

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, May 11, 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
Meredith Payne	Supervisor

Also present were:

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 May 11, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 9, 2016 Meeting

On MOTION by Mr. Hill seconded by Ms. Little with all in favor the minutes of the March 9, 2016 meeting were approved.
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FOURTH ORDER OF BUSINESS

Discussion of Encroachment Letter

A letter was sent to a property owner recording encroachment on CDD property. The letter is located in the agenda package. The resident is removing the improvements to that area. Jason will follow-up upon completion. The storage tanks in question were catch basins for rainwater. Once all the improvements are removed, it will be determined if any restoration is required.

FIFTH ORDER OF BUSINESS

Discussion of Fitness Center and Equipment

Mr. Payne and resident, David Henderson, a fitness expert, consulted together regarding the fitness equipment. A handout was provided that showed the layout of the equipment and the layout of the gym. Gym Source and Commercial Fitness provided quotes, which are located in the agenda package. The quality of equipment in the same with the two companies. There would be a Smith machine, two stairmasters, two elliptical machines, an upright bike, two existing machines for legs, a rowing machine, and few other machines already existing. It is expected that the new machines will last 10 to 12 years if properly maintained. The money would come from Capital Reserves. Mr. Payne recommended awarding the purchase to Gym Source.

On MOTION by Mr. Payne seconded by Mr. Hill with all in favor to purchase fitness equipment from Gym Source for \$19,434 was approved.

SIXTH ORDER OF BUSINESS

Other Business

Mr. Payne has gotten a number of comments about the Phase 2 basketball court. The water is not draining properly when it rains.

Mr. Krabill responded he has had Lee Brock look at that, and two quotes will be obtained to fix the problem.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items to report. He provided a Legislative update to the board members. The Bill concerning websites that would have been extraordinarily expensive for the District did not pass.

B. Engineer

There was no report.

Ms. Drinkwater asked how often the Engineer does an inspection of the bulkheads.

Mr. Oliver stated the Engineer does an annual inspection of the facilities in general. He will request that the Engineer specifically inspect the bulkhead at the Phase 1 amenity center and advise if any structural maintenance is required.

C. Manager

1. Report on the Number of Registered Voters (1,204)

Mr. Oliver stated we are required each year by statute to report on the number of registered voters living in the District. The Supervisor of Elections provided a letter showing we have 1,204 registered voters.

2. General Election

Mr. Oliver stated two seats will be up for General Election. Any registered voters living in the District who want to run must qualify with the Supervisor of Elections to be listed on the ballot. Seat 2 (Dianne Drinkwater), and Seat 4 (Jason Hill) are up for election.

Mr. Oliver stated the budget process is about to start, and a proposed budget will be brought to the board at the June meeting. Once it is approved, a Public Hearing date will be set no sooner than 60 days after approval of the budget.

D. Operations Manager

1. Report

Mr. Nunamaker from Yellowstone Landscape provided an update regarding landscaping and gaps in irrigation coverage.

Ms. Drinkwater asked about the removal of some palm trees, and those have been removed. She also asked about the grass underneath oak trees on Nature's Parkway. Mr. Nunamaker stated his idea is to get rid of the Bermuda, raise the canopy of the trees, and come in with a shade tolerant zoysia grass. The cost is around \$100,000. The main thing is to get the tree canopy lifted. The other option is to remove every other tree to allow more sun in and then

re-sod. Ms. Drinkwater's opinion, which was based upon an email from Chuck Lippi, is to leave it as it is and not go through the re-sodding process. Another option is having pine straw put down where sod growth is difficult. After discussion, the board decided to ask for a proposal to put down pine straw. If the amount doesn't exceed \$1,000, staff can go ahead and get it done.

The palm trees were discussed and if there should be trunk injections or granular fertilization of the trees. The arborist that was consulted by Ms. Drinkwater is in favor of the granular method.

Mr. Krabill presented his reports for April and May, and they are located in the agenda package.

Ms. Drinkwater asked about the signs. The board had approved the signs be replaced in Phase 2, and Giglio has not done the work and cannot give a good reason why not. After discussion, the board decided to have other proposals considered and designated Supervisor Hill to review proposals.

On MOTION by Ms. Drinkwater seconded by Mr. Payne with all in favor to authorize staff to consider other proposals for selection and installation of signs was approved.

2. Proposals for Phase I Parking Lot

The proposals for seal coating and striping Phase 1 amenity center parking lot are located in the agenda package. Mr. Krabill recommended St. Johns Asphalt in the amount of \$2,250.00

On MOTION by Ms. Drinkwater seconded by Ms. Little with all in favor the St. Johns Asphalt proposal to do seal coating and striping of the Phase 1 amenity center parking lot in the amount of \$2,250 was approved.

Counsel will draft agreement.

E. Amenity Manager

1. Report

Ms. Sargent presented her reports for April and May, and both are located in the agenda package.

Ms. Sargent stated she has had a lot of complaints from the residents about no food being allowed on the lower deck at all. She looked at the rules, and the wet deck has to be four feet from the pool. If the rules were amended to have no eating within four feet of the pool, people could then eat at the tables and most of the chaise lounges. After discussion, the board decided to try allowing food and drink within the 4-foot area. If there is a mess all the time, then the issue will be revisited.

On MOTION by Ms. Drinkwater seconded by Ms. Little with all in favor to amend the amenity policies to allow food and beverage on pool deck outside 4-foot area from pool edge was approved.

Ms. Sargent will coordinate and announce the change regarding the food and drink policy on the pool deck.

Ms. Sargent mentioned there has been a marked increase in vandalism in Phase 1 and Phase 2, especially in the bathrooms. Items are thrown in the pool. This happens after the pool monitors leave. Staff is working with SJSO to increase their presence, and they are also considering monitored cameras. An email blast will be sent to all the residents regarding the vandalism. Ms. Drinkwater asked that significant acts of vandalism be reported to the board, staff, and SJSO.

2. Phase 2 Capital Improvement Survey Results

The survey results are located in the agenda package. There were 182 responses. An article will be put on the website regarding the general results but not the actual comments.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

There were no supervisor requests.

Audience Comments

Mr. Chuck Dacey of Phase 1 POA stated there is a white vinyl fence on American Eagle West and John's Creek Parkway. The homeowner says the fence belongs to the CDD, and there is a gap between the homeowner's fence and the white vinyl fence. The homeowner states his fence is on the property line, and no one is taking care of the grass between the two fences. Mr.

Krabill will determine if the white vinyl fence is owned by the CDD and if area on opposite side from resident's lawn is maintained by CDD.

NINTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement

Mr. Oliver stated this information is as of March 31, 2016, and there are no unusual variances.

B. Check Register

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

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

C. Assessment Receipt Schedule

Mr. Oliver stated you are 100% collected.

TENTH ORDER OF BUSINESS Next Scheduled Meeting, June 8, 2016 at 6:30 p.m. at Phase 2 Amenity Center.

Ms. Drinkwater stated our next scheduled meeting is June 8, 2016 at 6:30 p.m.

ELEVENTH ORDER OF BUSINESS Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman