

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, November 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:

Meredith Payne	Vice Chairman
Barbara Little	Supervisor
Chuck Dicey	Supervisor
Terrance Roese	Supervisor

Also present were:

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

*The following is a summary of the actions taken at the November 14, 2018 regular meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Payne called the meeting to order at 6:32 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 September 12,  
2018 Meeting**

On MOTION by Ms. Little seconded by Mr. Dicey with all in favor the Minutes of the September 12, 2018 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Proposals for Construction of Phase 2 Entry Features and Landscape (entry off County Road 2209)**

Mr. Oliver stated at a previous meeting, the board approved the scope, and the scope was broken out into four areas – construction of sign, electrical, landscaping, and irrigation. There were also alternate bid options to expand the landscaped area. Two proposals were received. One was from Dickey Smith, who previously did Phase 1 and Phase 2 amenity construction. They did not bid on landscaping. The other company was Sun State, and they submitted a bid on all four areas. The proposals received included costs that are higher than estimated by the engineer.

There was discussion regarding the timeline for the project, the amount of other construction going on the area that is much larger than this project, the much higher price than expected. The board directed staff to seek additional proposals to consider at the January meeting.

On MOTION by Mr. Dicey seconded by Mr. Roesse with all in favor to reject all bids received for construction of Phase 2 Entry Features and Landscape and have staff seek new proposals was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Revisions to Amenity Center Policies**

Mr. Oliver stated I spoke with Carol Novak, and she has been working on the revisions, however, it has not been reviewed by staff including counsel. He recommended this item be deferred to the next meeting.

The board discussed amenity center policies and staffing requirements and costs for private events held during unstaffed hours and for events exceeding a certain number of participants. Also discussed process to ensure appropriate event cleanup is accomplished so rental space can be handed over to next person using the facility. Amenity staff will circulate recommended revisions for consideration at January meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-01,  
Amending the Fiscal Year 2018 Capital  
Reserve Fund Budget**

Mr. Oliver stated we are now in the post-closing activities to prepare for the FY18 audit. One activity is to bring line-items into balance. The item referenced is located in the agenda package. The transfer in for the General Fund contribution to the Capital Reserve Fund was budgeted to be \$52,760. The amount was actually \$35,000. Repairs and replacements category was budgeted for \$81,000, but amount actually spent was \$131,000. Because of this, the budget needs to be amended before the audit is started.

On MOTION by Ms. Little seconded by Mr. Dicey with all in favor to adopt Resolution 2019-01 amending FY18 Capital Reserve Budget was approved.

**SEVENTH ORDER OF BUSINESS**

**OTHER BUSINESS**

Mr. Oliver stated there were three seats up for election during the 2018 general election cycle – Gary Williams (Seat 1), Meredith Payne (Seat 5), and Barbara Little (Seat 3). Both Mr. Williams and Mr. Payne qualified for their seats for another term and were re-elected without opposition. Although Ms. Little submitted qualification paperwork to the Supervisor of Election, the document was not signed in person by the June 22, 2018 qualifying deadline. No other candidates qualified for any of the three seats up for election. Ms. Little’s seat will become vacant and will be filled by board vote. If the board desires, the board can vote to appoint Barbara Little to fill Seat 3.

On MOTION by Mr. Payne seconded by Mr. Roese with Mr. Dicey in favor and Ms. Little abstaining, the appointment of Barbara Little to fill Seat 3 vacancy was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters stated the stormwater pond directly behind the Amenity Center that will be adjacent to the new roadway is still in the ownership entity name of the developer, Charlie Arnold. There have been questions of who is responsible for that pond. The County is reluctant to take the responsibility, and they are not interested in making it look decent. Given its proximity to the entrance and all our infrastructure, the question was raised if the District would take ownership of that pond. The pond would have to be maintained, and there is additional buffer area that would require landscaping. There is a total of three parcels involved.

The board and Mr. Walters talked about the pros and cons of accepting responsibility for that area. Prior to taking a vote on this matter, Mr. Walters will determine all applicable inspections, permits, and construction warranties in place to best protect the CDD from future pond repair costs and other liabilities.

**B. Engineer**

There was no Engineer's report.

**C. Manager**

Mr. Oliver had no report.

**D. Operations Manager**

Mr. Masters' report is located in the agenda package behind Tab VIII-D. His biggest concern with Yellowstone was this past summer they had difficulty killing the weeds, and quite a bit of turf was lost. The CDD will be given some turf from Yellowstone. Phase 2 looks good. Yellowstone are now on off-season schedule. Other landscaping items/plans were discussed. Mr. Masters stated the board has approved renovations around Phase 1 pool as part of the overall pool renovation area and feels the area will look much nicer when completed. The lakes are getting back to where they were and are looking better.

Mr. Masters brought up the issue of the FPL proposal to replace the streetlights. FPL is willing to replace all the streetlights throughout the neighborhood (144 poles) at no charge to the community. New LED lights will be installed. At the previous meeting, a resident questioned the brightness of the new LED lights. There are two options for brightness, however, these streetlights will be directional and aimed for the sidewalk and street. Supervisor Payne and Mr. Masters visited neighborhoods where lights have been replaced, one with the lower brightness and

one with the higher brightness. After discussion among all board members, it was decided to go with the brighter option light (#4).

On MOTION by Mr. Dicey seconded by Ms. Little with all in favor the FPL lighting plan for conversion to LED was approved, and the brighter of the two light options (#4) was selected.

Ms. Masters will contact the representative from FPL so that the CDD can be placed on the schedule for conversion.

Mr. Masters stated he and Supervisor Dicey have interviewed four vendors regarding license plate readers. One proposal has been submitted and two others are expected. They spoke with Tyco, ATS, Atlantic Security, and Sunbelt. The cost is estimated to be between \$8,000 to \$12,000 for both phases. The board discussed options for security cameras/license tag readers but no decision was made at this time.

Mr. Masters' next item was Phase 2 pool paver repairs. There was recently a trip and fall incident. Four proposals have been received, and the price ranged from \$6,500 to \$1,500. Supervisor Williams and Mr. Masters decided the proposal from Pave to Perfection in the amount of \$3,200 looked the best and decided to go ahead and have the work done. The work has been completed, and the company did a good job.

Mr. Masters next discussed the Phase 1 pool renovations. The renovation has been going smoothly. The Splash and Play oxidation condition was worse than anticipated, and a team came in and lightly sanded and repainted the Splash and Play. The cost was \$3,000. Two pool lights were out and one was illegally wired. He is working with an electrician to correct the issue. Some pavers will need to be removed, trenches dug, and wires run. The cost is estimated to be between \$2,900 and \$3,300.

Mr. Masters spoke about an item not in his report regarding the accident that happened on John's Creek Parkway where someone ran off the road and went through two front yards, hit a car, took out an AT&T box, and demolished an FPL power box. That accident affected a pump motor at Phase 1, and the cost could be as much as \$8,000. Mr. Masters contacted the perpetrator's insurance company and filed a claim. They have accepted responsibility, however,

there is a limit to the policy. The insurance company will pro-rate any money they give the CDD. Mr. Masters is searching for a better price and more information.

Mr. Payne stated he has discussed with Mr. Masters having a consistent look of the playgrounds. He asked Mr. Masters to get proposals to have the playground covered like Phase 1.

#### **E. Amenity Manager**

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

The Garage Sale and Fall Festival were successful, but Trivia Night was not successful, and the Holiday Paint Night was cancelled due to low sign-ups. Instead of separating Sweet Treats with Santa and movie night, both will be held on Saturday, December 15. Food Truck Fridays have been doing very well. There was discussion regarding low attendance for Senior Coffee and the issues with the DVD for movie night.

There are some issues with Elite Pools that were discussed. There have been times they have not shown up, not signing residents in, not dumping trash, and not being trained properly. Staff will sit down with Elite Pools to discuss their 2018 performance issues. Based on that discussion, staff may recommend seeking proposals for 2019 services. The board members are open to staff seeking other proposals for the 2019 season.

### **NINTH ORDER OF BUSINESS**

### **Supervisor's Requests/Audience Comments**

#### **Supervisor's Requests**

Mr. Payne stated the CDD is tax-exempt, and he asked to have the tax-exempt status used for purchases from vendors.

#### **Audience Comments**

An audience member spoke about an alligator in the pond behind her house that has gotten bigger than four feet. Mr. Masters will call the trapper that lives locally to see if he can take care of the situation.

The audience member also expressed concerns about people parking on both sides of road in the Phase 1 area. Curbside mailboxes are being blocked. Mr. Payne stated they are county roads, so the CDD is limited in what actions can be taken. Mr. Payne asked that staff

send out an e-blast message reminding residents not to block curbside mailboxes. Mr. Walters stated that the HOA can also be a part of the solution.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement as of September 30, 2018**

Mr. Oliver stated these are through September 30, 2018 and are unaudited.

**B. Assessment Receipt Schedule**

This is located in the agenda package. The District is fully collected.

**C. Check Register**

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

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

Mr. Oliver asked that the Vesta employees, other than Dan Fagen, leave the room. Based on an earlier recommendation from Chairman Williams, Mr. Oliver sent the board members an email on October 10 reminding them last year bonuses were awarded to the three Vesta employees. Mr. Williams had requested the board consider doing this again this year. The board members feel these employees do a good job, that everything has been running smoothly, and they should receive a bonus.

On MOTION by Mr. Payne seconded by Mr. Dicey with all in favor to give a bonus to Jim Masters, Kathy Sargent, and Carol Novak was approved.

**ELEVENTH ORDER OF BUSINESS**

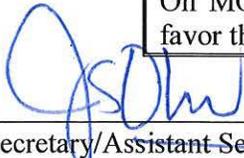
**Next Scheduled Meeting, Wednesday,  
January 9, 2019 at 6:30 p.m. at Phase 2  
Amenity Center**

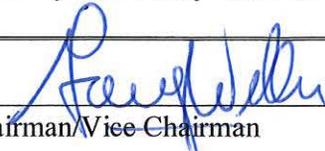
Mr. Payne stated the next meeting is Wednesday, January 9, 2019 at 6:30 p.m. at this location.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Little seconded by Mr. Dicey with all in favor the meeting is Adjourned.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman