

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, September 12, 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
Meredith Payne	Vice Chairman
Barbara Little	Supervisor
Chuck Dicey	Supervisor
Terrance Roese	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Jim Masters	Vesta/Amenity Services Group
Kathy Sargent	Vesta/Amenity Services Group

The following is a summary of the actions taken at the September 12, 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

Before opening up for public comment, Mr. Williams spoke about the issue of speeding in the community. It has been a topic of discussion over the years, and in the past a traffic study was done. There was a vote among the residents about installing speed bumps, and that was defeated. What is currently present are flashing signs.

Mr. Williams introduced SJSO Commander Tom Quintieri and CPL Spenser Craven who briefed the board and audience on informal traffic study that showed incidents of speeding in community are relatively low. Approximately 3% of the number of vehicles coming into the area are speeding, so this is not an area warranting substantial enforcement. At this time, deputies will be coming in periodically to do some traffic enforcement.

There was some general discussion from the residents regarding the one entrance, speed bumps, and their observations.

Commander Quintieri stated next to traffic, the biggest problem is vehicle burglaries. They always occur in unlocked cars, and the vehicles that are stolen are because keys are left in the ignition. He spoke of license plate readers being installed, which has been hugely successful in reducing the number of stolen vehicles and vehicle burglary.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 11, 2018 Meeting

On MOTION by Ms. Little seconded by Mr. Williams with all in favor the Minutes of the July 11, 2018 meeting were approved.

At this point, Chairman Williams went to Jim Masters for an update.

Mr. Masters stated there have been some turf problems this year. There is a proposal located in the agenda package under Section X-D from Yellowstone regarding the Phase 1 pool area.

Blake Dougherty from Yellowstone gave an update, and his report is located in the agenda package under Section X-D. He also went over the proposal for the Phase 1 pool area landscaping improvements. The amount is \$3,669.47.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the proposal from Yellowstone for Phase 1 pool area landscaping improvements was approved.

Mr. Dougherty will review and provide input regarding landscaping costs for Phase 2 entry improvements.

FOURTH ORDER OF BUSINESS

Update Regarding Project Documents for Construction of Phase 2 Entry Features and Landscape (entry off County Road 2209)

Mr. Oliver stated located in the agenda package are the architectural engineering plans for the hardscape and landscape associated with Phase 2 Entry. A handout was provided to the board members regarding the landscaping. Plans are to be finalized with certain improvements to be listed separately as "alternate bid." The project cost estimate is \$112,000 with the sign being \$45,000; landscaping \$50,000; irrigation \$12,000, and lighting \$5,000. Supervisor Dicey will work with staff to get project scope completed and out to potential bidders. He also discussed the proposal from J.B. Coxwell Contracting for installation of PVC sleeves under the roadway to run electric to new entry feature sign for lighting and security cameras.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the proposal from J.B. Coxwell Contracting in the amount of \$2,484 for installation of PVC sleeves was approved.

FIFTH ORDER OF BUSINESS

Consideration of Revisions to Amenity Center Policies

Mr. Masters stated the rental policies for the amenity center has been reviewed. We currently allow a Girl Scout group and Boy Scout group to meet monthly at no charge. Other communities were surveyed, and the majority would never let any group use the centers for no charge. Clarification is needed on if that practice should continue and what should be done if other groups want to meet at no charge.

Mr. Roesse suggested if a group wants to meet at the Amenity Center on a recurring basis, the request should be brought before the board for a decision.

Ms. Sargent would also like the policies to reflect that residents are responsible if their guests damage the property. Mr. Walters stated that is something that can be added to the rental agreement.

There will be an update of the Amenity Center policies at the next board meeting.

SIXTH ORDER OF BUSINESS

Discussion of 2018 Holiday Decorations

Mr. Williams provided background to the residents in attendance. Last year the CDD paid to have lighting put up in Phase 1, and the intent is to expand it to Phase 2 this year depending on the expense.

Mr. Masters stated in the agenda package under Section VI is a proposal from M&G, the original company that did the lighting last year, and one from another company. We can do the same thing as last year for Phase 1. The amount last year was \$2,700. The CDD bought those Christmas lights, and they should last 3 to 4 years. This year the amount proposed is \$2,097. Anything Under the Sun gave a proposal for various items that can be chosen. After asking a few questions, Mr. Williams determined that the two proposals are comparable for labor costs.

There were questions and discussion amount the board members. Mr. Williams suggested redoing what was done last year and possibly spending a little more money on one or two more trees.

On MOTION by Mr. Roesse seconded by Mr. Williams with all in favor the proposal from M&G for installation of holiday lighting in Phase 1 NTE \$2,500 was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Agreement with Epic Pools and Hardscape Construction, Inc.

Mr. Oliver stated this is the agreement that was executed August 20.

On MOTION by Mr. Williams seconded by Mr. Roesse with all in favor to ratify the agreement with Epic Pools for Phone 1 pool and deck repairs in the amount of \$158,300 was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Grau & Associates for Fiscal Year 2018

Mr. Oliver stated you selected them through the RFP process to do the FY18 audit.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor to ratify the agreement with Grau & Associates for FY18 audit engagement letter in the amount of \$3,700 was approved.

NINTH ORDER OF BUSINESS

OTHER BUSINESS

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no report.

B. Engineer

There was no Engineer's report.

C. Manager – Consideration of Resolution 2018-08, Election of Officers

Mr. Oliver stated this resolution adds Ariel Lovera as Assistant Treasurer and Ernesto Torres as Assistant Secretary.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor Resolution 2018-08 appointing Ariel Lovera as Assistant Treasurer and Ernesto Torres as Assistant Secretary was approved.

D. Operations Manager

Mr. Masters' report is located in the agenda package behind Tab X-D. He covered several items earlier in the meeting. FPL provided a proposal to replace street lights with LED lighting at no cost to the community. The CDD would save approximately \$60 per month on the electric bill. Once approval is given, the project can be completed in 4 to 6 weeks. Once lighting is installed, if dark spots become apparent around the community, they will add additional lights. The only cost would be the additional electricity charge. Mr. Masters stated he will do some research and consult with FPL on "soft" or "warm" LED light options. FPL also emphasized that these lights can be more directional and not shine into people's homes.

On MOTION by Mr. Payne seconded by Mr. Dicey with all in favor the FPL lighting plan for conversion to LED was approved.

Mr. Masters stated work needs to be done on the Splash and Play feature at the kiddie pool. The structure needs to be re-netted. The cost will be approximately \$3,500.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to install new netting at kiddie pool NTE \$3,500 was approved.

Mr. Masters stated I will get more proposals the Phase 2 pool pavers and bring them to the next meeting.

Mr. Masters asked for and received an additional \$500 for pine straw for the holiday season.

Mr. Masters stated the curbs from the main entrance to the Phase 1 Amenity Center need to be cleaned, and the cost would be \$1,200 with no chemicals being used. Another company would charge \$1,500, and chemicals would be used. A lot of the areas can be done by Mr. Masters. After discussion, it was decided the board members would look at the areas in question and have Mr. Masters bring photos to the next meeting.

Mr. Roesse asked about the sidewalks that need repair. The county is supposed to perform those repairs.

Mr. Masters stated someone ran off the road on John's Creek Parkway, crossed a yard or two, and wiped out an AT&T box and FPL power box. Since that happened, the pump on the splash pool at Phase 1 had kicked off along with the fountain. After much effort, the pump is running again but it sounds funny. Mr. Masters believes the power surge from the accident fried the pump components and asked Mr. Walters if we can show a relevance or tie-in to this accident that could have created damage to our property. Mr. Walters stated the accident report should be obtained.

After discussion and some questions, it was decided to go ahead and replace the pumps and then pursue recovery of the expense through insurance. Mr. Walters stated to keep all documentation.

On MOTION by Mr. Williams seconded by Mr. Dickey with all in favor to have damaged pump replaced was approved.

Mr. Masters stated he would like to prepare a project list of items that may need to be repaired or replaced within the next two years and bring the list to the next board meeting.

In response to a question about midges, Mr. Masters stated Pond #4 had an issue with midges. Lake Doctors was contacted, the area was treated (\$1,500 with approval from Chairman), and the problem seems to be resolved.

E. Amenity Manager

Ms. Novak presented her report that is located in the agenda package behind Tab X-E.

Ms. Novak is planning to purchase a movie screen and projector, and she already had a good speaker. For the price of renting a movie screen once, one can be purchased and movies on the lawn can happen more frequently. She would also like to have a luau for the grand re-opening of the pool on March 15, 2019 and have this become an annual event. She will try to obtain sponsors so the event can be free. Food will be furnished via food trucks.

Ms. Sargent and Mr. Masters both expressed their displeasure with the pool monitors this past year. Elite was notified of the issues. This issue will be re-visited in early spring.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

Mr. Payne asked about the after-school programs that were mentioned in the previous minutes. Mr. Williams responded that at the last meeting a resident asked about doing after-school programs here, and we directed him to get in touch with Ms. Sargent. Ms. Sargent stated she was never contacted.

Audience Comments

An audience member spoke about the FPL light change and his wish that the color of the LED be a warm/soft as opposed to bright.

A resident stated the sidewalks between Publix and the Phase 1 pool are very low, and it takes a minimal amount of rain for it to hold water. Mr. Williams agreed that area is a problem, and it is something the board needs to look into to see what the viable options are.

Another resident spoke about the budget and having someone speak at a meeting about what the bond pays for and what is our maintenance cost will be after the bond is paid for.

Mr. Williams responded there are two budget meetings every year. He went on to explain there are two parts to the assessment – part goes to pay for the bonds and part goes to pay for O&M. When the bond is paid off, you don't pay that anymore. When items are discussed to purchase, i.e., washing curbs or hanging Christmas lights, those things have been factored into the budget process. Also, several years ago a Capital Reserve Study was performed to give expected replacement time period and costs for various items throughout the CDD requiring maintenance. A Capital Reserve Fund was established, and part of the CDD fee each resident pays goes to the Capital Reserve Fund.

TWELFTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver stated these are through July 31, 2018 and are unaudited. The balance in the Capital Reserve Fund is \$455,000. The pool resurfacing project and the 2209 entry will be coming out of that amount. There is a positive variance at this point of approximately \$25,000.

B. Assessment Receipt Schedule

This is located in the agenda package. The District is at 100.36% collected.

C. Check Register

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

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

THIRTEENTH ORDER OF BUSINESS

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

Mr. Williams stated the next meeting is Wednesday, November 14, 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