

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, November 8, 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 (by phone)
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 November 8, 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

**Approval of the Minutes of the October 4,
2017 Meeting**

On MOTION by Mr. Williams seconded by Ms. Little with all in favor the Minutes of the October 4, 2017 meeting were approved.
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FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2018-01
Regarding Johns Creek Crisis Management
Plan**

Mr. Williams stated a Crisis Management Plan has been developed, which was used as part of the hurricane situation. A final conclusion has been reached regarding the wording. A motion is in order to adopt the Crisis Management Plan.

Mr. Walter stated at the last meeting there was discussion about incorporating the provisions regarding the ability to take certain actions and the indemnification of the board. That is a big portion of what the resolution is about as well as formally approving the plan and providing for changes in the future. Since we meet every 30 or 60 days and have notice requirements, we can't get everyone together on a moment's notice. It provides certain authorizations for the Chair and staff to take, remedial and protective measures, if we are in an emergency situation. Things have to be done to try to preserve property and provide for the safety and welfare of the residents. The District is holding the Chairman and staff harmless for those decisions made under emergency conditions.

On MOTION by Ms. Drinkwater seconded by Mr. Payne with all in favor to adopt Resolution 2018-01 regarding Johns Creek Crisis Management Plan was approved.
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FIFTH ORDER OF BUSINESS

**Review of Fiscal Year 2017 Year End
Financials**

Mr. Oliver stated the fiscal year ended September 30, and we are in the post-closing activities preparing for the audit to be conducted by the independent CPA firm. Page 2 of the financials shows the final numbers unaudited for the year. More revenue was received than was budgeted, and that is largely due to the rental and miscellaneous income brought in through programs within the District. The administrative expenditures showed a positive variance of \$7,200. The maintenance section had approximately \$17,500 negative variance. The total expenses variance was a negative \$10,000. The net surplus for the year is \$4,500.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2018-02
Amending the Fiscal Year 2017 Budget**

Mr. Oliver stated the end-of-year budget is a great tool to see where line items are up or down. This is a governmental requirement to bring any over budget line items into balance before the audit is started.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to adopt Resolution 2018-02 amending the FY17 General Fund Budget and Capital Reserve Fund Budget was approved.

SEVENTH ORDER OF BUSINESS

OTHER BUSINESS

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items for the board. The legislators are back in town for committee meetings. We will monitor all bills that we think may affect our ongoing operations and provide updates as things develop.

B. Engineer

There was no Engineer's report.

C. Manager

Mr. Oliver had no report.

D. Operations Manager

Mr. Masters' report is located in the agenda package behind Tab VIII-D.

Mr. Masters stated Yellowstone is working on the Island B enhancement and will finish this week or early next week. There are some drainage issues around the sidewalk that is next to the Activity Field in Phase 1. Mr. Masters gave the board members a proposal just received from Yellowstone to put some additional drainage in areas that are washing out. The sidewalk does not have to be replaced, and this drainage will prevent that from happening. Mr. Masters recommends that this be done.

Mr. Williams seemed to recall a past problem with the drainage and asked Mr. Masters to investigate, if possible, if there is a bigger issue with the drainage that may need to be addressed at a later date. Mr. Oliver will check his records and with the Engineer to see what has been done previously.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to have Yellowstone install drainage behind Phase 1 Amenity Center NTE \$2,000 was approved.

Mr. Masters stated the neighborhood gets mulch once a year in March, and that is a long time out to get mulch/pine straw again. He asked for approval to purchase some pine straw and put it down in key areas. He expects to be able to do that for \$500 maximum and feels it would enhance the appearance of those areas.

The board agreed and authorized Mr. Masters to install mulch/pine straw in targeted areas as needed.

Mr. Masters stated the fire damage repairs should be completed by the end of the week. Three palm trees have been cut down at the pool at Phase 1, and he is looking for options on what will be put there before the season starts. Options are flowerpots or rubberized mulch.

Mr. Masters spoke about street signs. After checking the signs after the hurricane, there are 25 street blade brackets that are bad. Our current sign does not hold up well, and they are not up to Code. All need to be replaced.

Mr. Williams suggested a bid be received to replace all the signs to make them uniform and bring up to Code. To expedite matters, he suggested having the board authorize the Chairman to execute a proposal before the next meeting NTE \$15,000.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to purchase and install street signs, with the Chairman authorized to review and execute the agreement, NTE \$15,000 was approved.

E. Amenity Manager

Ms. Sargent presented her report that is located in the agenda package behind Tab VIII-E. The Fall Festival was this past weekend, and it went over very well. Twenty vendors were

present. The Times Union is going to stop doing the John's Creek *Living Magazine*. Ms. Sargent suggested doing advertisements in the e-newsletter with the money going toward the special events budget. More manners classes will be brought in. She described to the board members the Teddy Bear sleepover night, which is an event for small children. The holiday lighting/decorations have been installed and will go live ASAP.

NINTH ORDER OF BUSINESS

Supervisor's Requests/Audience Comments

Supervisor's Requests

Mr. Dicey stated I notice a lot of trees are covering up the streetlights. He asked if the HOA is going to trim the trees around the lights so they are clear. Mr. Oliver stated if the tree is in front of a residence, it is the resident's responsibility to trim the tree. If it is in a common area, it is the District's responsibility. Mr. Dicey also asked that a sign be put up stating this is a deed restricted community. Mr. Williams asked that the sign be added to the top of a marquee instead of another sign being put in the ground.

Ms. Drinkwater asked about the collections being over 100%. Mr. Oliver responded once the tax collector has met all their costs for the year, they refund to all the different agencies the surplus, so we received a nice payout from them.

Mr. Williams asked the staff members to leave the room. He asked the board members about giving Mr. Masters a bonus because of his great job although he is an employee of Vesta. He also asked if that action was allowed. Mr. Oliver stated if you want to come up with an amount, we could get with Vesta and ask them to pass through any provided funding less any required payroll withholding to their employee. Mr. Williams stated he would also like to do something for Kathy Sargent and Carol Novak in a smaller amount. The board agreed.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to award year end bonuses to Jim Masters, Kathy Sargent, and Carol Novak was approved.

Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver stated these are through September 30, 2017 and are unaudited. He researched what the payment for \$4,400 was back in March. That was paid to the State of Florida for three delinquent claims to the State of Florida from the former Operations Manager, who was a District employee. After he was terminated, he filed for unemployment. The CDD was not made aware of this filing. Such claims don't come through the CDD, but is processed by State of Florida. The State of Florida subsequently invoiced the District for their share of the unemployment payments.

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.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting, January 10, 2018 at 6:30 p.m. at Phase 2 Amenity Center

Mr. Williams stated the next meeting is January 10, 2018 at 6:30 p.m. at this location.

TWELFTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman