

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, March 9, 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:

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| Gary Williams | Chairman |
| Barbara Little | Supervisor |
| Jason Hill | Supervisor |

Also present were:

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| Jim Oliver | District Manager |
| Jason Walters | District Counsel |
| Dave Krabill | Vesta / Amenity Services Group |
| Kathy Sargent | Vesta / Amenity Services Group |
| Dan Fagen | Vesta / Amenity Services Group |
| Jeff Nunamaker | Yellowstone Landscape |

The following is a summary of the actions taken at the March 9, 2016 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the February 10, 2016 Meeting

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| On MOTION by Mr. Hill seconded by Ms. Little with all in favor the minutes of the February 10, 2016 meeting were approved. |
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FOURTH ORDER OF BUSINESS

Consideration of Resolution 2016-06, Confirming the District's Use of the St. Johns County Supervisor of Elections to Conduct the District's Election of Supervisors in Conjunction with the General Election

Mr. Williams stated two of the five seats are up for election this year. We need to confirm that we are going to use Supervisor of Elections for the process.

On MOTION by Mr. Williams seconded by Mr. Hill with all in favor to adopt Resolution 2016-06 confirming the CDD's use of St. Johns County Supervisor of Elections to conduct 2016 general election process for seats 2 and 4 was approved.

FIFTH ORDER OF BUSINESS

Discussion of Encroachment onto CDD Property

Mr. Williams stated one of our residents has started to build a structure on the conservation land. Mr. Walters has prepared a cease and desist letter to send to the homeowner. The area is designated as a conversation area by the St Johns River Water Management District and needs to be remediated to its former condition. Mr. Oliver has sent a detailed email regarding the situation to the board members. Mr. Walters will keep everyone informed of any major developments. Mr. Oliver expressed his thanks to the POA President Joe Taylor and the POA Management Company for bringing this matter to the board's attention.

SIXTH ORDER OF BUSINESS

Discussion of Fitness Center and Equipment

Mr. Williams stated this agenda item is a request from Supervisor Payne and is a general discussion about swapping the fitness room with this room. Since this room is larger, it would house all the fitness equipment. The original fitness room would then be used for events.

Mr. Oliver stated Mr. Payne wanted me to bring up two additional items. He expressed dissatisfaction with the multi-purpose machine, and there was a resident request to have the fitness room open at 4:00 a.m. rather than 5:00 a.m.

Mr. Williams did not want to address the dissatisfaction of the machine without Mr. Payne being present. Regarding swapping of the rooms, the board would like to see a layout of

what things would look like and what the expense would be. It was felt a low-level study would need to be commissioned or have fitness center sales reps give their ideas. Staff will work with Supervisor Payne and an informal group of residents to explore pros and cons of fitness room options (current location or Phase 2 meeting room), equipment layout within those two footprints, and equipment selection. The fitness floor installation will be put on hold. Mr. Walters noted that any new design would have to be ADA compliant, and asked that any consultants be made aware of that before they come up with a design.

All board members supported the request to have the fitness center open at 4:00 a.m.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to move the fitness center opening time to 4:00 a.m. was approved.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had nothing to report.

B. Engineer

There was no report.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

Mr. Krabill's report is located in the agenda package under Section VIII-D.

E. Amenity Manager

Ms. Sargent's report is located in the agenda package under Section VIII-E. She highlighted the upcoming events through July 4th.

Mr. Fagen reported that staff met with Elite Amenities to discuss their role, Vesta's role, communications between Elite and Vesta, and the District's expectations.

Ms. Sargent stated there is a party on March 18, and they want permission to have alcohol. They will use a licensed and insured bartending service, and they will provide a document designating the CDD as an additional insured.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to allow service of alcohol at a March 18, 2016 private event was approved.

NINTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

There were no supervisor requests.

Audience Comments

An audience member mentioned the lights at the Phase 2 playground are out or broken. Dave Krabill will fix that as soon as possible.

An audience member mentioned the Internet accessibility in the pool area, and that it doesn't go far. He asked if there could be an extender or booster to provide more Internet accessibility around the pool and common area. Mr. Williams asked Mr. Krabill to look into that.

Mr. Jeff Nunamaker from Yellowstone Landscape if anyone had any questions or problems with the landscaping. Mr. Williams asked if they did a check of the sprinkler patterns. Mr. Nunamaker gave an explanation of issues with the sprinklers, i.e., timers. The issues have been addressed, and everything should be operating during normal hours of not before 8:00 a.m. and not after 8:00 p.m. He and Dave Krabill discussed some landscape options. No action taken. The property manager will consult with Ms. Drinkwater regarding arborist and project recommendations. This item will be addressed at the April meeting.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Mr. Oliver stated this information is as of January 31, 2016, and there are no unusual variances. The legal advertising line item in the General Fund income statement is \$1,800 over budget due to costs associated with the Series 2006 Bond Refunding. Those costs will be

reimbursed from the Capital Fund because the invoice it was for advertising for the bond hearings. This will bring the line item into budget.

B. Check Register

Mr. Oliver stated behind Tab B is the General Fund check register and the Capital Projects check register.

Mr. Williams asked about two invoices from Grau and Associates for \$1,500. One was dated September 30, and the other was dated February 3.

Mr. Oliver responded one is a progress invoice, and the other is for the completion. The amount is appropriate.

Mr. Williams asked about an invoice from Arsenault dated January 25. Parts are listed for the ADA lift chairs, and fees are being charged. The whole invoice was paid. On Page 1 of the Capital check register, there is a \$2,600 charge for an ADA lift chair replacement.

Mr. Oliver responded we did note they were not up to standard, so we got proposals to do that. They had the best proposal. It is a Capital item, so it was paid for from Capital Reserve. They had that cost included on their monthly operational bill what the costs to do those repairs. Mr. Oliver stated he will follow up, and if it was double paid, they will issue a credit.

On MOTION by Mr. Williams seconded by Mr. Hill with all in favor the Check Registers were approved.

C. Assessment Receipt Schedule

Mr. Oliver stated you are 97% collected.

ELEVENTH ORDER OF BUSINESS

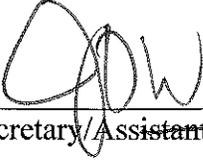
Next Scheduled Meeting, April 12, 2016 at 6:30 p.m. at Phase 2 Amenity Center.

Mr. Williams stated our next scheduled meeting is April 12, 2016 at 6:30 p.m.

TWELFTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman