

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 Tuesday, October 8, 2014 at 6:00 p.m. at the Brandy 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
Jason Hill	Supervisor
Charles Arnold	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Josh Powers	Operations Manager
Dana Boggs	Events Coordinator
Dan Fagen	ASG/Vesta

FIRST ORDER OF BUSINESS

Roll Call

Mr. Williams called the meeting to order at 6:00 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 August 12, 2014 Meeting

On MOTION by Mr. Williams seconded by Mr. Hill with all in favor the minutes of the August 12, 2014 meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of FY15 Annual Agreements

A. Janitorial Services

1. Jani-King (Renewal)

2. Vesta Proposal (New)

Mr. Williams stated Jim, I am going to ask you to help with these first two. We have a renewal of Jani-King, for janitorial service, but Vesta has also put forth a new proposal. I know that was in the electronic packet that was sent out to everybody.

Mr. Oliver stated I want everyone to know that Vesta provided a proposal at my request. They have been on the ground for a while, and have seen the state of things. They think they can do better, and I think they can do better. At several Districts they manage, they also provide janitorial services. Their proposal is very similar to the Jani-King proposal. It is spelled out a little bit more, but it is within budget also. More than anything else, I think it comes to your level of satisfaction with janitorial services right now.

Mr. Williams asked what is the price on the two?

Ms. Little responded \$8,967.

Mr. Oliver stated for janitorial services, their contract is \$6,420 annually plus \$1,000 for supplies, and we budgeted \$10,600.

Mr. Williams asked so is the Vesta \$8,900 plus supplies?

Mr. Fagen responded no, it is including anything that includes janitorial services.

Mr. Williams stated so Jani-King is \$7,500 and Vesta is basically \$9,000.

Mr. Fagen stated I think Jani-King, along with the additional work that they have been providing, their scope of services and their contract has expanded, but it has been over a number of years.

Mr. Oliver stated right, and they are billing at a rate of \$800 a month, and that includes emptying the doggie stations.

Mr. Williams stated so we are paying them \$9,600 for Jani-King, and are doggie stations included in the Vesta proposal?

Mr. Fagen responded yes.

Mr. Williams stated so Jani-King is \$9,600, Vesta is \$9,000 – that is basically what we are saying, okay.

Ms. Drinkwater stated from what I have seen and also photos, I know that you are bidding against them, but what have you seen and maybe I can ask Dana in particular what you have seen for the services and the cleanliness.

Ms. Boggs responded Josh and I have talked a lot about that. We are going behind Tim, and we are seeing not so great work. There is still mold everywhere. There is black mold all in the grout.

Mr. Oliver stated the previous manager told me that oftentimes they wouldn't be there on a set schedule. They would make that up by trying to clean when facilities were being used, particularly the fitness room. You try to do that during more off hours than the peak times. I think you had to speak with him several times.

Mr. Williams stated we have two proposals on the table. Is there anybody that would like to propose one or the other?

Ms. Drinkwater stated I have one last question for Jim. I don't think we have the other proposal in here. Are they truly matching work for work with the other one?

Mr. Oliver stated I would have to defer to Dan with that.

Mr. Fagen stated the one thing that wasn't in his scope of services for the current contract is the doggie stations, so that verbiage isn't in the contract. We would match that. Other than that, our services are balanced or equal to what he was contracted to provide.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to award the janitorial services contract to Vesta was approved.

Mr. Williams stated we will award the contract to Vesta and terminate the contract with Jani-King.

B. Charles Aquatics Renewal – Lake Maintenance

Mr. Oliver stated this is a straight-up renewal at the same price.

Mr. Williams asked if there were any comments or questions on Charles Aquatics. I know we have had discussions about the lakes. I think the service we have gotten from them has been okay.

Ms. Drinkwater asked Josh if he had seen anything or had the time to take a look around.

Mr. Powers responded just very little bit. I haven't had enough time to really take a good look at all of them.

Ms. Drinkwater asked have they been contacting you so you know when they are on site? No?

Ms. Little stated I had that question too. Could we consider having a specific day monthly at a time available to you. What is their frequency?

Mr. Oliver responded I believe it is once monthly, and they will be called back if needed.

Ms. Boggs stated they were here on September 16th. That was the last time they were here.

Ms. Drinkwater asked do they check in with you?

Ms. Boggs responded I briefly met him, Josh briefly met him, Mike talked to him about some concerns, but it was on the second day that we were here.

Ms. Drinkwater stated I know that previously the goal was and the agreement was they were supposed to check in with Mike, so hopefully that will continue.

Ms. Boggs responded I think so. When he introduced himself to us, he had mentioned that he would be seeing us next month.

Mr. Williams asked does anyone feel the need to get another bid from another vendor? We don't have to keep renewing the same vendor.

Ms. Drinkwater stated the question is whether or not we are happy with the services or overall we are not happy with the services.

Mr. Oliver stated you can terminate it at any time during the year also.

Mr. Williams stated I am personally probably neutral. I don't think it has been phenomenal, but I don't think it has been pitiful.

Ms. Drinkwater stated I feel the same way. I wouldn't mind seeing it continue and see how their performance is over the next six months while Vesta gets accustomed to them coming here. Let's see what happens next spring.

Mr. Oliver stated I think with all of these services, vendors will understand there is new management, and they are being watched closely.

On MOTION by Mr. Hill seconded by Ms. Little with all in favor to renew the agreement with Charles Aquatics with no change in scope was approved.

C. Arsenault Renewal – Pool Maintenance

Mr. Oliver stated this is for maintenance of the two amenity center pools at the same price. They are also the company that resurfaced the pool at Phase I. We want to be careful not to do anything that might invalidate that warranty as we look at the treatment of those pools.

Mr. Williams asked if there was any discussion or question about pool maintenance. I have not been in the pool since it was resurfaced, but I have not heard any complaints. I think they did a good job for us.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to renew the agreement with Arsenault Pools with no change in scope was approved.

D. Austin Outdoor Renewal – Landscape Maintenance

Mr. Williams stated Austin has been our provider for many years. I think in general they have done a pretty good job in being responsive.

Mr. Oliver stated there is an email in your agenda packet. Mike gets some extra mowings done of bahia grass on Huffner Hill. They were doing that on a per-cut basis. We have two options. We can keep the contract exactly as it is, and Austin Outdoor will add an additional cut at no cost for each month during the growing season or we can go ahead and have weekly cutting rather than bi-weekly cuttings for that area at a cost of \$350 x 8. I think the best option would be to keep the contract exactly as it is and let them absorb the extra.

On MOTION by Ms. Little seconded by Hill with all in favor to renew the agreement with Austin Outdoor with no change in scope was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposal for Fitness Equipment Maintenance

Mr. Williams asked is this a monthly cost or annual?

Mr. Oliver responded I think you get to pick your frequency.

Mr. Williams stated so this is a rate per visit, and we would do it quarterly?

Mr. Powers answered correct. They have done a great job for us in the past at other Districts.

Ms. Drinkwater asked have we not had this type of contract in the past?

Mr. Oliver responded we haven't had a maintenance agreement out here. They did recently upgrade Phase 1 and went through all the equipment there.

Mr. Williams stated I think we have waiting until machines have broken, which in hindsight I kick myself for not thinking about that. The quote is to do all of the machines on a maintenance perspective for \$355. I personally think that is money well spent, especially for the volume that is in there. We are still using a fitness center that was built for the original phase, and we have another almost 200 homes added to it. I think those machines get some wear and tear.

Ms. Little asked is this quarterly to monthly?

Mr. Williams responded we can pick our frequency. We can do it monthly if we wanted to. We just pay \$355 each time they come out here. I think the discussion is we would do it quarterly and see how that goes.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor that Southeast Fitness provide quarterly preventative maintenance of fitness equipment at \$355 per service was approved.

SIXTH ORDER OF BUSINESS

Update Regarding Installation of Additional Acoustical Panels

Mr. Oliver stated two more have arrived. They will be installed in the next several days. Josh will be handling that.

Mr. Williams stated when we had the traffic calming session, we were set up this way, and it seemed like the acoustics weren't as bad. Now I think it is reasonable. We don't have as many people in here. I think we are making progress. Is this just an update?

Mr. Oliver responded just an update.

SEVENTH ORDER OF BUSINESS**Ratification of Purchase of Utility Cart for Property Maintenance**

Mr. Williams stated I made the decision at the recommendation of our new property manager and Jim that we purchase a utility cart that we have here. We have talked about that in the past. We were able to purchase a refurbished one for \$3,000. I felt it was a fair expense to do, but we do need to bring it before the board for ratification. It is parked in our new utility shed, so now we have a utility cart to go with the utility shed, and I think it is going to help us as we do trash pick-up and getting around the community. Does anyone have questions or comments? The amount of money was taken out of the Capital Reserve budget.

Ms. Little asked do we have insurance or do we need insurance on this?

Mr. Oliver responded we added it to the property insurance. The only people driving it will be licensed drivers, District staff.

Ms. Drinkwater asked can the vehicle be used on sidewalks or on the road or both?

Mr. Oliver responded we are going to make every effort to avoid the road as much as possible, but will be on the street at times.

On MOTION by Ms. Drinkwater seconded by Mr. Hill with all in favor to ratify the purchase of a utility cart for District maintenance was approved.
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EIGHTH ORDER OF BUSINESS**Review of Annual Special Events Calendar**

Ms. Boggs stated we have a few events that we just did. We had the Meet and Greet, which turned out great. We had the babysitting courses. We had the Identi-Kid with the safety cards. We issued 48. We have our fall festival coming up, our winter holiday fest, and we are playing casino in February. We are playing it by ear with the budget.

Ms. Drinkwater stated that is my question. How are we funding it? Are you going for an outside source for supplies or sponsorship?

Ms. Boggs responded I am working on some sponsors right now for the fall festival. I have a realtor that is probably going to sponsor. They will also be purchasing tickets like we

have done in the past. Money will be coming in. For casino night, we do have them pay a \$5 or \$10 fee for their chips, and then at the end we have really good prizes.

Ms. Drinkwater asked what about advertising these events? What are you doing for the advertising?

Ms. Boggs stated it would be on our website and newsletter. We will also have it on our bulletin board. We have about five or six outlets. We do it well ahead of the event.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated I don't have any action items for the board this month.

B. Engineer

1. Consideration of Requisition No. 265, \$1,400 Payable to Giglio Signs

Mr. Williams stated it is the signs we put up on Phase 1 track area, \$1,400.

2. Consideration of 2014/2015 Consulting Engineering Services – Work Authorization No. 16

Mr. Williams stated this is Brad working with Mike as they were finalizing the track area. How much is that one?

Mr. Oliver responded it is for the new fiscal year. It is budgeted for \$5,000 not to exceed.

Mr. Williams stated we have two different requisitions. The first one is the \$1,400 payable for signs.

On MOTION by Mr. Williams seconded by Mr. Hill with all in favor Requisition No 265 in the amount of \$1,400 to Giglio Signs was approved.

Mr. Williams stated the next one is for next year's work service not to exceed \$5,000.

On MOTION by Mr. Williams seconded by Mr. Hill with all in favor ETM work authorization for FY 2014/2015 not to exceed \$5,000 was approved.

C. Manager

Mr. Oliver stated November elections are coming, and we have three candidates that ran unopposed. Gary, Barbara, and Meredith will be coming back on the board. This will be a farewell, from the board at least, to Charlie.

D. Operations Manager

Mr. Powers stated I really don't have a whole lot. In the short period of time I have been here, I have been trying to cover everything that I can find that needs to be addressed. There is a list that you all have of things I felt are necessary immediately.

Mr. Williams stated I think this is stuff we would term general maintenance that either has not been done well or hasn't been done to where we would expect it to be, is that right?

Mr. Powers responded yes.

Mr. Williams stated so these are the expenses for this. They seem reasonable, but they are normal expenses that we would have had in our previous budget. This doesn't represent an increase in any overall expenses.

Mr. Oliver responded it doesn't. Dan and I had a discussion about this document the other day, and I told him what I would like to do is clearly anything that can be done hands on by Josh or staff within that 20 hours, let's do. Things that can be done by Josh or staff outside those 20 hours, do them and bill it at a fair rate. If there are things they can't do, we will outsource.

Ms. Drinkwater asked on the monuments, in the beginning you and I talked about that, there is some mold building up on them. The pictures for the calming study, it was very apparent and jumped out at you. Can you take care of those?

Mr. Powers responded that is a priority.

E. Amenities and Events Coordinator

Ms. Boggs stated the first item I have is we are going to be doing an entire resident registration database reorganization. What has happened is the database was put in as lot numbers, which nobody knows their lot number. When you are putting in the key card access, it becomes a checking this, checking that, so we are reorganizing to put it to where it is of your

address. When someone comes in and says I live at such-and-such, you can look it right up instead of checking three different spots. This is going to be a lengthy process because the history of everybody who lived in that house before has not been deleted.

Ms. Drinkwater stated it is going to be a good time of the year to do that because it is going to be down time for the pools and so forth.

Ms. Boggs we have events coming up. We are fixing the security issues. We are working with our off-duty sheriff for some issues as well in the neighborhood and getting events scheduled with him.

Mr. Williams stated I would be remiss if I don't remind us that when we use funds for that, it is for common area surveillance and protection and not residential.

Ms. Boggs stated right.

Mr. Williams stated I just want to make sure we are clear on that.

Ms. Boggs stated we have had issues with somebody having parties up here at night.

Mr. Powers stated it is basically repositioning cameras and refocusing and making sure we have an overall view.

Ms. Boggs stated that is it.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Mr. Williams stated Charlie, I am going to start. I don't have a piece of paper to hand you because I think we probably have plenty of paper, but I want to give you my heartfelt thanks for the service you have given to this board. You have been involved since the community was first started, and you have been very much a partner as Phase 2 has been built out. I have really valued your insights and your knowledge of the construction industry as well as the community management industry. I am sorry to see you go. We have to do it because of our bylaws, and I think you are probably ready to move on to your next project. Thank you for what you have done. You have done it as a volunteer. You have made most every supervisor meeting for the last ten years. I wish you the best, and thank you.

Mr. Arnold stated there is nothing more rewarding as a developer on the board in watching the community grow from the beginning all the way to maturity.

Mr. Williams stated I think you have sold all your lots.

Mr. Arnold responded that is correct.

There were no other supervisor requests and no audience comments

TWELTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement

Mr. Oliver stated these are unaudited reports as of August 31, 2014. Before the next meeting, I will send you end-of-year financials and we can discuss them at the next meeting. There are no unusual variances.

B. Check Register

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

Mr. Oliver stated I did want to mention that I do expect us to be over budget in the line item for the amenity management simply because we did have some crossover time.

Mr. Williams stated but in terms of the overall budget, I think we are still under budget, right?

Mr. Oliver responded I think we have a slight positive increase.

Mr. Williams stated I think we have done a very good job of managing the finances of this District.

C. Assessment Receipt Schedule

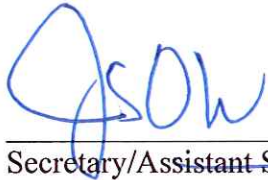
Mr. Oliver stated the assessment receipt schedule, and you are closing the year at 101%.

**THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting, Wednesday,
December 10, 2014 at 6:00 p.m. at Phase 2
Brandy Creek Amenity Center, 251 Huffner
Hill Circle, St. Augustine, Florida 32092**

Mr. Williams stated the next meeting is Wednesday, December 10, 2014 at 6:00 p.m. at this location. We will have a new board and have election and discussion of Chair and Vice Chair, and we will swear in the three new members.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Arnold seconded by Mr. Williams with all in favor the Meeting was Adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman