

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, January 13, 2016 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:

Dianne Drinkwater	Vice Chairperson
Barbara Little	Supervisor
Jason Hill	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Dave Krabill	Vesta
Kathy Sargent	Vesta
Dan Fagen	Vesta
Bill Tomlinson	Lake Doctors
Mark Seymour	Lake Doctors
Jeff Nunamaker	Yellowstone Landscape

*The following is a summary of the minutes and actions taken at the January 13, 2016 regular meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Drinkwater called the meeting to order at 6:30 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

An audience member stated the new sod is beautiful.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the December 9, 2015 Meeting**

Ms. Drinkwater complimented the quality of minutes as prepared by transcriber and offered her thanks. Mr. Oliver suggested having the minutes typed as summary minutes. The recording will be kept, but the minutes will reflect an abbreviated version of what was said. Having summary minutes prepared will still meet all the requirements for minutes.

On MOTION by Mr. Hill seconded by Ms. Little with all in favor the minutes of the December 9, 2015 meeting were approved as published.

**FOURTH ORDER OF BUSINESS**

**Introduction of New Lake Maintenance Service Contractor (Lake Doctors)**

Mr. Bill Tomlinson, Field Manager of Lake Doctors, and Mark Seymour, Sales Manager for Lake Doctors, were present. Mr. Tomlinson asked if there were any questions.

Ms. Drinkwater asked that the workers please check in at the office when they arrive to do work and have good communication with staff so issues can be resolved quickly.

Ms. Little clarified with Mr. Tomlinson that according to the contract, Lake Doctors will come twice a month for 24 visits a year.

Mr. Krabill asked if the District would have the same technician all the time, and Mr. Tomlinson responded yes.

**FIFTH ORDER OF BUSINESS**

**Presentation from Landscape Maintenance Service Contractor (Austin Outdoor)**

Mr. Jeff Nunamaker was present from Yellowstone Landscape (formerly Austin Outdoor). Some of his proposals are located in the agenda package. There were other proposals distributed to the board members. The cost for raising the tree canopy is \$24,034.88 and would involve 20 – 22 trees. Between now and mid to late February would be the best time for the canopy to be raised. There was discussion regarding future landscape priorities for budgeting purposes, but no action was taken.

**SIXTH ORDER OF BUSINESS**

**Security Systems Update**

Mr. Krabill stated there are connectivity issues with the Internet. There is inadequate Internet service from AT&T for operation of Phase 2 access control system. Operations Manager will coordinate with FHSI for Internet service for a cost NTE \$200 for installation and related equipment. Ms. Drinkwater will work with staff to review and execute agreement.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Tennis Court Resurfacing**

Mr. Krabill discussed the proposals for Tennis Court resurfacing located in the agenda package. Proposals were submitted from Welch Tennis, Premier Tennis, and Court Services of Florida. Mr. Fagen stated he was worked with all three vendors and recommended Premier Tennis.

On MOTION by Ms. Little seconded by Mr. Hill with all in favor the proposal from Premier Tennis for resurfacing of tennis courts in the amount of \$6,319 was approved.

**B. Fitness Room Equipment**

**1. Preventative Maintenance**

Ms. Sargent discussed proposals located in the agenda package for a preventative maintenance contract regarding the fitness room equipment.

On MOTION by Ms. Drinkwater seconded by Ms. Little with all in favor the proposal from Commercial Fitness for quarterly preventive maintenance of fitness equipment for an annual price of \$700 was approved.

**2. New Equipment Quotes**

Ms. Sargent referenced the quotes located in the agenda package. Her immediate recommendations would be to have one rowing machine, the multi-gym functional trainer, and a leg press machine. After discussion the board decided on the Matrix Varsity Full Commercial Functional Trainer with accessory kit. This item would be covered under the Capital Reserve Fund.

On MOTION by Ms. Drinkwater seconded Ms. Little with all in favor the proposal by Commercial Fitness for the purchase of Matrix Varsity Full Commercial Functional Trainer (\$2,895) and FT Accessory Kit (\$299) plus delivery and installation costs was approved.

**EIGHTH ORDER OF BUSINESS**

**Update Regarding Landscape Improvements**

The sod has been placed and looks great. Annuals have planted at the front entrance at 210. Irrigation issues have been taken care of. At this time, Mr. Krabill presented his Operations Manager report located in the agenda package.

**NINTH ORDER OF BUSINESS**

**Discussion of Phase 2 Capital Improvements**

This item was tabled until the next meeting when Supervisor Payne is available.

**TENTH ORDER OF BUSINESS**

**Ratification of Requisition 1A**

Mr. Oliver stated a copy of the requisition is located in the agenda package and has been executed. This was for laying sod and was approved in advance at a previous meeting.

On MOTION by Ms. Drinkwater seconded Mr. Hill with all in favor to ratify Requisition 1A to Yellowstone Landscape for Phase 2 landscape improvements in the amount of \$63,200 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters had no action items for the board. Legislature is back in session, and Mr. Walters will keep the board informed regarding bills being proposed.

**B. Engineer**

There was no report.

**C. Manager**

Mr. Oliver had no report.

**D. Operations Manager**

This item was discussed under eighth order of business.

**E. Amenity Manager**

Ms. Sargent presented her report located in the agenda package. Bunco will be cancelled if there is not greater participation. Ms. Sargent asked that the return check fee be raised from \$25 to \$30 to cover the current bank charge. Ms. Sargent will review all the policies and rates so changes can be made at one time.

**THIRTEENTH ORDER OF BUSINESS      Supervisor's Requests/Audience Comments**

**Supervisor's Requests**

There were no supervisor requests.

**Audience Comments**

An audience member mentioned some equipment located on CDD property at the back of cul-de-sac by the woods. Mr. Oliver will check with the Engineer.

**FOURTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet and Income Statement**

Mr. Oliver stated your unaudited financial reports are in the agenda package as of November 30, 2015. The only unusual variance was for legal advertising. Those are the costs associated with the noticing of the public hearing for the bond refunding.

**B. Check Register**

Mr. Oliver stated behind Tab B is the check register. That will require board approval. One check register is with Wells Fargo, but we have recently transitioned to Hancock Bank, so another check register is also shown.

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

**C. Assessment Receipt Schedule**

Mr. Oliver stated you are 37% collected through today, however, there are some late December receipts still being processed.

**FIFTEENTH ORDER OF BUSINESS**

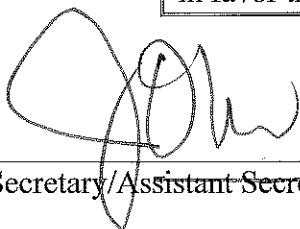
**Next Scheduled Meeting, February 10, 2016  
at 6:30 p.m. at Phase 2 Amenity Center.**

Ms. Drinkwater stated our next scheduled meeting is February 10, 2016 at 6:30 p.m.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman