

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, August 10, 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
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
Dave Krabill	Vesta / Amenity Services Goup
Det. Bobby Kukar	St. John's Sheriff's Office

*The following is a summary of the actions taken at the August 10, 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

An audience member asked about sound barriers.

Mr. Oliver responded I do not know, but I will ask our District Engineer.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 13, 2016 Meeting

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the Minutes of the July 13, 2016 were approved.
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FOURTH ORDER OF BUSINESS

**Public Hearing Adopting the Budget for
Fiscal Year 2017**

Mr. Williams stated we have discussed the budget at prior meetings and ask for any questions or comments.

Ms. Drinkwater stated in the narrative area, under Supervisors, I believe there is an error. It said there are three supervisors, and it should be four.

Mr. Oliver responded you are correct.

Mr. Dicey had a question regarding security, and that the budget item for security may not be enough.

Mr. Oliver responded this board can amend the budget at any time during the year. If changes need to be made to that security line item, we can do that. You can fund that with security force surplus or surpluses from other line items.

Mr. Williams commented we are reducing the amount we put in to the Capital Reserve so we can keep the assessments flat. If we do that year after year after year, our Capital Reserve won't be built up. I think we need to be cautious about that in future budgets even if it means an assessment increase.

Ms. Drinkwater responded I agree. I think the reason is that we had an excess, and that is the reason that decision was made.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the Public Hearing is Open.

There were no comments from the public.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the Public Hearing is Closed.

A. Consideration of Resolution 2016-09, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2017

Mr. Oliver stated this resolution adopts the budget and appropriates the funds for FY17. On Page 2 of the Resolution, I will fill in the appropriations. Section 3 states the board can amend the budget, and money can be moved between the line items.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor Resolution 2016-09 relating to the annual appropriations and adopting the budget for FY17 was approved.

B. Consideration of Resolution 2016-10, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2017

Mr. Oliver states this certifies the assessment roll. This is furnished to the St. John's County tax collector, and the assessments are put on the property tax bills.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor Resolution 2016-10 imposing special assessments and certifying an assessment roll for FY17 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Security Camera System and Monitoring Services

Mr. Williams stated this is a carry-over from last meeting. We were looking for additional information.

Mr. Krabill stated Supervisor Dicey and I met with both Tyco and Envera. We are still waiting on some proposals and updates from Tyco. Mr. Krabill distributed information to the board members.

Mr. Dicey stated one is monitoring and one is not monitoring. The one with monitoring is more expensive, and over time it is quite a bit more money. We can further evaluate it and break it all down.

There was discussion regarding monitoring, lighting, and location of cameras. Consideration should be given to the impact of the opening of 2209 and that entrance.

A comprehensive review of the current system, recommended upgrades, and comparatives proposals to be developed and presented at a future meeting (90 days out).

Supervisor Dicey will work with the Operations Manager Krabill with input from Detective Kukar from SJSO.

Ms. Drinkwater asked this item be included on the Operation Manager's timeline report.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items to report. We do have a little money remaining in the acquisition and construction account from the refinancing. If there are ideas, we can discuss how to finalize and get the construction account closed out.

Mr. Oliver stated there is a Series 2013 construction balance for Phase 1 of \$1,926. Series 2015 construction balance is \$14,273. Also available from 2015 refunding is \$84,730 (transferred from Series 2016 Revenue account to Capital Reserve account after May 1, 2016 principal and interest payment).

The remainder of the Series 2013 construction fund of \$1,926 will be used to partially fund Phase 1 basketball court improvements.

B. Engineer

There was no report.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

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

Mr. Krabill provided updates on his Operations Management Report. The fitness room was painted. The quote for the event sign in Phase 1 is \$3,145. Ms. Little asked about the soundproofing of Phase 2 Amenity Center, and Mr. Krabill responded we are working on it but nothing yet to report to the board.

Ms. Drinkwater complimented the Operations Manager report showing what is in progress and what is completed.

Mr. Krabill directed his comment to Mr. Walters and stated at the corner of John's Creek Parkway and West John's Creek Parkway, there is a park. The house next door to the park wants to put up a new fence. They have an existing wood fence, but there is some pampas grass that is in front of it and also some limbs growing over their fence. Is that the homeowner's responsibility or the CDD's responsibility? The trees are on the CDD property and are hanging over and onto the resident's property.

Mr. Walters responded let's you and I get together offline and discuss this. The details of tree law are fairly involved. We will take a look at it figure it out.

Ms. Drinkwater referenced mulch for the playground, and stated if it needs mulch for safety, do the mulch.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package under Section VII-E.

Ms. Sargent stated she had one resident to ask if we could have events with people from the outside and charge money. The concept would be to have an event that has a fee for everybody, and people from outside the community would be allowed to come if they have a pre-purchased ticket. Residents would have first consideration if there are a limited number of attendees allowed.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

Mr. Dicey stated I was asked to get a big screen in here. What would the use be for so I know what we need to get?

Mr. Payne stated his thought was to have an audio-visual system that could host meetings, and this room could become a multi-purpose room.

Mr. Dicey will work with Mr. Krabill regarding meeting room improvements, which will include an audio-visual system and acoustical banners/baffles.

Audience Comments

There were no audience comments

NINTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Mr. Oliver stated this information is located in the agenda package as of June 30, 2016

B. Check Register

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

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

C. Assessment Receipt Schedule

This is located in the agenda package. Fully collected

TENTH ORDER OF BUSINESS

Next Scheduled Meeting, September 14, 2016 at 6:30 p.m. at Phase 2 Amenity Center.

Mr. Williams stated our next scheduled meeting is September 14, 2016 at 6:30 p.m.

ELEVENTH 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
Supervisor/Asst. Secretary