

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, July 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:

Gary Williams	Chairman
Dianne Drinkwater	Vice Chairperson
Barbara Little	Supervisor (by Phone)
Meredith Payne	Supervisor
Chuck Dicey	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by Phone)
Kathy Sargent	Vesta / Amenity Services Group
Dan Fagen	Vesta / Amenity Services Group
Dave Krabill	Vesta / Amenity Services Group
Tess Robinson	Elite Amenities
Leslie Florkowski	Elite Amenities
Kevin Flanagan	Envera Systems
Det. Bobby Kukar	St. Johns Sheriff's Office

The following is a summary of the actions taken at the July 13, 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 6:34 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Security Discussion (Closed Session)

Mr. Williams stated it is listed as a closed session, but there is no need to do that because it is discussion about security cameras for the facilities. There will not be a discussion about what the processes will be and exactly where the cameras are going to be. Two security camera

proposals were received from Tyco Integrated Systems and Envera. A copy of both proposals is located in the agenda package.

Kevin Flanagan from Envera gave a brief presentation to the board and then answered questions from the board members.

Board members stated they would like to see a summary sheet comparing the proposals. The board gave additional guidance to operations manager to prepare a more comprehensive scope for integrated system of active and passive cameras to replace the existing system. The board appointed Supervisor Chuck Dicey to work with the Operations Manager on the project.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Jason Hill’s Resignation Letter

Mr. Hill is moving out of the neighborhood.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to accept Supervisor Jason Hill’s resignation from the board was approved.

B. Appointment of New Supervisor to Fill the Unexpired Term of Office (11/2016)

An email was sent to the community members, and two people were interested in filling the vacant term – Chuck Dicey and Ken Harp. This seat is an interim assignment because it is up for election on the November ballot.

Mr. Dicey and Mr. Harp gave brief talks on why they are interested in being on the board.

Ms. Drinkwater and Mr. Payne asked questions of both candidates.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to have Mr. Chuck Dicey serve as the interim board member was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Oliver administered the Oath of Office to Mr. Chuck Dicey. Mr. Dicey began his term at this meeting. He will accept pay.

D. Election of Officers, Resolution 2016-08

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to have Mr. Dacey serve as Assistant Secretary was approved.

Ms. Drinkwater asked that something be done to recognize Mr. Hill’s service, and Mr. Oliver stated he would have a plaque made.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the June 8, 2016 Meeting

On Page 3, bottom paragraph, second line reads, “If some of those hours can be given to the Facilities Administrator...” Mr. Drinkwater stated I believe that should be Events Coordinator instead of Facilities Administrator.

On MOTION by Mr. Payne seconded by Ms. Drinkwater with all in favor the Minutes of the June 8, 2016 were approved as revised.

SIXTH ORDER OF BUSINESS

Consideration of Public Facilities Report

Mr. Oliver stated the bond indenture requires that we have a facilities report each year to provide to them the stated facilities that their funds are paying for. A copy of the Consulting Engineer’s Report is located in the agenda package. Some shortcomings were noted, and Mr. Krabill has started addressing those issues.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Public Facilities Report was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Fiscal Year 2017 Budget

A copy of the budget is located in the agenda package. Mr. Oliver stated he took the budget that was approved at the last meeting and made the changes the board suggested. There is no change in the budget, and assessments remain the same. Some line items changed, and a line item was added under the maintenance section called Facility Staffing Contingency.

Mr. Williams stated his concern for Supervisor Fees, which is based on an assumption of six meetings and three supervisors receiving fees. At this time, four supervisors are receiving fees, and the board is meeting monthly. Mr. Oliver responded that later the meeting schedule will be discussed, and whatever the board decides regarding the schedule, the amount will be plugged into that budget item.

The budget hearing is set for August 10, 2016 at 6:30 p.m.

EIGHTH ORDER OF BUSINESS

Other Business

There being none the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items to report.

B. Engineer

There was no report.

C. Manager – Discussion of Meeting Dates for Fiscal Year 2017

A copy of the proposed meeting schedule for FY17 is located in the agenda package. When the FY16 budget was adopted, it was based on six meetings. As the second quarter was entered for this fiscal year, the board decided to meet monthly. After discussion, the board decided to return to bi-monthly meetings with special or continued meetings as needed. Meetings will be held in November, January, March, May, July, and September. The budget will be adjusted based on eight meetings, which will allow for special or continued meetings.

On MOTION by Ms. Little seconded by Mr. Payne with all in favor the meeting dates for FY17 were approved as revised.
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D. Operations Manager

The report is located in the agenda package under Section IX-D-1.

Detective Bobby Kukar of SJSO spoke to the board members. He was furnished video regarding some criminal mischief at the pool. He has a good idea of who the subjects are and is

working to put an end of the criminal mischief. He encouraged board members to contact him if anything is needed from him.

Mr. Krabill provided updates on his Operations Management Report. Regarding the basketball court drainage problem, it will be taken care of next week. Street signs will be installed next week. The equipment for the fitness room should be in July 21. A proposal to paint the fitness room came in at \$900. The board requested more proposals be received, and Mr. Payne will make the decision so painting can be started before next board meeting. Mr. Krabill stated playground lights will be installed on July 19. A trap has been put out to catch the bobcat, but there are no results. The drinking fountains at Phase 1 are going to be replaced. The quote to repair is \$500, and to buy new ones is \$683. Pine straw around the trees along Nature Parkway has been completed. Flagpole installation is completed.

Ms. Drinkwater rode around Huffner Hill and stated some of the Zoysia grass that was planted has some issues. Grass is being lost in some areas. Mr. Krabill will follow up on that.

Mr. Payne asked about the Phase 1 basketball court repairs/resurfacing, and Mr. Krabill will get proposals for that. Also, a piece of the outdoor fitness equipment is broken. Mr. Krabill will consult with Terry Rogers of Southern Recreation to review options. If it is safety hazard, it will be marked appropriately with signage/safety tape or removed completely.

Mr. Payne asked about signs he has seen regarding a summer training camp. Ms. Sargent stated it is a free camp put on by a local church, and it is an activities sports camp. They are not promoting any religion. It is a community-service type thing. They have put us on their insurance and have met all the requirements. Mr. Payne asked that these type activities be communicated to the board.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package under Section IX-E. Food truck Fridays will end in October. Regarding the Wi-Fi options, she has had 11 appointments with four different electricians, and only one showed up. She presented the board with other options, and they are located in the agenda package. For Phase 2, she would like to utilize Option 3, and for Phase 1 get the middle option for \$250. Ms. Sargent will proceed with installation of Wi-Fi routers and extenders.

Ms. Tess Robinson, General Manager of Elite Amenities addressed the board. Things are going well, but she would like to hear about any issues immediately so she can address them. She has instructed her pool monitors to walk around the pool every 15 minutes.

TENTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

Mr. Williams addressed the issue of supervisors dialing in and the difficulty it is to hear them. Mr. Krabill and Mr. Dicey will work together regarding meeting room improvements, i.e., audio visual system and acoustical banners/baffles.

Audience Comments

There were no audience comments

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Mr. Oliver stated this information is as of May 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 Mr. Williams seconded by Mr. Payne with all in favor the Check Register was approved.

C. Assessment Receipt Schedule

This is located in the agenda package.

TWELFTH ORDER OF BUSINESS

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

Mr. Williams stated our next scheduled meeting is August 10, 2016 at 6:30 p.m., and it will be the budget hearing.

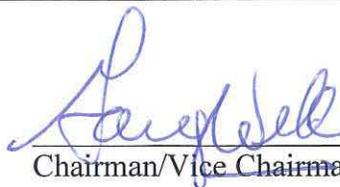
TWELFTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman