

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, November 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:

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)
Brad Weeber	District Engineer
Kathy Sargent	Vesta / Amenity Services Group
Dan Fagen	Vesta / Amenity Services Group
Dave Krabill	Vesta / Amenity Services Group
Jeff Nunamaker	Yellowstone Landscaping

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

An audience member stated at my house is on the corner of South Fieldcrest and Bunker Hill, and outside of our bedroom just on CDD property outside of my fence line between the sidewalk and my fence is a grass area, and there is a 75' tall pine tree that my wife is terrified is going to come down on our house. During the hurricane she was so afraid she slept at the other end of the house in the living room. Is there any chance we can get the CDD to remove that tree? It is not in the wetlands area.

Ms. Drinkwater stated I think before we start doing that, we should at least have the landscape companies have an arborist come in and see whether or not it is diseased.

Mr. Nunamaker with Yellowstone Landscaping stated we will check it out.

Mr. Payne stated even if the tree is not diseased, for the safety of the resident, do we want to consider taking action?

Mr. Walters stated I think we should have it inspected. I think the fact that it went through a major hurricane and did not come down it is probably strong. We probably have 10 or 15 miles worth of conservation area that backs up to houses. If we are going to take out every pine tree that poses a potential threat to the homes we can do that, but it is a multi-million dollar endeavor. We just have to be smart about it.

Ms. Drinkwater stated I am going to recommend having an arborist come in and take a look at it, and then we can make a determination after that.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 14, 2016 Meeting

On MOTION by Ms. Little seconded by Mr. Dicey with all in favor the Minutes of the September 14, 2016 were approved.

At this time, Mr. Jeff Nunamaker with Yellowstone Landscaping provided a landscape maintenance update. Yellowstone to replace sod in certain areas at no cost to the CDD. The sod had been inundated with dung beetles. Estimated value \$12,000, and it will be done the first week of December. Mr. Nunamaker recommended additional pine straw installation in certain areas. The estimated cost is \$3,600 for all the areas.

On MOTION by Mr. Dicey seconded by Ms. Little with all in favor the to install additional pine straw NTE \$3,600 was approved.

Mr. Nunamaker continued. During the hurricane three oak trees were lost. There is a proposal to replace those three trees at \$900 each. Mr. Nunamaker stated that price will include removing the stumps and installation of new trees, however, the removal and installation was not reflected in the proposal. A new proposal showing what is included will be given, and Ms. Drinkwater will review that proposal. There was brief discussion regarding the AT&T turf damage to right-of-way used for access to station just west of Phase 1 amenity center. Mr.

Walters stated he believes it is within an easement area, and he will look at the documents to see what kind of language there is about repair of damaged areas.

FOURTH ORDER OF BUSINESS

Presentation Regarding Silverleaf/CR 2209 Construction

Brad Weeber provided an overview of CR 2209 construction. Construction to begin in near future with an aggressive schedule of 18 months to complete 5-mile road from just south of CR210 to intersection of SR16 and CR16A. One section of the road will be four lanes, and another section will be constructed as four lanes but is designed to be expandable to six lanes at a much later date. Stormwater pond for runoff to be constructed just east of Phase 2 Amenity Center, west of CR 2209. Johns Creek Phase 2 entrance to be opened for access upon completion of CR 2209. There will not be sound barriers or fences, but there will be substantial woods between the two phases. Mr. Weeber will provide exhibit maps in pdf form for posting to CDD website. He will also verify the road speed for CR 2209 and the ingress/egress studies from John's Creek.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-01 Amending the General Fund and Capital Reserve Fund Budget for FY2016

Mr. Oliver stated the FY16 year just ended, so these are post-closing steps in preparation for the annual financial audit to be conducted by an independent CPA firm selected through the RFP process. This amendment brings the budget into balance. The exhibit shows that the CDD you exceeded budgeted revenues by \$3,000 and budgeted expenditures were exceeded by \$20,000. There was a net of \$11,699 deficit.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to adopt Resolution 2017-01 amending the FY16 budget was approved.

SIXTH ORDER OF BUSINESS

Consideration of Addendum to Engagement Letter with Grau & Associates

Mr. Oliver stated this is for the FY16 audit. For all District agreements with vendors, , certain language must be included in the contract regarding public records requirements that impact the District as well as contractors working for the District. This is an addendum to go with the previously approved engagement letter.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the addendum to the engagement letter with Grau & Associates was approved.

SEVENTH ORDER OF BUSINESS

Appointment of Audit RFP Committee

Mr. Oliver stated an Audit RFP Committee needs to be appointed for the purpose of selecting an auditor for next fiscal year. Typically we have the board appoint itself as the Audit Committee so there will be a quorum for the Audit Committee meeting when the regular meeting is held.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to appoint the Board of Supervisors to serve as Audit Committee for purposes of audit services RFP process was approved.

EIGHTH ORDER OF BUSINESS

Discussion of Capital Improvements or Upgrades

A. Security Camera Improvements

Mr. Krabill stated he and Mr. Dicey have been going back and forth between Envera and Tyco for the security camera system. A handout was provided to the board members showing a spreadsheet and map. Mr. Dicey gave an overview of the companies' proposals and where cameras will be located. After discussion, it was determined it was less expensive to lease equipment than to purchase. Envera only has a purchase option. Tyco has a 5-year lease option. The amount from Tyco was less expensive than Envera. Another advantage of leasing the equipment is as technology changes, the camera system will be upgraded as part of the lease contract.

After discussion, the board decided to authorize Supervisor Dicey to negotiate a 5-year lease agreement with Tyco for installation and maintenance of security camera systems at both amenity centers. The cost is NTE \$13,500, and is to include one additional Phase 2 camera. Prominent security camera signage is to be used as a deterrent. Counsel will review final documents for preparation of agreement. The FY17 budget will be amended to reflect this new budget item with funding transferred from Capital Reserve funds. Future budgets will include line item to be funded with assessments.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to authorize Supervisor Dicey to negotiate a 5-year lease agreement with TYCO for installation and maintenance of security camera system at both amenity centers NTE \$13,500 and to include an additional camera and signage was approved.

B. A/V System and Acoustical Improvements (Phase 2 Meeting Room)

Mr. Krabill recommended hiring a consultant to do a site visit for the purpose of recommending solutions to poor acoustics in meeting room. McGowen Sound Design was recommended for this task.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to have the Operations Manager engage McGowen Sound Design for a site visit for purpose of recommending solutions to poor acoustics in meeting room NTE \$300 was approved.

During the visit, the Operations Manager will seek recommendations regarding multi-media and A/V project. Mr. Krabill will present more information at the January meeting.

C. Other Projects and Fiscal Year 2017 Capital Repairs and Replacements

Future capital projects to be planned include Phase 2 entry monument/signage, construction of dumpster corral, and relocation of Phase 2 dumpster.

NINTH ORDER OF BUSINESS

Other Business

Ms. Drinkwater stated I think we should have a follow-up on the Hurricane and how it was handled. The board discussed pre-storm communications and actions taken in lead-up to

Hurricane Matthew and steps to improve the process. Disaster planning to be a January agenda item. Ms. Drinkwater and Mr. Williams will provide their disaster planning documents for use in developing a CDD checklist and other related planning documents.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items to report.

B. Engineer

Mr. Oliver stated the speed limit on 2209 will be 45 mph adjacent to Johns Creek and further south it increases to 50 mph.

C. Manager

Mr. Oliver stated the other candidate running against Chuck Dicey withdrew from the race. Mr. Dicey and Ms. Drinkwater will be sworn into office at the next CDD meeting.

D. Operations Manager

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

Mr. Krabill will proceed with purchase of treadmill after reviewing proposals with Supervisor Payne.

E. Amenity Manager

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

An additional event coming up is Painting with Twist. The Winter Festival will be December 16. She requests volunteer help.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

There were no supervisor requests.

Audience Comments

There were no audience comments

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

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

B. Assessment Receipt Schedule

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

C. Check Register

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

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

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting, January 11, 2017 at 6:30 p.m. at Phase 2 Amenity Center.

Mr. Williams stated our next scheduled meeting is January 11, 2017 at 6:30 p.m.

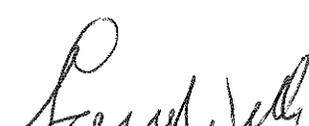
FOURTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman