

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, August 23, 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
Chuck Dicey	Supervisor
Barbara Little	Supervisor
Meredith Payne	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Jim Masters	Operations Manager
Kathy Sargent	Vesta / Amenity Services Group
Jay King	Vesta / Amenity Services Group
Carol Novak	Vesta / Amenity Services Group
Blake Daugherty	Yellowstone Landscape

The following is a summary of the actions taken at the August 23, 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

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Affidavit of Publication

A mailed notice was sent to the landowners about the Public Hearing being held tonight. The notice was also published in the *St. Augustine Record* that ran on July 26 and August 2.

FOURTH ORDER OF BUSINESS**Approval of the Minutes of the July 12, 2017 Meeting**

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Minutes of the July 12, 2017 meeting were approved.

FIFTH ORDER OF BUSINESS**Public Hearing Adopting the Budget for Fiscal Year 2018**

Mr. Oliver stated copies of the budget are located on the back table and in the agenda package. The proposed budget was approved at the May 31, 2017 meeting, and Florida Statutes requires the proposed budget be approved by June 15 of each year. There must be at least 60 days before holding the public hearing, and the budget is adopted. The adopted budget is put in the form of an assessment roll, certified and provided to the tax collector by September 15. The assessments show up on the property tax bill issued on November 1. At the May 31 meeting, the budget was approved with assessments staying the same. This was accomplished because the Capital Reserve contribution was lowered from \$44,000 to \$35,000. The Capital Reserve study had recommended we fund at a level of \$52,760. The board decided to have the staff include the suggested amount of \$52,760 into the Capital Reserve line item. This resulted in an increase in total expenditures and projected assessments. The discussion tonight will be on the budget with the increased Capital Reserve contribution and increased assessments.

Mr. Oliver discussed several items on the budget. In the General Fund budget, under Revenue, maintenance assessments go from \$631,000 to \$652,000. That is the total assessment increase that is spread over 583 units. The Administrative budget stays stable at \$113,000. The O&M of the Amenity Center plus the Capital Reserve Contribution goes from \$531,000 to \$551,000. The majority of that increase is for Capital Reserves, but we have also increased the Security line item. Landscape maintenance is steady, but we do anticipate a 3% increase. The budget can be amended throughout the year. Once final numbers for FY17 are shown in October 2017, the board can amend some line items in the budget. A \$5,000 to \$6,000 surplus is anticipated for this budget. The annual per lot assessments are projected to increase \$38 based on the budget presented.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the Public Hearing is Open.

A resident expressed a concern that the Capital Reserve contribution might be declining, but this budget has addressed that issue.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the Public Hearing is Closed.

A. Consideration of Resolution 2017-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2018

Resolution 2017-04 is located in the agenda package.

This is for annual appropriations and adopting the budget.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor Resolution 2017-04 adopting the FY18 budget was approved.

B. Consideration of Resolution 2017-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2018

This is the resolution that will levy the assessments based on the budget just adopted.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor Resolution 2017-05 imposing special assessments and certifying an assessment roll for FY18 was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2017-06
Designating Primary Administrative Office**

Resolution 2017-06 is located in the agenda package.

Mr. Walters stated the CDD has received a lot of public records lately, and there is confusion who serves that. We wanted to officially designate the primary administrative office, and that would be GMS' office where we keep our records and also our principal headquarters for the purposes of venue within the county. The official records retention policy is to retain records indefinitely.

Mr. Oliver stated the records are on a server, they are backed up on a server, and the hard copy is kept a couple of years at the GMS office. The others are in storage.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor Resolution 2017-06 designating GMS-WGV as District's primary administrative office was approved.

SEVENTH ORDER OF BUSINESS

Landscape Maintenance Update and Proposals

Blake Dougherty with Yellowstone Landscaping provided an update to the board on landscape maintenance matters. There are no major irrigation issues to report. Landscape improvements were discussed, and Ms. Drinkwater requested \$6,000 be allocated for those improvements.

On MOTION by Ms. Drinkwater seconded by Mr. Payne with all in favor for landscape improvements to be made NTE \$6,000 was approved.

Ms. Drinkwater will work with staff and Yellowstone on details of plan.

Ms. Drinkwater stated her thanks and appreciation for how well the grass looks at the entrance coming into the community past the Amenity Center.

The Yellowstone Landscape maintenance agreement will have a 3% increase for FY18. The agreement will be on the September 13 agenda for discussion.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Repair of Phase 1 Pools

There are three proposals in the agenda package under Section VIII and a comparison chart of the three proposals located in the Operations report under Section XII-D.

Mr. Masters addressed the board and presented an additional option for the off-season coping repairs to Phase 1 pools. This option is to have the Phase 1 pool cut in with expansion joints, fix the pool coping that has come loose, and replace tiles that have cracked. The cost should be between \$5,000 and \$10,000. This should buy time for six or seven years until the

pool needs resurfacing work. Three palm trees need to be removed at the Phase 1 pool because they are pushing up the coping and the pavers. They will always cause problems at the pool area. Mr. Masters estimates the cost will be \$3,000 to \$7,000 to have the trees taken out, stumps ground down, and area refilled with pavers if the board chooses to do that. Some areas around the Phase 2 pool have failed because they don't have enough room to expand. Dicky Smith and Company will come in next week to cut expansion joints all around the pool as a preventative maintenance.

Mr. Williams asked that Mr. Masters get the proposals for removing the trees and the temporary repair of the Phase 1 pool and bring those back to the September 13 meeting.

NINTH ORDER OF BUSINESS

Consideration of O&M Proposals

A. Pool Maintenance

A proposal from Vesta is located in the agenda package under Section IX-A.

Mr. King discussed the proposals from Arsenault, the current pool maintenance provider, and Vesta. Vesta's proposal is \$8,300 less than Arsenault. That savings could be used to provide more help for Mr. Masters.

B. Pet Waste Station Maintenance

A proposal from Vesta is located in the agenda package under Section IX-B

Mr. King discussed the proposals from First Coast Scooper, the current provider, and Vesta. Vesta's proposal is \$3,096 less than First Coast Scooper. The savings can be applied to the General Fund or used to remove and replace up to six dog waste stations per year.

There were questions asked and discussion among the board members regarding the two proposals.

<p>On MOTION by Mr. Williams seconded by Mr. Dicey with Mr. Payne in favor and Ms. Little and Ms. Drinkwater opposed to accept the proposals from Vesta to the maintain swimming pools and service and maintain pet waste stations was approved.</p>
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Counsel will prepare termination letters for Rick Arsenault Pools and First Coast Scooper. The form of Vesta agreement will be on the September 13 agenda. The cost savings will be reflected in budget amendment.

C. Fiscal year 2018 Renewals (agreements with upcoming expirations)

This will be addressed at the September 13, 2017 meeting.

TENTH ORDER OF BUSINESS

Discussion of Johns Creek Crisis Management Action Plan

The board discussed the 2nd draft of the Disaster Planning Document that included revisions from board members. Board and staff to review again and provide comments to the District Manager in advance of the September 13 meeting. Counsel has drafted a related resolution for adoption when plan is in final form.

ELEVENTH ORDER OF BUSINESS

Other Business

TWELFTH 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

Mr. Oliver had no report.

D. Operations Manager

Mr. Masters presented his report located under Section XII-D.

The benches and the Little Free Library have been received. Two cameras were hit by lightning. It will cost approximately \$2,300 for labor and replacement of cameras. The insurance company will be notified.

Mr. Masters presented photos of the Phase 1 parking lot with a lot of Palmettos. He has received a proposal from a vendor other than Yellowstone to pull the Palmettos out, kill the roots, and re-sod the area at a cost of less than \$1,200. Yellowstone has been slow to submit a

bid, but the board would like to give Yellowstone the opportunity to keep this work for themselves.

Another photo submitted to the board members was from Phase 1 looking down Natures Walk. The lighting is old, and that area is due for an update. Mr. Masters has received a bid for \$6,000. The Capital Reserves can be used for this. Mr. Williams asked that a rendition and proposal be brought back to the board for consideration.

Mr. Masters stated a resident is a Cub Master with the Cub Scouts, and the troop would like to use the Phase 1 athletic field for an overnight campout for new members. The board was agreeable to this with appropriate deposit made, waivers signed, and the CDD listed on the Cub Scouts insurance policy.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package under Section XII-E. There are no major changes in the activities. Ms. Novak reviewed upcoming special events.

Ms. Novak discussed Christmas decorations, and requested the lighting and decorations be outsourced. The estimated amount would be \$2,500. The decorations would be up from Thanksgiving to the end of January. The decorations the CDD have can be mixed with what the vendor will supply. Ms. Novak requested a NTE amount for the holiday decoration outsourcing. This line item can be added when the FY18 budget is amended.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to outsource the holiday decorations with a NTE cost of \$3,000 was approved.

The board designated Chairman Williams to work with staff for outsourcing of holiday decorations.

THIRTEENTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

There were no supervisor requests

Audience Comments

There were no audience comments

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement as of June 30, 2017

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

B. Balance Sheet and Income Statement as of July 31, 2017

Mr. Oliver stated these are through July 31, 2017 and are unaudited.

C. Assessment Receipt Schedule

This is located in the agenda package. The District is 100.29% collected.

D. Check Register

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

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

**FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting, September 13, 2017
at 6:30 p.m. at Phase 2 Amenity Center**

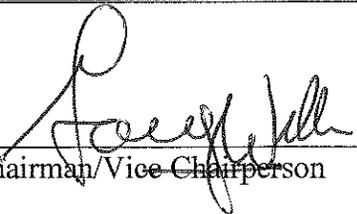
Mr. Williams stated the next meeting is September 13, 2017 at 6:30 p.m. at this location. There will be a budget hearing.

SIXTEENTH 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 Chairperson