

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, October 4, 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
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	Vesta / Amenity Services Group
Carol Novak	Vesta / Amenity Services Group

The following is a summary of the actions taken at the October 4, 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

No members of the public were present.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 23, 2017 Meeting

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the Minutes of the August 23, 2017 meeting were approved.

FOURTH ORDER OF BUSINESS

Landscape Maintenance Update and Proposals

Mr. Masters spoke about the Nature Walk Parkway median enhancement landscape improvements by Yellowstone. Both he and Supervisor Drinkwater met with Yellowstone to discuss the project. Mr. Masters felt that Ms. Drinkwater was happy with the proposal, and she agreed with Yellowstone regarding the trees that need to come down. The proposed amount to do this work is \$7,500, and it would be for one island only. There is an option of doing the work in pieces and spend \$4,900 now to make the area look better and complete the project next year. There was discussion regarding the budget, and it was determined that the whole project can be completed at this time.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the proposal for Nature Walk Parkway median enhancement landscape improvements by Yellowstone Landscape NTE \$7,500 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Fiscal Year 2018 Agreements

A. Yellowstone Landscape

Yellowstone is requesting a 3% annual increase. Their price has remained steady for the past several years, and this increase request is reasonable. Mr. Masters is satisfied with their performance.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the FY18 renewal proposal from Yellowstone Landscape was approved.

B. Vesta (Pool Maintenance & Pet Waste Stations)

A copy of the agreement is located in the agenda package.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the agreement with Vesta for pool maintenance and pet waste stations was approved.

C. Elite Amenities

A copy of the agreement is located in the agenda package, and is the pool monitor contract.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the agreement with Elite Amenities for pool monitors for 2018 was approved.

SIXTH ORDER OF BUSINESS

Discussion of Pool Repairs

Mr. Masters stated Blue Ribbon Pools submitted a proposal for \$4,100 for Phase 1 pool coping repairs. He explained to the board the process involved for doing the repairs. At the last meeting, there was discussion regarding removing three palm trees from the pool deck area. Mr. Masters has received a price of \$2,100 to remove the palm trees, but thinks he can get that price lower.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the proposal from Blue Ribbon Pools for Phase 1 pool coping repairs NTE \$4,100 was approved.

Counsel to review proposal and prepare agreement if needed.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to remove three palm trees from Phase 1 pool deck NTE \$2,100 was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Johns Creek Crisis Management Action Plan

A copy of the Crisis Management Plan is located in the agenda package.

Mr. Williams stated we got to implement this after this last hurricane. He asked Mr. Masters if anything needed to be updated before the plan is finalized.

Mr. Masters responded there was nothing major. A few things need to be tweaked, but overall everything went very well. He did mention that many residents were thrilled that the food truck was available to get a hot meal from when there was no power available.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the Johns Creek Crisis Management Action Plan was approved.

Mr. Walters stated a related resolution will be prepared by his office and included on the next agenda.

EIGHTH ORDER OF BUSINESS

OTHER BUSINESS

There being none, the next item followed.

NINTH 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 stated painting work is scheduled to start on November 9 for Phase 2, and he feels a contract needs to be drawn up. Mr. Walters will send one to him.

Mr. Masters stated he cut down some trees prior to Hurricane Irma and also cut some down post hurricane. Two Stenner pumps were lost, and they will be replaced. The cost is \$650. Other than that, the pool motors came through the storm well. One suggestion is to spend \$700 to \$900 for a Honda generator so when the power goes out, the water can be sucked out the pump compartments to prevent any damage happening to the pumps. After discussion, it was felt that would not be feasible or cost effective.

Mr. Masters stated some of the largest damage sustained was to street signs. We have a unique sign that the manufacturer does not make anymore. There are a lot of downed and broken signs. It will cost at least \$4,000 to fix our street signs. He asked if there could be a different holder for the signs. The price will be less, it will be easier to install, and it should be more resistant to wind. A total of 17 signs were broken off, and more were broken but still hanging by a bolt. They will also need to be replaced.

Mr. Williams suggested this would be a good time to start phasing in a more utilitarian sign. A lot has been spent on signs, and a special sign company has always had to be used because of the uniqueness of the sign.

The other board members agreed.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor to purchase replacement streets signs at a cost NTE \$1,200, pending review of design by Chairman, was approved.

Mr. Masters stated there was a fire at the men's restroom, and it is closed. He will have a proposal soon for clean-up. The ladies restroom is now a unisex one for the time being. The fire is still under investigation. A claim has been filed, and he will keep the board members posted.

The landscape lighting at the entrance of the Phase 1 Amenity Center needs to be replaced. Three proposals have been received, and they are located in the agenda package. At this time, 16 lights need to be replaced. The cost of this item would be taken out of Capital Reserves.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to replace existing landscape lighting at entrance of Phase 1 Amenity Center (16 lights) NTE \$5,000 was approved.

Mr. Masters stated the Little Free Libraries have been installed in Phase 1 and Phase 2 and seem to be getting used.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package under Section IX-E. The Fall Festival is November 5. Winter Festival will be December 16.

Discussed holiday lighting plan with new lighting/decorations to be phased in over next two years (cost considerations).

TENTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

There were no supervisor requests

Audience Comments

No audience members were in attendance.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement as of August 31, 2017

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

B. Assessment Receipt Schedule

This is located in the agenda package.

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.

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting, November 8, 2017
at 6:30 p.m. at Phase 2 Amenity Center**

Mr. Williams stated the next meeting is November 8, 2017 at 6:30 p.m. at this location.

THIRTEENTH 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