools is less, and they covered more work. Supervisor Dicey was also involved in the process and feels both companies are qualified. However, he expressed his support for Epic Pools because they were more responsive, and their price was better.

After discussion, the board selected Epic Pools for repairs and renovations of Phase 1 pools.

On MOTION by Mr. Williams seconded by Mr. Dicey with all in favor to select Epic Pools for repairs and renovations to Phase 1 pools was approved.

Epic Pools will use commercial marcite, and the cost will be \$158,300. This amount will be taken from the Capital Reserve Fund. Project will begin in late October or early November after swim season ends. Counsel will prepare the agreement.

Mr. Masters stated some work will have to be done on the play park splash pool. The netting that is around the play park is going to need work. This should be done while the other work is being completed.

FIFTH ORDER OF BUSINESS

Consideration of Renewal Agreement for Pool Monitor Services

Mr. Oliver stated the agreement was approved March 14. No further action required.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2018-03 Approving the Proposed Budget for Fiscal Year 2019 and Setting a Public Hearing Date for Adoption

NOTE: Supervisor Meredith Payne left the meeting.

Mr. Oliver stated the process is you approve the proposed budget, then you have at least 60 days to refine the budget and then have a budget hearing to adopt the budget. Following budget adoption, the certified assessment roll will be provided to the St. Johns County Tax Collector by September 15. The CDD assessments will be a line item included on the property tax bills to be sent from the tax collector on November 1. Mr. Oliver went over the line items that have been increased, which includes a 3.5% increase for all Vesta line items. Other line items increased include landscape contingency, general facility maintenance, electric, security, and capital reserve. The net effect will increase assessments from \$1,190 to \$1,255 annually. Assessments were increased last year, but not for the three years prior to last year.

Once the proposed budget is approved, a mailed notice will be sent to all residents to make them aware of the upcoming Public Hearing. After consideration of the input from during the Public Hearing, the budget is adopted. Adjustments can be made to the budget at the Public Hearing. Also, once adopted, the budget can be amended during the fiscal year.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to adopt Resolution 2018-03 approving the proposed FY19 budget and setting a Public Hearing for July 11, 2018 was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-04
Confirming the District's Use of St. Johns
County Supervisor of Elections to Conduct
the District's Election of Supervisors in
Conjunction with the General Election**

Mr. Oliver stated we are required to provide this resolution to St. Johns County Supervisor Elections. This resolution authorizes them to conduct the general election process. The seats held by Gary Williams, Barbara Little, and Meredith Payne are up for election. The qualification period is June 18 through June 22. For more information, please contact the Supervisor of Elections or visit www.votesjc.com

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to adopt Resolution 2018-04 confirming District's use of Supervisor of Elections to conduct 2018 election was approved.

EIGHTH ORDER OF BUSINESS

OTHER BUSINESS

Note: Supervisor Meredith Payne has rejoined the meeting.

Mr. Oliver stated at the last meeting we spoke of two proposals for architectural services for the plans for the Phase 2 entry monument. Proposals were received from England, Thims, and Miller and Basham and Lucas. The price from ETM is \$11,750, and the price from Basham and Lucas is \$9,800. ETM has served as the District's engineer and been in this community since its inception. They are very familiar with this project and the ongoing CR 2209 project. This will be for the architectural planning, drawings, and landscape planning.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the agreement with ETM for planning the design and construction of Phase 2 Brandy Creek entrance off CR 2209 was approved.

ETM will work with Supervisor Dicey and staff for initial planning.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items for the board. He will circulate by email any legislative updates.

B. Engineer

There was no Engineer's report.

C. Manager

1. Report on Number of Registered Voters

Mr. Oliver stated at the current time we have 1,245 registered voters in St. John's County as of 4/15/18

2. General Elections

Mr. Oliver stated as mentioned earlier, persons who want to run for these three vacancies should qualify with the Supervisor of Elections. The qualification period is 18 – 22 June, and you can pre-qualify earlier than those dates. If no one qualifies, this board will fill the vacancy after the General Election. If one person qualifies for the seat, they won't be on the

ballot but will be sworn in after the election period. If two or more people qualify for the seat, they will be on the General Election ballot on November 6.

D. Operations Manager

Mr. Masters' report is located in the agenda package behind Tab IX-D. There were no questions from the board. Nine stop signs that are faded are going to be replaced. The county has put some new decals on the road where the stop signs are.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package behind Tab IX-E. She asked that our policies be updated to address swimsuit attire and not allow thongs, cheekies, or nudity. She has investigated policies of other neighborhoods that state specifically those items are not allowed.

Mr. Williams suggested that we amend our policies and model it on other neighborhoods. An e-blast can be sent to the residents notifying them of the change and that it will be enforced.

Mr. Oliver stated we can approve this in substantial form, and District Counsel can draft language with input from Amenity Director.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to amend current policies to prohibit nudity or the wearing of revealing swimwear at CDD facilities was approved.

TENTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

Mr. Dacey asked if we need to reissue our hurricane instructions?

The board directed staff to review emergency prepared plan adopted in 2017 and send an e-blast to residents to remind them of upcoming hurricane season and inform them that the CDD has an emergency preparedness and communications plan to best manage patron safety and protect CDD assets.

Audience Comments

There were no audience comments.

ELEVENTH ORDER OF BUSINESS

Financial Reports

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

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

B. Assessment Receipt Schedule

This is located in the agenda package. You are 98.39% collected.

C. Check Register

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

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

TWELFTH ORDER OF BUSINESS Organizational Matters

A. Acceptance of Resignation from Dianne Drinkwater

Ms. Drinkwater's resignation was tendered and accepted on behalf of the board by Chairman Williams. A plaque was presented to Ms. Drinkwater expressing the board's appreciation for her many years of leadership, public service, and commitment to the Johns Creek community.

B. Appointment of New Supervisor to Fill the Unexpired Term of Office (11/20/20)

Mr. Terrence Roesse submitted his name to fill the seat vacated by Supervisor Drinkwater.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to appoint Terrence Roesse to fill vacant seat was approved.

Mr. Roesse's term will expire in November 2020.

C. Oath of Office for New Appointment Supervisor

The Oath of Office was administered to Mr. Roesse.

D. General Information for New Supervisor

Mr. Oliver gave general information to Mr. Roesse regarding his role as supervisor and informed him about the Sunshine Law and Public Records requests.

E. Consideration of Resolution 2018-05, Election of Officers

Meredith Payne volunteered to serve as Vice Chair. Terry Roesse will serve as Assistant Secretary.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor Resolution 2018-05 Election of Office will show Meredith Payne serving as Vice Chairman and Terrance Roesse serving as Assistant Secretary was approved.

THIRTEENTH ORDER OF BUSINESS

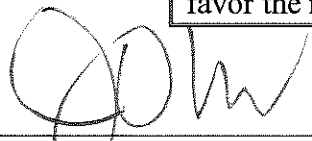
Next Scheduled Meeting, Wednesday, July 11, 2018 at 6:30 p.m. at Phase 2 Amenity Center

Mr. Williams stated the next meeting is Wednesday, July 11, 2018 at 6:30 p.m. at this location.

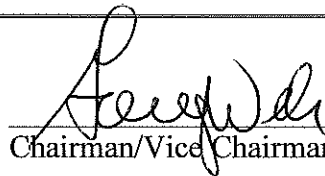
FOURTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman