

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, September 14, 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:

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
Dan Fagen	Vesta / Amenity Services Group
Dave Krabill	Vesta / Amenity Services Group
Angi Palmieri	Elite Amenities
Leslie Florkowski	Elite Amenities

*The following is a summary of the actions taken at the September 14, 2016 regular meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:30 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no public comments.

Mr. Oliver stated Leslie and Angi of Elite Amenities are here to update you regarding the recently completed pool season.

Angi Palmieri and Leslie Florkowski of Elite Amenities presented a positive end of season review of pool monitor services.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the August 10, 2016 Meeting**

On MOTION by Ms. Little seconded by Mr. Dicey with all in favor the Minutes of the August 10, 2016 were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Audit Engagement Letter from Grau & Associates to Perform the Audit for Fiscal Year 2016**

Mr. Oliver stated you have an selected an auditor through the RFP process, and they have provided the Engagement Letter at a cost of \$3,600. The audit will start soon after the fiscal year ends on September 30.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the FY16 Audit Engagement Letter from Grau & Associates in the amount of \$3,600 was approved.

**FIFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Walters had no action items to report.

**B. Engineer**

There were no engineer issues to bring before the board.

**C. Manager**

Mr. Oliver stated we are going to our bi-monthly meeting schedule beginning in the new fiscal year, so the next meeting will be in November.

**D. Operations Manager**

**1. Report**

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

Mr. Krabill is getting pricing for pool signage and directional signs. The mulch for the South Fieldcrest playground is complete. A proposal has been received on pressure washing the outer walls in the Phase 1 Amenity Center and ceilings in amount of \$475.00. More proposals

are expected. There is a broken treadmill in the gym, and the cost to repair \$1,200. The cost for a new treadmill ranges from \$3,610 to \$4,200, but more proposals are expected. The broken treadmill is five years old. The board determined the broken treadmill is not worth repairing due to its age and estimated repair cost. The board decided to purchase a replacement treadmill NTE \$5,000. Staff will provide three proposals and a recommendation to Supervisor Payne for review and selection prior to the next meeting.

On MOTION by Mr. Dicey seconded by Ms. Little with all in favor to purchase a treadmill NTE \$5,000 was approved.

**2. Sundancer Sign Graphics Proposal**

This item was tabled.

**3. Putting on Pressure, Inc. Proposal**

This item was discussed above. A proposal was received in the amount of \$475.00

**E. Amenity Manager**

Ms. Sargent presented her report that is located in the agenda package under Section VI-E. The Chalkfest event was cancelled. October 18 will be a free gym orientation, and Mr. Payne asked that some refreshments be provided to encourage people to come. The Winter Festival will be held December 17. Mr. Sargent has received requests from people training for swimming that the pool be opened earlier in the morning. Rules states the pool cannot be opened earlier than one-half hour post sunrise.

Mr. Oliver stated there are a lot of pools that do that, and it is swim-at-your-own-risk.

The board members were in agreement with allowing the pool to be opened earlier.

Ms. Sargent stated she would like to put up a bulletin board the keep the residents informed of pool hours, and the board members agreed. She would like to offer advertising for the e-newsletter she is publishing to supplement the special events budget and provided a mock-up of what she would put in the newsletter. After discussion, it was decided for Jason to review the agreement for publication of *Johns Creek Living* to see if there is a conflict or prohibition on staff preparing in-house electronic newsletter with solicitation of advertisers.

**SEVENTH ORDER OF BUSINESS**

**Supervisor's Requests/Audience Comments**

**Supervisor's Requests**

Mr. Payne mentioned that the gym lights are always on and requested that a light sensor be installed so the lights don't stay on all night.

Mr. Dicey mentioned the common ground lawn is starting to show wear and tear. Mr. Krabill will review the landscape maintenance scope and schedule a comprehensive inspection of grounds with the Yellowstone manager. He will ensure performance deficiencies are addressed and corrected.

Mr. Dicey asked about installing a temporary gate until the new road gets built to minimize the traffic going from Stonehurst to here through a back entrance. Mr. Oliver stated as long as the CDD owns the property, a gate can be put in. Jason and Dave will work on that.

**Audience Comments**

There were no audience comments

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

Mr. Oliver stated this information is located in the agenda package as of July 31, 2016

**B. Assessment Receipt Schedule**

This is located in the agenda package. The District is fully collected for FY16.

**C. Check Register**

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

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

**NINTH ORDER OF BUSINESS**

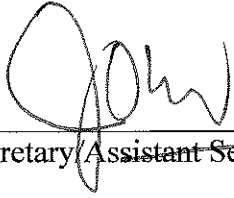
**Next Scheduled Meeting, November 9, 2016  
at 6:30 p.m. at Phase 2 Amenity Center.**

Mr. Oliver stated our next scheduled meeting is November 9, 2016 at 6:30 p.m.

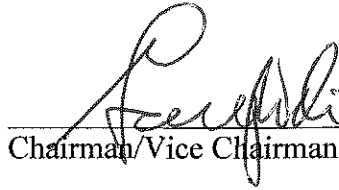
**TENTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman