

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, March 29, 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
Brad Weeber	District Engineer
Dan Fagen	Vesta / Amenity Services Group
Kathy Sargent	Vesta / Amenity Services Group
Jay King	Vesta / Amenity Services Group
Jim Masters	Vesta / Amenity Services Group

*The following is a summary of the actions taken at the March 29, 2017 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 6:32 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Williams asked to hold questions from the public about CR 2209 to let Brad Weeber, the District Engineer give an update.

An audience member stated there was something on Facebook about drag racing on John's Creek Parkway. Can we get more police presence?

Mr. Williams responded the community voted not to put in speed bumps. People can call in to the Sheriff's office about the problem.

An audience member talked about a huge divot in one of the roads at the entrance of Phase 2. Mr. Williams responded that is a county road, and it is up to the county to make the repair. There is nothing we can do as a CDD. Mr. Weeber stated a letter has been written to the county. Mr. Williams suggested the audience member call the County Commissioner for this District, Mr. Jimmy Johns.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the January 11, 2017 Meeting**

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Minutes of the January 11, 2017 meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the January 11, 2017 Audit Committee Meeting**

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Minutes of the January 11, 2017 Audit Committee meeting were accepted.

*At this point in the meeting, Chairman Williams skipped to Seventh Order of Business – Update Regarding Construction of CR 2209.*

**SEVENTH ORDER OF BUSINESS**

**Update Regarding Construction of CR 2209**

Mr. Brad Weeber, District Engineer, presented an update regarding CR 2209 construction project. The expected completion date is 18-24 months.

Audience members spoke about their concern that a traffic light is not planned for the future Phase 2 entry. The board will send a letter to SJC BOCC requesting an installation of a traffic light at the future intersection of Phase 2 entry and CR 2209.

*Chairman Williams went back to the Fifth Order of Business*

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Landscape Improvements**

The proposals are located in the agenda package. Ms. Drinkwater recommended that the board go with Option 3 from Yellowstone Landscape for front entrance enhancement at sign areas and along entry wall inside entrance.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Yellowstone Landscape proposal, Option 3, was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion with St. John's County Deputy**

Mr. Williams introduced Deputy Lauren DeLoux who updated the board and audience on Johns Creek security matters and answered questions.

**SEVENTH ORDER OF BUSINESS**

**Update Regarding Construction of CR 2209**

This item was addressed before the Fifth Order of Business.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposal for Engineering Report Regarding Pool Beam Coping Deficiencies and Recommended Repairs**

Mr. Oliver stated we are having some failures with the coping in the tile with Phase 1 main pool and splash pool. We don't know exactly what the cause is. Wet Engineering has submitted a proposal to come and do a study, prepare a report of their findings, and make recommendations to correct the cracking of gutter tile and separation of coping from pool beam. This is happening at a lot of pools in NE Florida. The proposal is NTE \$3,000.

Mr. Masters described what Wet Engineering will do and anticipates receiving a report back from Wet Engineering within two or three weeks after they complete the study.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the proposal from Wet Engineering NTE \$3,000.00 was approved.

Counsel will determine what form of agreement will be used.

*At this point in the meeting, Supervisor Drinkwater left.*

**NINTH ORDER OF BUSINESS**

**Ratification of Agreement with Elite Amenities**

The agreement with Elite Amenities is located in the agenda. Mr. Oliver stated it has already been executed because they were here for spring break. This is asking the board to ratify the agreement.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to ratify the renewal agreement with Elite Amenities for pool monitor services during 2017 was approved.

**TENTH ORDER OF BUSINESS**

**Ratification of Agreement with Amenity Services**

The agreement with Amenity Services Group, Inc. is located in the agenda package. This is a renewal based on the terms authorized during the budget process last year. They will perform the same functions as they do now for a full time operations manager and part time administration and events coordinator.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor to ratify the renewal agreement with Amenity Services Group for services for 2017 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Fiscal Year 2017 Audit**

The Audit Committee met earlier and ranked four proposals. Grau & Associates was picked as the top-ranked firm. Staff will request an engagement letter from Grau & Associates.

On MOTION by Mr. Williams seconded by Mr. Dicey with all in favor for Grau & Associates to perform 2017 audit services was approved.

**TWELFTH ORDER OF BUSINESS                      Discussion/Updates    Regarding    Capital  
Improvements or Upgrades**

**A.    Security Camera Improvements**

Mr. Masters stated there is nothing to report at this time. There are issues with the facility here being able to have WI-FI good enough to send something out. He has talked with some companies and still has to get more estimates.

**B.    Phase 2 Entry Feature Options**

The board discussed Phase 2 entry features/signage and locations. Detailed planning of Phase 2 entry features by CDD board and staff will begin in early 2018. Preliminary funding plan is to reserve funds from a combination of Series 2015 Construction Fund and Capital Reserve Fund.

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

Mr. Oliver this is a catch-all, and there are no other projects going on.

**THIRTEENTH ORDER OF BUSINESS            Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS        Staff Reports**

**A.    Attorney**

Mr. Walters gave a legislative update. There are bills that might affect the CDD he is watching. Most of the bills fall into different categories. One category is general oversight and reform of local governments. A few bills are more directed toward special districts. Some will not make it to a full vote. One bill is attempting to eliminate supervisor compensation. Mr. Walters will keep the board informed regarding these legislative matters.

**B.    Engineer**

There was no additional Engineer's report.

**C.    Manager**

Mr. Oliver stated out next meeting is scheduled for May 10. There are some issues with that date, and we probably should reschedule that date. Based on the results of the Wet Engineering report, we may have a special meeting called sooner, which could be in April.

**D. Operations Manager**

Mr. Masters presented the Operations Manager report that is located in the agenda package under Section XIV-D. WI-FI has been connected in the fitness center. The feature pump on the splash pool at Phase 1 has gone out. An order has been placed for a new pump motor, and that will be installed within the next two weeks. The cost is \$1,500 for the motor and installation. There was an issue with the electricity at the Fitness Center. There were too many wires connected to one outlet, so some things were moved around and that issue shouldn't occur again. He is working on replacing old and outdated signs at both amenity centers, and he is working on replacing two street signs that are down. Mr. Masters will update the board every two weeks regarding Operations Manager items.

**E. Amenity Manager**

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

The snake safety presentation was well attended. The Spring Festival will have a petting zoo, DJ, egg hunts, vendors, and food trucks.

Ms. Sargent stated she and Jim Masters think we are going to have to start having party monitors. We have been using the honor system, but the past two weekends the room has been left a disaster, and they have been staying past the time they should.

Mr. Williams stated we definitely need to keep the security deposits when that happens. He is not sure a party monitor would work. He does suggest keeping a list of those who abuse the Amenity Center, and they would not be allowed to use it. If the current fee structure does not cover the expenses, that issue can be addressed at a later time.

Vesta will come up with a proposal regarding party monitoring, especially during times of back-to-back parties.

Ms. Sargent stated there is no closing time on the sign for the basketball courts or tennis courts.

Mr. Masters stated there are lights on the basketball court that are on a timer. Weeks ago the timers were set for all night long, but that has been changed.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to amend amenity policies to set the closing time for basketball and tennis courts to 10:00 p.m. was approved.

The timers and signage will be adjusted accordingly.

**FIFTEENTH ORDER OF BUSINESS      Supervisor's Requests/Audience Comments**

**Supervisor's Requests**

Mr. Payne stated the lawn replacement on John's Creek seems to have heavy erosion. Mr. Masters said armadillos are causing the problem. He tries to push everything back, but they are destructive animals.

Mr. Dicey asked for an update on the AT&T firewall installation in the Amenity Centers. Ms. Sargent stated they still won't recognize the Amenity Centers. She is staying in contact with AT&T to try to get the problem corrected.

**Audience Comments**

There were no audience comments

**SIXTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet and Income Statement**

Mr. Oliver stated this information is located in the agenda package as of January 31, 2017. The Capital Reserve Fund will be over \$500,000 at the end of the fiscal year less any expenditures. There are no unusual variances.

**B. Assessment Receipt Schedule**

This is located in the agenda package. The District is 98.4% collected.

**C. Check Register**

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

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

**SEVENTEENTH ORDER OF BUSINESS    Next Scheduled Meeting, May 10, 2017 at  
6:30 p.m. at Phase 2 Amenity Center**

Mr. Williams stated the May 10, 2017 meeting will be rescheduled, and notice will be sent out in advance.

**EIGHTEENTH ORDER OF BUSINESS    Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman