

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, January 11, 2017 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
Dan Fagen	Vesta / Amenity Services Group
Dave Krabill	Vesta / Amenity Services Group
Jeff Nunamaker	Yellowstone Landscaping
Rae Roberts	Yellowstone Landscaping

The following is a summary of the actions taken at the January 11, 2017 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 6:31 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Williams stated the oath was administered before the meeting to Dianne Drinkwater and Chuck Dicey.

B. Election of Officers, Resolution 2017-02

Mr. Williams stated this is to reaffirm what we currently have or identify any desires for different positions.

On MOTION by Ms. Little seconded by Mr. Payne with all in favor to adopt Resolution 2017-02 with no changes to the existing slate of officers was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 9, 2016 Meeting

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Minutes of the November 9, 2016 meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Audit RFP Criteria

The Audit Committee met earlier this evening and approved the Audit RFP criteria. The board is being asked to affirm that approval and direct staff to issue an RFP for audit proposals.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor for staff to issue an RFP for the audit was approved.

At this point in the meeting, Jeff Nunamaker and Rae Roberts, from Yellowstone Landscape, addressed the board with updates:

Mr. Nunamaker provided a handout to the board members that included a rendering of an idea of what the area would look like when upgrading the front entry area. He wants to add more color to the area. The plants he wants to install would be evergreens and be there year round. They would have a one-year warranty. He felt a decision should be made soon so the plants can be put in get rooted.

Ms. Drinkwater wanted more time to look at the handouts and suggested this be tabled to the March meeting. She will review the proposals for landscape improvements during the time between meetings.

Mr. Nunamaker stated if we can get the plants in by the end of March or even into the first part of April, we should be okay especially since irrigation is available.

Mr. Oliver stated you have \$15,000 available in the budget for landscape contingency. There may be other upcoming projects that have to be addressed.

Mr. Nunamaker informed the board that Yellowstone replaced 17 pallets of sod because of mole crickets and installed additional irrigation, 85 heads, in the Huffner Hill area at no cost to CDD. The irrigation is now 100% functional.

Rae Roberts provided the board an update regarding chemical treatment of landscaped areas and efforts to reduce/eliminate destructive insects.

Mr. Williams stated if Yellowstone wanted to put up a small sign stating landscaping services are provided by Yellowstone Landscape, they can, but the board should see the sign first and give its approval.

SIXTH ORDER OF BUSINESS

Discussion / Updates Regarding Capital Improvements or Upgrades

A. Security Camera Improvements

Mr. Krabill stated the vendor is almost finished with the Phase 1 installation, and Phase 2 will probably be started tomorrow.

Mr. Dicey asked about a camera for the proposed new entry point (from CR 2209 when open). This will be addressed when plans are being developed for the new entrance sign.

A resident spoke about the need for a camera with a license plate reader at the new entrance.

Mr. Williams recommended checking with the same vendor for cost info for camera at Phase 1 entry point and Phase 2 entry point. Power would have to be run at the entry points for the camera system, and that needs to be investigated. The other board members agreed.

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

Mr. Krabill and Mr. Dicey discussed proposals for the A/V system and acoustical improvements for the Phase 2 meeting room. The board members were provided the documentation at the meeting. Mr. Krabill recommended going with the proposal from BES. After questions and discussion, the board decided to go with a 75" TV with cable and use BES.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the BES proposal for installation of 75" television screen with speakers and cable including labor and material was approved.

Mr. Williams stated after the TV is installed, the board will reassess the acoustical issues in the Phase 2 meeting room.

The board discussed potential rate change for rental of Phase 2 meeting room. There was also discussion of increasing the security deposit instead. Mr. Krabill will do some research on what other communities are charging.

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

Mr. Williams stated there needs to be a discussion about an entrance sign being built by the new entrance. Mr. Oliver can start the process by bringing renderings from other developments. If the board can decide on two or three different concepts, then the architect and engineers can get involved. Mr. Williams stated if we can do something that mirrors the other entryway sign, it will be consistent from a neighborhood perspective. Mr. Oliver will start working on this and bring information back to the next meeting. Mr. Williams stated at the same time, we will discuss having a camera at the entrance.

Mr. Walters stated the scope of what can be done at the entryway will depend on our property rights.

Ms. Drinkwater asked Ms. Sargent if there problems last year with the electricity in Phase 1 during Christmas. That issue has been fixed and can accommodate holiday lighting. Regarding holiday lighting, Mr. Williams asked if staff could pick either LED or traditional lights but not both. Mr. Williams volunteered to be on the "decoration committee" and work with staff on planning the holiday lighting.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items to report. The legislators are back in town, so we will continue to monitor any bills that are filed that affect CDDs and report back to the board with those findings.

B. Engineer

There was no Engineer's report.

C. Manager

Mr. Oliver stated he had no report.

D. Operations Manager

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

E. Amenity Manager

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

Mr. Payne questioned her statement about underage children in the fitness room.

Ms. Sargent stated adults will hold the door open and let kids run in. She will kick them out, and they come back in.

Mr. Payne stated that 14, 15, and 16-year-old children should be allowed in the fitness room because they are entering or in high school and playing sports.

Currently, no one under age 14 is allowed in the fitness, and from age 14 to 16, they need to be accompanied by somebody over 18. From age 16 and up, they do not have to be accompanied by an adult.

Mr. Williams recommending changing the age so that age 14 and up can come to the fitness room without being accompanied by an adult, however, no one under age 14 would be allowed in. Signage can be added that when crowded to limit time to no more than 30 minutes on a piece of equipment.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to change the age for use of the fitness room to a minimum of 14 whether accompanied by an adult or not was approved.

The signage in the fitness room will have to be updated along with the Center's policies.

NINTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

Mr. Dacey stated he was told by our property management company that 1704 Antler Hill had extended their property line into the common ground. He asked Mr. Krabill if he had received anything on that.

Mr. Krabill was not aware of that. He will check to determine if the property owner's improvements/land clearing is encroaching onto District property.

Ms. Little told Ms. Sargent that she knows someone who would like to do some yoga classes during the day, and she will send her the information.

Audience Comments

There were no audience comments

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

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

B. Assessment Receipt Schedule

This is located in the agenda package. The District is 96.58% collected.

C. Check Register

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

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting, March 8, 2016 at 6:30 p.m. at Phase 2 Amenity Center.

Mr. Williams stated our next scheduled meeting is March 8, 2016 at 6:30 p.m.

TWELFTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman