

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, May 31, 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

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Kathy Sargent	Vesta / Amenity Services Group
Jay King	Vesta / Amenity Services Group
Jim Masters	Facility Manager Johns Creek, Vesta
Carol Novak	Vesta / Amenity Services Group

The following is a summary of the actions taken at the May 31, 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 6:30 p.m.

SECOND ORDER OF BUSINESS

Public Comment

In response to an inaudible question from the audience member, Mr. Williams stated there is no update. I sent a note to our County Commissioner, Jimmy Johns, and he referred it to the traffic engineer. The traffic engineer wrote back a nice letter and said no, but they will reassess it over time. It may help if other residents wrote a letter to the County Commissioner. We have invested in a traffic study in the past, and one of the recommendations that came back was the two flashing signs you see. Another was speed bumps, which was put out as an option

to the community, but we had to have 60% of the people voting in that election to vote it in, and people didn't want the speed bumps.

THIRD ORDER OF BUSINESS

Landscape Representative

Cheyne Solesbee and Blake Dougherty of Yellowstone Landscape addressed the board as the new on-site management team. They committed to providing better attention to detail regarding landscape maintenance activities. They are already working closely with Operations Manager Jim Masters in developing corrective actions to improve community appearance. Mr. Dougherty will come to the next few meetings to keep the board updated.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the March 29, 2017 Meeting

On MOTION by Ms. Little seconded by Ms. Drinkwater with all in favor the Minutes of the March 29, 2017 meeting were approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Minutes of the March 29, 2017 Audit Committee Meeting

On MOTION by Ms. Drinkwater seconded by Ms. Little with all in favor the Minutes of the March 29, 2017 Audit Committee meeting were accepted.

SIXTH ORDER OF BUSINESS

Ratification of the Audit Engagement Letter with Grau & Associates to Perform the Audit for Fiscal Year 2017

A copy of the engagement letter is located in the agenda package.

On MOTION by Ms. Drinkwater seconded by Mr. Payne with all in favor to ratify the Audit Engagement Letter with Grau & Associates to perform the audit for Fiscal Year 2017 was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2017-03,
Approving the Proposed Budget and Setting
a Public Hearing Date for Adoption**

Mr. Oliver suggested August 23rd date for the Public Hearing. A copy of the proposed budget was available to the board members and is part of the agenda package. Mr. Oliver gave a quick overview of the process. Because this meeting today was pushed back, there will not be enough elapsed time (60 days) to hold a public hearing and adopt the budget at the July meeting. The July meeting can be used to revise the budget before the public hearing is held in August. The budget presented is a continuation budget in that the same level of assessments was carried over to the next budget. The budget last year was balanced and assessments kept flat by reducing the Capital Reserve contribution. That cannot be done year after year because the Reserve will not get built up, so caution should be exercised with that line item for the future budget even if it means an assessment increase.

Mr. Oliver listed several areas that he felt will need to be considered for an increase: Landscaping Contingency, Security, Refuse Service, Special Events, and Capital Reserve contributions. The CDD is in a position to have an increase this year. For every \$10,000 in increases in the budget, it impacts assessments by \$17 per household.

Mr. Williams asked if a line item needed to be added for the entrance that has to be built. Mr. Oliver responded we have money in the Capital Reserve Fund for that. There is also money left from the Series 2015 refinancing.

Mr. Oliver stated the reason we will have the budget hearing in August is so that the board has time to come back in July with some recommendations for what the budget should be. If the board does decide to have an increase in assessments, there will be enough time to send out the required mailed notices to the residents announcing an increase so they can come to the public hearing.

Mr. Williams stated he would like to come back in July and have Capital Reserve be the project amounts to get us where we need to be. There was agreement among the other board members. Mr. Oliver will come back in July with adjustments to the budget.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to adopt Resolution 2017-03 approving the proposed FY18 budget and setting a public hearing for August 23, 2017 at 6:30 p.m. was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Agreement with WET Engineering, Inc. for Professional Engineering Services (Pool Coping Repair)

Mr. Oliver stated this agreement authorized WET Engineering to inspect phase 1 pool coping deficiencies and to prepare report with suggested repair plan.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to ratify the agreement with Wet Engineering for their report regarding pool coping failures at Phase 1 pools was approved.

NINTH ORDER OF BUSINESS

Correspondence with Commissioner Johns Regarding CR 2209 Impact to Johns Creek Subdivision

Mr. Williams updated board on his correspondence with SJC Commissioner Jimmy Johns and SJC Traffic Engineer Rodney Cooper requesting installation of traffic light at future intersection of Phase 2 entry and CR 2209. A copy of the correspondence is located in the agenda package. A traffic light is not in the current plans because traffic counts fall below minimum allowable thresholds.

TENTH ORDER OF BUSINESS

Discussion of Drone Use Policy

Mr. Walters spoke regarding this issue. The FAA has most of the jurisdiction related to drones. Some jurisdiction for regulation has been given to the State, and the State acted on it this session. The State has exclusive jurisdiction to regulate drone usage, so the CDD cannot specifically regulate drone usage.

ELEVENTH ORDER OF BUSINESS Discussion of Disaster Planning

Chairman Williams provided his first draft of the Brandy Creek CDD Disaster Planning Document to the board members. The board members and staff will provide comments to the District Manager. This will be discussed at the July 12, 2017 meeting.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Walters had no action items for the board. I will distribute a final Legislative wrap.

B. Engineer

There was no Engineer's report.

C. Manager – Report on the Number of Registered Voters

Mr. Oliver stated in the agenda package is the letter of Supervisor of Elections that states there are 1,240 registered voters living in the District as of April 15, 2017. (There were 1,204 as of 4/15/16.)

D. Operations Manager

1. Report

Mr. Masters presented the Operations Manager report that is located in the agenda package under Section XIII-D. Wi-Fi was installed at Phase 2 for the pool. Another wire was run at the entrance for future use. At the next meeting, he would like a representative from ATS to talk to the board about that entrance and what options we have for tag readers and surveillance. Mr. Payne asked that additional signage stating the area is under surveillance be utilized. Mr. Masters stated he would do that along the fence line but also noted that cameras have not been a deterrent to anybody wanting to do something on the property.

Mr. Masters feels like the cameras were not sealed properly for the weather, and some cameras have gone down. The District Manager for Tyco and others will come onsite to inspect and repair the security cameras.

2. Yellowstone Report

Mr. Masters stated we should just wait and see how bad they want our business. There are issues that need to be corrected, and we have talked about several things. Before we do anything else, we need to see what they are willing to correct. Mr. Masters spoke about tree trimming, and Blake, the new on-site Yellowstone manager, is looking at possibly subcontracting out the trimming of the trees.

3. The Lake Doctors Report

Mr. Masters stated there was nothing significant with the Lake Doctors reports and thinks they are staying on top of things.

4. Discussion of Pool Coping Study Prepared by WET Engineering

Mr. Masters gave a brief demonstration of what is happening to the pool coping at both pools on Phase 1. The board members agreed they would like for Wet Engineering to come look at Phase 2 to see if the same problems exist there. Mr. Masters will set that up immediately.

Mr. Williams expressed his concern with Vesta over issues that are just now being brought before the board, i.e., the landscaping and pool.

Mr. Masters stated we should expand our search for pool vendors that have experience with this coping process and get new proposals.

After discussion, the board decided to consider proposals for extensive repairs at the July meeting. In the meantime, minor and moderate repairs will be made as needed to keep pool operational over the summer. Mr. Masters will do everything he can to ensure there is no safety issue until the major repairs can be made.

Mr. Walters stated we need to document all the issues and the timing including resurfacing and inspections. Mr. Masters is documenting every time he has to make a repair.

5. Consideration of Proposals

a. Yellowstone Proposal

This item was not considered

b. ColorWave Proposal

Mr. Masters and the board members went outside to view the Phase 2 Amenity Center. They discussed the six columns across the front. The paint is peeling, and drywall is being lost. He stated no matter what is done, he feels as though the columns will have to be painted every

six or seven years. ColorWave submitted a proposal for \$1,050 to paint and seal the columns. Mr. Masters feels this should be taken care of soon. The suggestion was made to have the District Engineer look at the columns to determine if the problem is a design flaw or just a maintenance item.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package under Section XIII-E. She noted to the board members that a non-resident paid the full \$1,300 membership fee. She listed in her report the policy relating to party monitors. She brought up the problem that some parties are running longer than the time blocked out for their event. She has also used deposit checks to clean up the area after an event.

The board discussed amenity policy changes to be drafted regarding staffing requirements and fees for parties, particularly after hours; the use of security deposits to pay for cleanup costs, unauthorized extension of events beyond 4-hour rental blocks, and additional staffing required to coordinate transitions between back-to-back private parties; and the use of grills at or near pool deck areas. It was decided to change our party requirement that if there are parties after 7:00 p.m., it is going to require a party monitor at "X" amount per hour until the end of the party. The party monitor will make sure the people leave on time and clean up after themselves. If they stay late, we may deduct the hourly rate from their damage deposit. Also, if staff has to spend time cleaning up after a party, the deposit check should be cashed.

Ms. Novak asked about grills being allowed at or near pool deck areas. People have been bringing their portable grills to the area. After discussion, the board decided not to allow gas grills in the pool deck area. An email blast will be sent to the residents that effective immediately, grills are not allowed on either pool deck. The pool policy will be updated, and the residents will be notified. Staff will look at options for installing another charcoal grill and bring back information to the July meeting.

Ms. Sargent she would like permission to clarify in the policies and procedures that either the renter or the homeowner can have access cards, not both. The board agreed it is either/or, not both, and permission was given for her to clarify that in the policies.

FOURTEENTH ORDER OF BUSINESS Supervisor's Requests/Audience Comments

Supervisor's Requests

There were no supervisor requests

Audience Comments

There were no audience comments

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement

Mr. Oliver stated these are through April 30, 2017 and are unaudited.

B. Assessment Receipt Schedule

This is located in the agenda package. The District is 99.74% collected.

C. Check Register

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

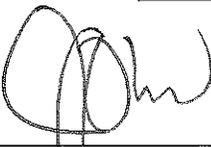
On MOTION by Mr. Williams seconded by Ms. Little with all in favor the Check Register was approved.

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting, July 12, 2017 at 6:30 p.m. at Phase 2 Amenity Center

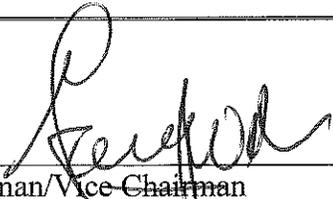
Mr. Williams stated the next meeting is July 12, 2017 at 6:30 p.m. at this location. The budget will be discussed.

SEVENTEENTH ORDER OF BUSINESS Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman