

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, July 12, 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 |
| Chuck Dicey | Supervisor |
| Barbara Little | Supervisor |
| Meredith Payne | Supervisor |

Also present were:

| | |
|---------------|-------------------------------------|
| Jim Oliver | District Manager |
| Jason Walters | District Counsel (by phone) |
| 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 July 12, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Landscape Representative

Blake Dougherty of Yellowstone Landscape presented a report and updated the board on landscape matters. Regarding irrigation, a mainline leak occurred yesterday underneath the sidewalk, therefore it is not on the report. That is being repaired.

Mr. Williams asked about the front area by the McDonald's sign. No one was happy with the way that area was redone, and Yellowstone was going to work on it. The weather has slowed the work down on that area, but it is a work in progress.

FOURTH ORDER OF BUSINESS**Approval of the Minutes of the May 31, 2017 Meeting**

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Minutes of the May 31, 2017 meeting were approved.

FIFTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2016 Audit Report**

Mr. Oliver presented the report to the board, and a copy is located in the agenda package. It is a clean audit. At the bottom of page 1 of the opinion letter, the auditor writes, "In our opinion the financial statements referred to above present fairly in all material respects the respective financial position of the governmental activities and each major fund of the District as of September 30, 2016, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America."

Mr. Oliver briefly reviewed the remainder of the report. On Page 13 are the notes to the financial statements, which provides a lot of detailed information about the District. On Page 25 is the independent auditor's report on internal controls. The auditor writes, "...during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses." On Page 27 they state, "In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2016."

This report has been provided to the Auditor General, and upon the board's acceptance, it will be posted to the District's website.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the FY16 financial audit prepared by Grau & Associates was accepted.

At this point, Mr. Williams deviated from the scheduled agenda to have Mr. Alan Yarborough from ATS address the board.

Mr. Williams stated a new entrance will be built in conjunction with CR 2209 opening in late 2018. It has been discussed having security cameras installed not only at this new entrance but the other entrances so license plates can be captured.

Mr. Alan Yarborough from ATS provided a handout to the board members and discussed a proposal for installation of security cameras (infrared with car tag reader capabilities) at Phase 2 entrance. This improvement will be more fully discussed as the new entry feature is planned. The board may also consider similar cameras at Phase 1 entrance.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Repair of Phase 1 Pools

The board discussed proposals for off-season coping repairs. Two estimates were provided, and Mr. Masters is waiting on three other estimates. The cost could range from \$80,000 to \$110,000. There will be further discussion and selection at the next meeting.

Mr. Masters stated there are three palm trees that were planted too close to the pool, and the pavers are lifting around those trees. One of the vendors submitting a proposal stated those trees need to be removed, and Mr. Masters feels that should be given consideration.

SEVENTH ORDER OF BUSINESS

Discussion of Fiscal Year 2018 Budget (to be adopted at 8/23/17 meeting)

A copy of the budget is located in the agenda package. It is similar to the FY16 budget. Once a budget is adopted, it can be amended at any time throughout the fiscal year. The board has the flexibility to move money between line items.

Mr. Oliver put a single copy of the General Fund budget showing the impact of an increase in the Capital Reserves contribution. The proposed budget that was approved last month showed \$35,383 being contributed, but the new document shows an amount of \$52,760. This is to correspond with the suggested contribution in accordance with the Capital Reserve study that has completed a few years ago. Currently the reserves are well ahead of where they were projected to be at this time. If the board does decide the increase the Capital Reserve

contribution, the assessment per unit would increase \$38. A mailed notice would be sent to all the landowners saying there will be a budget hearing on August 23, and there is a proposed increase. There will be a public hearing, and at the end of the public hearing the board will determine which budget will be adopted.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to include in the budget the increase in Capital Reserve contribution was approved.

Counsel will prepare the mailed notice.

EIGHTH ORDER OF BUSINESS

Discussion of Disaster Planning

The board discussed the draft of the Disaster Planning Document that was circulated at the 5/31/17 meeting. Board and staff will review and provide comments to the District Manager. This item will be discussed at the 8/23/17 meeting.

NINTH ORDER OF BUSINESS

Other Business

Deputy Lauren LeDoux discussed roles of the road for golf carts. As Johns Creek is not designated as a golf cart community and roads are county owned, carts must be street legal, tagged, and driven by a licensed driver.

Mr. Williams suggested something be put in the next newsletter that talks about golf cart rules of the road.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items for the board.

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 meeting schedule for FY18. It will be the same schedule we had for FY17. The meetings will be bimonthly on the second Wednesday.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the FY18 meeting schedule was approved.

At this point in the meeting, a resident wanted to give a presentation to the board.

Ms. Nancy Sticht addressed the board regarding the Little Free Library for free book sharing among residents. She provided photos of the little structures that will be located in common area and operates on an honor system. Books can be donated and borrowed. The website is littlefreelibrary.org.

After discussion and questions to Ms. Sticht, the board decided to purchase and install two pre-fab libraries with a NTE cost of \$1,000. Ms. Sticht will work with the Operations Manager to determine site and appearance. The POAs will be consulted to ensure compliance with covenants.

On MOTION by Mr. Williams seconded by Mr. Dacey with all in favor purchase and install two pre-fab libraries with a NTE cost of \$1,000 was approved.

D. Operations Manager

1. Report

Mr. Masters presented the Operations Manager report that is located in the agenda package under Section X-D.

Mr. Masters talked about having gas grills at the pool deck for Phase 2. They can be chained, and the propane can be locked. Pool monitors can be in charge of giving out keys. He also suggested putting a table and chairs out there to make the area useable. He recommends doing this as an added feature for the residents.

Mr. Williams stated he thinks a grill should be put at each Amenity Center. After brief discussion, the other board members agreed to have grills at the Amenity Centers.

On MOTION by Mr. Williams seconded by Mr. Dicey with all in favor to purchase two gas grills at a NTE cost of \$1,600 was approved.

Staff will develop reasonable safety/security controls and policies for use.

Mr. Masters discussed the Phase 2 pool. There was some marcite separation on the bottom of this pool that created a 2' x 2' bubble. Arsenault came out and patched the area with a white concrete. A proper repair will have to be made during the off-season.

In response to a question, Mr. Masters will check with Brad regarding tree removal behind Phase 2 Amenity Center to see if the trees are on CDD property.

Mr. King with Vesta has come up with some ideas to save money. At the budget hearing in August, the board will consider a cost-savings proposal by Vesta to maintain pools and dog waste stations. Those of those functions are currently outsourced to other vendors.

2. The Lake Doctors Reports

These reports are located in the agenda package under Section X-D-2.

3. Painting Proposals

Mr. Masters discussed Phase 2 painting. There are proposals from three vendors for painting the exterior of Phase 2 facilities. All have good references and are experienced with this type job. After discussion, the board decided to go with the North Florida Custom Painting proposal.

On MOTION by Mr. Payne seconded by Mr. Dicey with all in favor to have North Florida Custom Painting paint the exterior of Phase 2 facilities for \$13,700 was approved.

4. BYO Recreation Proposals

Mr. Masters spoke about the benches at Phase 1. There are seven benches that are at the end of their lifespan and need to be replaced. The options are to replace the existing slats we have at a cost of \$3,000; we can order new benches that are metal for a cost \$3,400; or we can order the recycled plastic benches that come with a 50-year warranty for a cost of \$5,400.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor to purchase seven recycled plastic benches for park and amenity areas NTE cost of \$6,000 was approved.

E. Amenity Manager

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

There is a flyer from a Durban Crossing to provide helicopter rides for a one-time District special event for \$35 a person. A copy of the flyer is located in the agenda package. Mr. Walters stated with the proper insurance and indemnification, it is doable. The board members decided to take a "wait and see" attitude on how the event worked for Durban Crossing.

Ms. Sargent brought up the issue of ensuring proper turnover of space for back-to-back rentals. She lists in her report her proposed solution to make sure the areas for sufficiently clean for the next event.

There was discussion regarding staff actions in case of certain policy violations.

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 these are through May 31, 2017 and are unaudited.

B. Assessment Receipt Schedule

This is located in the agenda package. The District is 100.27% collected.

C. Check Register

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

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

THIRTEENTH ORDER OF BUSINESS

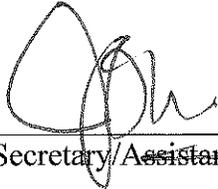
Next Scheduled Meeting, August 23, 2017 at 6:30 p.m. at Phase 2 Amenity Center

Mr. Williams stated the next meeting is August 23, 2017 at 6:30 p.m. at this location. There will be a budget hearing.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/~~Assistant Secretary~~



Chairman/~~Vice Chairman~~