

MINUTES OF MEETING
BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

The continuation of the April 8, 2015 regular meeting of the Board of Supervisors of the Brandy Creek Community Development District was held on Wednesday, May 12, 2015 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:

Dianne Drinkwater	Vice Chairperson
Barbara Little	Supervisor
Meredith Payne	Supervisor
Jason Hill	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Josh Powers	ASG/Vesta
Dan Fagen	ASG/Vesta

FIRST ORDER OF BUSINESS

Roll Call

Ms. Drinkwater called the meeting to order at 6:02 p.m.

SECOND ORDER OF BUSINESS

Public Comment

An audience member stated the back part of Huffner Hill Circle, there seems to be no irrigation, and all that is back there is weeds and sand. I have a problem with that because as a CDD, people have a higher standard for their property. It looks terrible.

Ms. Drinkwater asked are you talking about the common areas like the easement areas?

The audience member responded yes, in the back it looks terrible. Granted, before there were houses in the back, it didn't matter, but now, you drive around and everyone is working diligently to keep their yards up and grass cut and bushes trimmed. This looks terrible, and I think it is unfair that we are held to a high standard, but that is held to a minimum standard.

Ms. Drinkwater stated your comments are timely because one of the things we are going to be talking about is actual sod in some of those common areas. Thank you for your comments.

THIRD ORDER OF BUSINESS

Consideration of Vesta Revised Proposal for Management of Property Operations and Maintenance and Administrative Staffing/Event Planning

Ms. Drinkwater stated what I am going to do is hand it over to you, and you might want to bring us forward what you were asked to do for this meeting tonight.

Mr. Fagen stated we had conversations over the past number of months once we got on the ground here. Initially we were contracted, and we are currently contracted to provide 40 hours total, 20 hours of office administration and special event coordinator and 20 hours facility maintenance and field operations. After being on the ground for a number of months, we have seen that the need of the facility of the community really exceeds those 40 hours. Specifically it exceeds the 20 hours that are earmarked for maintenance and field operations. We have adjusted what we are currently contracted as far as the number of hours and how they are allocated, and we are using the majority of those hours for facility maintenance and field operations just because the need is so great there. We brought that before the board, and you have been very understanding with that knowledge. We have adjusted accordingly with the intention of the focus being on facility maintenance and field operations but not at the expense of the rest of the operations. We have arrived today at a point of regardless of how you cut it, we are at 40 hours, and we feel like the facility requires more than that, and we are suggesting that it be 60 hours, which would 40 hours work of full-time facility maintenance and field ops and then 20 hours office administration and special event coordinator. We just feel a responsibility to bring it before the board and request additional hours and suggest a new model based on our experience here in John's Creek.

Mr. Oliver stated when the scope went out for bid, it didn't designate a certain number of hours for the operations manager. Vesta included 20 hours in its proposal in response to that request for proposals.

Ms. Drinkwater asked could you just bring us forward with what you provided to us currently, which is the new proposal? I am a little confused, and if you would review in particular the scope. I noticed in the first section it talks about a part-time manager, and then you go further down in discussion, and it is full time. I don't know if that was just a typo on the top, so if you could go through that.

Mr. Fagen responded yes, the initial introduction referenced part-time, and that was a typo. It was an oversight on my part. The rest of it references full time, and that is really the primary thrust of this new proposal. It is a 40-hour week, someone that is specifically dedicated to the facility in maintenance and field operations, overseeing contractors who contracted with the District, holding them compliant as well as doing a lot of hands and feet grunt work on the facility – picking up garbage and a number of different things that Josh has done over the past number of months. The proposal is somewhat misleading as well because I provided a number of \$22,000, and that was for 40 hours, and based on what we are currently providing, it was misleading. What we are requesting as an increase of what is currently budgeted is \$11,200 over what is already requested and already budgeted. I should have clarified that, my apologies.

Mr. Payne stated Madam Chair, I am still confused. What is the annualized amount?

Mr. Fagen responded if you were to annual this, the 40 hours for 12 months would be \$58,240, and then the other part of the additional scope would be the office administrator and event coordinator at 20 hours. We have 20 weeks remaining in the fiscal year. For those remaining 20 weeks, it would be \$9,900.

Mr. Payne stated I am still interested in the annualized cost of this one as well.

Mr. Fagen responded that one would be \$25,740. So the total is \$83,980.

Ms. Drinkwater asked Mr. Oliver what is the budget this year for both positions?

Mr. Oliver responded the budget for the operations manager is \$29,160.

Ms. Drinkwater asked is that to date or is it annualized?

Mr. Oliver responded that is annualized in the FY15 budget for field operations. Facility admin and event coordination is \$25,740.

Ms. Drinkwater stated so we are looking at a difference of \$29,000.

Mr. Fagen stated the total of the two is \$54,900.

Ms. Drinkwater stated the difference between \$54,900 and what you are proposing, which is \$83,900 is \$29,000, annualized, so if you look at it for next year, what that difference would be.

Mr. Payne stated here is my perspective. From what I understand, Vesta, under the auspices of ASG, is a pretty reputable company and has done outstanding work. I know they work with Jim as well, so I don't have any problem in terms of the services. What I am having a challenge with is a comprehensive view of what the company is providing the District. Not only

these two, but we also have the janitorial contract. If I were to look at it from that holistic perspective, if we add in that, I think we are talking about another \$9,000+ for janitorial service on top of the \$83,980, so we are talking \$93,000+ in costs to the District. My concern I would want to see a more comprehensive package, even on an hourly basis. I see the annualized amount, and I have to calculate what is the hourly cost for the \$58,000 and for the \$25,000 and so forth. I know the janitorial service would be on a service basis. Then we are talking about an increase of about \$29,000. Again, I am not questioning the service, but I am just trying to figure out how we could reconcile it against the budget that we had before. I would also add that I am a long-time resident of the community, and we executed quite well in terms of events and coordination within the community a number of years without a position that would cost \$25,000 to the District. I am trying to reconcile that, I don't have an answer right now, but I am certainly not comfortable with the numbers unless someone can tell me that I am going to see a tremendous trajectory in the change of the events and activities that are going to be orchestrated in John's Creek for office administrator and events coordinator. I hope you understand my concerns. I wonder if you can address that from the dollars and the services and reconcile to our budget that we have.

Mr. Fagen responded the distinction, the value, is not so much the special events coordinator as it is the facility maintenance and field operations. If you compare the last six months – October, when we assumed the contract, through March of this year, compared to prior years FY14, we spent a total of \$6,300 as far as project work is concerned.

Mr. Powers stated from October 2013 through March 2014, there was a total spent of \$31,253 in outsourced maintenance work. The same months for the following year, we spent \$6,300 in outsourced work. That is right at \$25,000.

Mr. Fagen stated you need a presence in that office as far as the face of the community, someone to help welcome residents, access cards, and just simple administration; and that individual would also do special events, which in the past was more of an organic type community involvement as opposed to a paid position. That is my understanding that we don't have that anymore. It is not really of interest to anyone, therefore, we were brought in to provide that service. The primary thrust and value to the bottom line of the budget belongs with facility maintenance and field operations. You have been paying subcontractors to provide a lot of work, whereas we are just providing that work in house without subcontracting it out.

Mr. Oliver stated when you make a statement that \$31,000 of operations and maintenance work was done for a six month period last year versus \$6,000 to date this year, I would interested to know what those items were. It could be apples and oranges. I don't know if some of the total were capital projects that could only be outsourced. I mean \$31,000 is a significant sum for a District.

Mr. Payne stated I also want to make sure that we are doing the right thing as a board. We have a customer base that we have to support, and I want to make sure that what we execute we are getting the biggest bang for our buck like any other business. I am looking at this from a business operation. Also, I wanted to know if we were expand the \$25,000 and the \$58,000 and we were to just include incremental costs of contractual services plus the head count that we had in 2013, do you know the impact on the total budget numbers?

Mr. Oliver responded I will tell you to the extent that \$31,000 versus \$6,000 is accurate, theoretically it would be a wash with increased contract costs and there wouldn't be an impact on assessments. If it is not accurate, assessments will go up unless you make cuts somewhere else.

Ms. Little asked was the original contract based on 40 hours?

Mr. Fagen responded yes ma'am, split between 20 and 20, 20 for facility maintenance and 20 event coordinator.

Ms. Little asked do you feel the majority of repairs have been done at all, that Josh would not have a certain amount of hours a day to be administrative in the office? Could we have a sign there so people would know?

Mr. Fagen responded what we are proposing is an additional body specifically for that role.

Ms. Little stated I realize that.

Mr. Fagen stated but you are saying to refer back to the 40 hours, posting a sign in that regard as far as when the office is open.

Ms. Little asked what can we do to keep within the 40 and within our original budget because I agree with what Meredith said. We are here representing all of the homeowners in this community, and I feel I want to do what is best for the homeowners.

Mr. Fagen responded I understand, and we are sensitive to that, and we know you have a finite amount of funds. It is not a money play, it is basically we see the need, and this is our recommendation. If you would like us to stay within the current model or within the 40 hours,

we can operate within that. But again, we are seeing the need out the in field and in the facility that really necessitates that 40 hours. By way of example was specific invoices on the smaller time period, in April 2014 to the first of May, there was about \$2,200 in subcontracted labor from cleaning lights to spot cleaning pavers, pressure washing chairs, etc., and that is over a month's period of time. Those are things that Josh is currently doing. You are paying those 40 hours for that he is providing, and you don't see it showing on an invoice. You see our invoice for a flat fee, and that is it. There is a lot of added value there. We are seeing the need, and it is our responsibility to bring it before you. We know the expectations of the board as well as the residents are. We have a limited amount of resources, so that is why we are sitting here now.

Mr. Payne stated where I could get comfortable with these numbers and the services I would venture to say is needed would be if the total amount does not impact our need to increase dues or fees to the residents, and if we could reasonably come into a flat budget. If we were to take the contractual expenses that we incurred previously coupled with the full time position that we have, and if we take those two numbers and add them, and those numbers are a flat rate, the new admin/office coordinator and the field operations manager, then I would be comfortable with those two.

Ms. Drinkwater stated one of the things I would like to see, and I don't see it on here, I just see the total, but in theory if what they are saying is correct with those expenses that they have actually spent less money, our expense lines should reflect that. We should be running under budget in those expense lines. I didn't see in this package. Does that makes, we should be able to see that.

Mr. Payne stated if we add \$25,700 and the \$58,000, we would be coming up to \$83,000. I would like to see numbers in our previous budget of a full time employee that we had plus the contractual expenses that we incurred actually hovering around the same amount or less.

Mr. Oliver stated it looks like we are pretty much on budget. I do understand where a lot of good things that Josh did are funded out of the Capital Reserve. Whether it is putting up security cameras, lighting projects, or similar projects, these actions can certainly save the District money, and we certainly should note those savings and perhaps reduce the line item for the capital reserve contribution to some degree.

Ms. Drinkwater stated we did have the capital reserve, we had \$34,000, but we operated under budget and that \$34,000 went into reserves, correct?

Mr. Oliver responded yes. As a matter of fact, on the last page you will see over several years we have accumulated \$175,000 of excess funds that have been transferred to capital reserves.

Mr. Payne asked is the 20 hours in stone? Could we take that down to 15 hours or something?

Ms. Drinkwater stated we can do anything that we want at this point in time. Let me pull everything together of where we were, what we asked for, and where we are going. Originally we asked for a part-time facility operations person and a part-time events coordinator. At the time that the part-time field operations was bid out, the intent was for that person to be there to call vendors, if something went wrong they would call vendors in to do the repairs. The difference in that position is what was said by Josh and Dan is that now has become more of a facilities hands-on person and operations person who actually does the work and just doesn't call the vendor every time something is needed. So we should see a difference in the expenses with an improvement in the expenses that we have seen savings for that. I don't see it right here, so based upon what you just said, so that is that position. The other position was a part-time position, and the reason for that was to bring Phase 1 and Phase 2 together where this person would work to assist Phase 1 and Phase 2 volunteers to put on events to use the facilities that we have to the fullest extent. My personal opinion on these facilities is we are paying for the maintenance of these facilities, and it would be fantastic for our homeowners to be able to utilize these facilities as much as possible with whatever events we could come up or the events coordinator, Phase 1 and Phase 2, could come up with. One of the things was taking the major burden off one volunteer doing all of the work and having a paid position, works in the office, does administrative stuff, and works with Phase 1 and Phase 2 in coordinating all of the events. In my opinion, we are not where we need to be. I would love to hear from all of the homeowners on it on events. The events are completely lacking. That has not been fulfilled in my eyes.

Mr. Payne stated that is a good point. In my narrow view, I had forgotten there is a Phase 2. I just want to make sure we are not going to be in a position that we have to raise the fees for the community. I don't know if we need to do this over the next of couple of weeks. We have our next meeting on June 10, right?

Mr. Oliver stated what I would do if you approve this, I would bring the proposed budget in June. I would plug in the new contract amounts, I would show what the impact would be on

assessments, and then as a board we would have to decide are we going to reduce some line items or are we going to increase assessments, or is there going to be some type of hybrid between the two.

Ms. Drinkwater asked when you are plugging the numbers in, are you plugging them in based upon the historical actual, not the historical projected?

Mr. Oliver responded in this case, it would be a contracted amount.

Ms. Drinkwater stated I mean for all the other line items.

Mr. Oliver responded yes.

Ms. Drinkwater stated so you would be doing it on actual historical performance to plug those numbers?

Mr. Oliver responded correct. So something that is historically under budget or over budgeted, we reflect that in our proposed budget for 2016 to that particular line item. As far as the budget process, we are going to adjust each line item based on actual and historical data. Phase 2 is near completion. You are going to have more common areas to maintain. There are going to be some increased maintenance costs due to that and also the aging of Phase 1.

Mr. Payne stated I am going to take a leap of faith, but I would like to hear from the POA leaders and any other residents as well.

Ms. Drinkwater stated I would like to hear from Jason also to hear what your thoughts are.

Mr. Hill responded my thoughts are similar to everyone else. I completely recognize the need for additional service that we have been receiving from the facilities upkeep perspective. It is the good and the bad. The bad is there is not a lot to distribute the costs over, the good is we have more space than in some of the neighboring communities. My biggest question, and I would like to hear from the residents as well, is do you see value in the events coordinator role?

Mr. Dicey stated I have seen an increased interest in renting the facilities. You now have two facilities to lease out. One thing I sense is that it is difficult to get a hold of Josh or get a return call from Josh because he is obviously out in the field doing other work. So for the benefit of everybody, it is hard to coordinate those particular items, and the residents, I think, feel it is going unanswered in my opinion. Another issue is even though we had volunteers before. We don't have any volunteers. There is nobody that wants to stand up and be a social chair leader in the community. We just don't have that. The difficult thing is broadcasting what events are

planned for the year. We have not seen anything new come out since casino. Now we are at Memorial Day and almost when school is going to be out, and activities should be picking up. I don't see enough advertising of events in the future. It is difficult to manage a property, and it is difficult to manage administrative type events. There is not someone always there to answer the questions. Going back a little bit and talking about 2013 and 2014, a lot of those subcontracts had to do with capital improvement costs. That is not a good model to compare what activities we are saving because that money is being spent for the new shed, the new things we did with the lawn, and we did have a lot of subcontracts going on to implement those activities. So that is not a fair assessment I don't think, but it is not for me to say. There was a lot of construction activities going on to support the community in Phase 1. The other part is getting out, and I know we talked about this at the last meeting and that is getting a survey out to find out what the residents are looking for. I haven't seen the survey come out. I thought that would be something important to get out.

Ms. Drinkwater responded we talked about this last month, and it has only been one month, and this is something we can talk about right now and see how we can get it out. I agree with you. I would like to hear feedback from the community to find out what they want. They might just want to use these facilities for renting out the room rather than having you zoom by. There are many other activities that could happen here, and whether or not they are even interested is another question.

Mr. Payne stated if you want to service customers, you need to find out what they want. I think the survey is a pivotal part of this process and should be executed as soon as we can. I know some residents also talk about the gym. I thought we could do a survey on the gym as well to see how much the gym is utilized, not that we are going to build a new gym right off the bat, but certainly use the survey.

An Audience Member stated regarding someone in the front office, I think it would probably be a good thing because people try to contact Josh to rent out something or come by with a concern they have with the lake or whatever they are trying to talk about. Every time he has to stop and answer an email or answer a phone call, he is taking time off doing the grunt work out the field. Whatever his salary is compared to the amount of time he has to stop and answer the telephone, it would be cost effective pay somebody \$8, \$9, or \$10 an hour to answer phone calls and emails and do more office work than to pay him to do that.

Ms. Drinkwater stated thank you for your comments, and that gets back to do we need 20 hours. It could be 15, it could be 10, we don't know.

Mr. Powers stated this is the main reason that this was brought up. I do feel like back and forth is a waste of time, and not being available for the residents causes a lot of problems. I don't that to reflect on the board, and I don't want it to reflect on me or Vesta or anyone, and I would want to get everybody taken care of. What I have heard in the past was well, that's why we wanted the 20 and the 20, but my problem here is you can't maintain the facility with 20 hours. The other comment I had was Chuck had a good point, however – and I will find and supply all the invoices that I have pulled for these months – none of these were anything that I cannot do legally or physically. Some of these require a licensed electrician to do; I did not add that. If it was a major project, I did not add it. These were all simple ordinary tasks that I can do.

Ms. Drinkwater stated this is an example, putting up Christmas lights.

Mr. Powers stated \$1,900 is what we spent.

Ms. Drinkwater stated instead of engaging a vendor, you can do it.

Mr. Powers stated \$1,900 is what we spent in 2013, and in 2014 nothing. So it is things like that. Again, all this can be subbed out. It is a balancing act. Is it worth it? Another thing is if we do have someone in the office, my proposal would be four days a week with one of those days being Saturday so that the residents have access to that office on their time off. That is one of the complaints I get is that "I can't come down there between 10:00 and 1:00." If that person is in that office every day the same day, they can focus on communicating with these guys and everyone else and the community about events whereas if I do that now, then we are taking away from field ops. It is difficult.

Ms. Little stated Josh, what I have a hard time understanding is are the field operations and fix-it uppers, whatever you are doing, are they that demanding that it is taking 40 hours of your time?

Mr. Powers responded 50 to 60 hours honestly.

Ms. Little stated because I know there is a lot of question about this. It is a totally new concept from what you originally started, and I am not one to micromanage professionally, business wise, or here, but there is any way you could give us a general scope of your daily activities?

Mr. Powers stated I can give you two line items that will explain a large majority of the hours. They can be eliminated, but if you do the community suffers. The problem is controlling it. Number 1, how do you control trash? If everyone picked up their trash and didn't throw trash, that is 10 to 15 hours a week that I spend. If everyone put chairs back and straightened up the pool areas, that is another 10 to 15 hours a week that I wouldn't have to do. So honestly, there is 20 hours a week at minimum in those two things, just making sure the trash is picked up in the community as well as in the pool areas and everything is straightened.

Ms. Little said to me that seems like a lot of hours.

Ms. Drinkwater said I have a question, are the pool monitors are not responsible for straightening up the chairs?

Mr. Powers responded they are. The pool monitors are only here on Saturdays and Sundays. You are right Barbara, it is a lot of hours, but another thing to keep in mind is that the distance between Phase 1 and Phase 2. I know that sounds petty, but it is really not because of the time spent going back and forth. It is a lot.

Ms. Little stated how can those hours be reduced and give us recommendations. The last thing I have, for the gym, we don't sign in and out, right?

Mr. Powers responded for the gym, no.

Ms. Little stated because I wondered how that would work. Another facility I was at, we signed in and out.

Mr. Powers stated one of the things that would be helpful and would count as far as the pool goes and any gates as well as the gym, my proposal for the new access control system, you wouldn't actually have to have a sign-in sheet because I could have a daily reported printed exactly who went in and where and what time.

Ms. Drinkwater asked so we don't have that now with the system we have?

Mr. Oliver responded this system used to actually identify the card number, which was linked to a resident.

Mr. Powers stated it is so obsolete. In order for me to pull up the records on one door for one 24-hour period takes 7 hours. Don't ask me why, I have no idea. The software is so old and obsolete, it literally will just think and think and think, then when it does pull it up, because I have done it just to see, it will pull it up by card number and that is it. So I have to go then and cross-reference who is that card number. The new software can automatically send me an email

on a daily basis or weekly basis, however I choose, and it will show me how many as well as who.

An audience member stated if you do decide to do a survey, I would recommend doing an electronic email survey. I think you get a higher response rate, especially if somebody gets an email and can just click it right there. As to the gym, I would recommend that we not dictate what improvements we make to the gym based on who and how many people visit. I don't go there anymore because it is small and outdated.

Mr. Payne stated the last time we discussed the gym, one of the concerns was certainly the ADA requirements. We have to meet the regulatory requirements of the ADA. Your point is well taken.

Another audience member stated you mentioned the trash. I have seen these contractors build these houses, stand right next to these dumpsters and throw their garbage on the ground. Is that a portion of the problem?

Mr. Powers responded I would say Phase 2 is, but in Phase 1, no. I pick up in the common areas.

Mr. Payne stated I am still a little bit on the fence with the numbers. I would be comfortable if we reduced the 20 to 15 and revisit. We are going to have meetings anyway, and if we feel the quality of services is needed more, we can add back, but the idea of locking ourselves in and then potentially trying to wrestle with the line items, it is a little tricky to that, so I would feel a little bit more comfortable if we had a little cushion and then work from there forward.

Ms. Drinkwater asked did you work those numbers if you did that, if you took the five hours out?

Mr. Payne stated no, I was just going on the basis of the five hours would reduce this to some extent.

Mr. Oliver stated if you get below a certain point, a certain number of hours, it is very hard to find an employee that is going to commit to taking that position.

Mr. Powers stated that is my main concern, and 15 hours is difficult to break down and have time for people to get in the office. I think that is a lot of the issue. People are finding it hard to get in there at certain times.

Ms. Drinkwater stated I also agree with him in that we can always increase it, it is harder to decrease it. We can always increase it if you have the right person. Dan I am looking straight at you to say it has to be the right person because it has to be someone that can do the computer work and can deal with the homeowners as well as part of the job is to help coordinate and bring some life, zest, and enthusiasm into the community.

Mr. Hill stated this is roughly five months of work. The proposal I would have, and it is obviously up for debate, would be that we accept the proposal. We assess this over the next five months. We can get feedback in terms of are the events of the community improving, is the engagement with the community improving, resident access to the services we have, are those improving? There is nothing to say that in five months, if it not working, we can cut. Let's try it out and if it works, that's great, if not, we make the decision in five months to end the service.

Mr. Powers stated I will be more than willing, for whatever time the board tells me to, to fill out a daily log. I have no issue doing that at all.

Ms. Drinkwater stated why don't you start doing that, and between now and the next meeting, you can have that data for us.

On MOTION by Mr. Hill seconded by Mr. Payne with three in favor and one opposed to accept the proposal from Vesta extending the Field Operations Management Services to 40 hours week and creating a part-time Office Administrator/Events Coordinator position for 20 hours a week was approved.

Ms. Drinkwater stated another thing I would like to see is the survey. Is that something someone can put together.

Mr. Powers stated I can do one using Constant Contact asking for feedback. If I can work alongside a supervisor, we can create a full list of questions that we would like to address. Jason Hill will work with Vesta in developing the survey.

Ms. Drinkwater stated my request is to get this out as quickly as possible so we have some data by the June meeting.

Ms. Little asked do we have anything planned for July 4th at this time?

Mr. Powers responded I don't think there was anything even from Dana about July 4th.

Ms. Little stated it is always a big traditional parade with fire department, etc. There should be notes about it somewhere. I think you need to ask Station 17 in advance because there are quite a few communities here that will ask too.

FOURTH ORDER OF BUSINESS**Consideration for the Access Control Systems Proposal (replacement)**

Mr. Powers stated I am having a lot of difficulty, and I am finding out it is not just me, I think it must be a busy time for these people. I have been in contact with another company so I can get a comparison bid. They have been on the property and have done a small survey. I do not have a proposal from them. I was hoping to have something.

Mr. Oliver stated can I just suggest that we have proposals in the agenda package for the next meeting.

Ms. Drinkwater stated absolutely, and that is one thing I am going to mention to Jim and everyone. I want everything in that package. I don't like to be handed things in the meeting to try to absorb that information then. We have two months usually for the next meeting, and there is plenty of time to get it in there. If you can't, you can't, but unless it is something really urgent, I just have a problem with that personally.

Mr. Payne stated so regarding the access control system, do we have other communities that have similar structures or needs?

Mr. Powers stated I have contacted the surrounding communities to see what type of software they are using and compare to what we have. That is what I wanted to step up to, which is basically what everybody else is using.

Mr. Fagen stated I wouldn't go so far as being a preferred vendor, but we do have experience with the number of vendors and their quality of work and their quality of service on the back end as well as their actual access control systems. We do have a couple that we prefer, but we realize, too, that we need to provide multiple proposals, at least, which we will do so. Based on that we can make recommendations based on our experience.

Ms. Drinkwater asked Josh, can you reiterate what that total was for Access Control Systems.

Mr. Powers responded for Phase 2, it was \$4,405, and for Phase 1 it was \$4,075.

Ms. Drinkwater asked Mr. Oliver is there a requirement with CDDs that you have to get a minimum number of bids with "X" amount of dollars of an operating budget?

Mr. Oliver responded once you get to thousands of dollars, it is just a good practice, but there is no requirement. On these proposals we have the agenda packet, let's not have just a summary sheet, let's have the actual proposals in there because typically someone on the board will have questions.

Ms. Drinkwater responded absolutely because there a lot of time there are apples and oranges in every proposal, and we have to weed it all through and decipher it.

Mr. Powers stated I'm glad you brought this up because regarding the fitness equipment, which I know is the next item, I am having a lot of difficulty using three vendors. Getting them to give me equal quotes is becoming very difficult. What I am doing now is laying out a sheet and saying this is exactly what I want, nothing more and nothing less. If you give me more or less, I am going to reject the bid. If I can just have a little bit of time on that. Honestly, on the fitness equipment, I am not sure I can even have it ready by the next meeting.

Mr. Payne asked I find that kind of complex in trying to get a bid from a vendor who would want to provide the service. What is the complexity? I don't understand.

Mr. Powers responded I don't either. Every business I have ever been in has been clear-cut and simple. I don't know whether it's the individual sales people and whether they want to throw in bells and whistles to make it look good and add extras. I will give them a sheet and tell them to give me exactly this, nothing else, nothing less.

Mr. Payne stated you are saying they want to give you a lot more elaborate expensive equipment than what we need?

Mr. Powers responded absolutely. They want to give different options from what I have asked for. They have definitely been the most difficult vendors I have worked with.

Mr. Payne stated there is no rush on this. For the survey, we could also talk about the equipment that the residents might need in the gym as well. I think that would be empirical evidence to help to some extent.

Mr. Powers stated that would be helpful information so we could narrow our focus. Addressing a broken machine is a no-brainer, but trying to identify what is the highest value to the most residents, that is tough to quantify without some information. Some people may not participate because they are apathetic or are not interest, but whatever we do get back would be

helpful. Then we can go to the vendor and give those criteria. I told one of the vendors I am working with that the layout of the gym is completely unusable, and we have too many pieces of equipment that are redundant. What I am asking for in the quote is a layout of what pieces of equipment can be combined into one and a new footprint that works better so we can have more people get more use out of each piece of equipment.

Ms. Drinkwater asked can you have the fitness proposals by August?

Mr. Powers responded yes.

Mr. Oliver asked is there any equipment that is down right now?

Mr. Powers responded no.

Ms. Drinkwater asked will you have the proposals for the access systems by the next meeting in June?

Mr. Powers responded yes.

FIFTH ORDER OF BUSINESS

Consideration of Fitness Equipment Proposals (replacement)

This item was discussed under Agenda Item IV above.

SIXTH ORDER OF BUSINESS

Consideration of Pool Deck Furniture Proposals (replacement)

Mr. Powers stated I did an inventory of the extras that I have in storage. I looked at the condition versus what needs to be replaced. We don't need to do anything.

SEVENTH ORDER OF BUSINESS

Other Business

There was no other business

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated I don't have anything additional for the board for this continued meeting.

B. Engineer

There was no report.

C. Manager

Mr. Oliver stated I will bring the proposed budget to the June meeting as well as the completed FY14 audit.

D. Operations Manager

Mr. Powers had no additional report.

NINTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Mr. Payne stated Madam Chair, I have a broad sweeping comment. I have a concern about what I would call economies of scale in terms of how we operate as a POA and a District. The bottom line is we have the same customer base from a CDD perspective and the same customer base from the POA perspective. Right now we are operating in a very discombobulated manner in that we have the CDD dealing with Vesta and the POA dealing with Leland. I think at some point in time, I know we don't have auspices over the POA, but shortly in the future since we have the same customer base, I think we need to bring things together for the purposes of economies of scale and efficiency within the Districts and the communities that will be operating. I don't know how we can orchestrate that. I haven't figured it out yet, but it just doesn't make sense to me the way we operate. That is my observation from this perspective. I will give it some thought.

Ms. Little stated I have one item that was brought to our attention about the pool last Sunday, May 3rd. The pool monitor was sitting in this room up here, and out there were young boys playing basketball and cussing around the little children. Is it normal for that pool monitor to be in here?

Mr. Powers responded no, this is only available for them so they can put their water in here and for breaks.

Mr. Payne asked how was the matter addressed because I got an email.

Mr. Powers responded I contacted Angie with Elite Amenities, and I let her know the situation. She spoke with the monitor as well as the other monitors and explained to them this is for breaks only and not to remain in here. Of course the monitor said that didn't happen, but that didn't matter to me. I explained to her what happened, and if they continue to use this for anything besides breaks, they would lose access to it completely.

Ms. Drinkwater stated if it happens again, we can let Angie know that we want her to address that.

TENTH ORDER OF BUSINESS

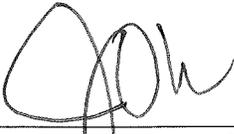
Next Scheduled Meeting, Wednesday, June 10, 2015 at 6:00 p.m. at Phase 2 Brandy Creek Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092

Ms. Drinkwater stated when the next meeting would be held.

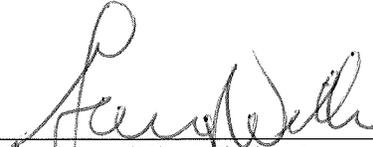
ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman