

*Brandy Creek
Community Development District*

January 11, 2017

Brandy Creek

Community Development District

475 West Town Place, Suite 114, St. Augustine, Florida 32092

Phone: 904-940-5850 Fax: 904-940-5899

January 5, 2017

Board of Supervisors
Brandy Creek Community
Development District

Dear Board Members:

The Audit Committee meeting of the Board of Supervisors of the Brandy Creek Community Development District will be held on Wednesday, January 11, 2017 at 6:30 p.m., at the Brandy Creek Phase 2 Amenity Center, 251 Huffner Hill Circle, St. Augustine, FL 32092. Immediately following will be the Board of Supervisors meeting. Following is the advance agenda for these meetings:

Audit Committee Meeting

- I. Roll Call
- II. Review and Selection of Audit RFP Criteria
- III. Other Business
- IV. Adjournment

Regular Business Meeting

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
 - A. Oath of Office for Newly Elected Supervisors
 - B. Election of Officers, Resolution 2017-02
- IV. Approval of the Minutes of the November 9, 2016 Meeting
- V. Consideration of Audit RFP Criteria
- VI. Discussion / Updates Regarding Capital Improvements or Upgrades
 - A. Security Camera Improvements
 - B. A/V System and Acoustical Improvements (Phase 2 Meeting Room)
 - C. Other Projects and Fiscal Year 2017 Capital Repairs & Replacements
- VII. Other Business
- VIII. Staff Reports
 - A. Attorney
 - B. Engineer

- C. Manager
- D. Operations Manager - Report
- E. Amenity Manager - Report
- IX. Supervisor's Requests and Audience Comments
- X. Financial Reports
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XI. Next Scheduled Meeting – March 8, 2017 at 6:30 p.m. at Phase 2 Amenity Center
- XII. Adjournment

Prior to the regular meeting will be the audit committee meeting.

The third order of business is organizational matters. At this time, the newly elected supervisors will subscribe to an oath of office and the Board can consider appointing them as an officer of the District by adopting Resolution 2017-02.

Enclosed for your review and approval is a copy of the minutes of the November 9, 2016 meeting.

The fifth order of business is consideration of audit RFP criteria, which is enclosed for your review.

Enclosed under the Operations Manager's Report is a memorandum and The Lake Doctors service reports.

Enclosed under the Amenity Managers' Report is a memorandum.

Copies of the balance sheet and income statement, assessment receipt schedule and check run summary will be distributed under separate cover.

The balance of the agenda is routine in nature, and any additional support material will be presented and discussed at the meeting. If you have any questions, please contact me.

Sincerely,

James Oliver
District Manager

cc: Darrin Mossing
Sherry Jolly

Brad Weeber
Dan Fagen

Jason Walters

AGENDA

**Brandy Creek
Community Development District
Agenda**

Wednesday
January 11, 2017
6:30 p.m.

Johns Creek Phase 2 Amenity Center
251 Huffner Hill Circle
St. Augustine, FL 32092

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
 - A. Oath of Office for Newly Elected Supervisors
 - B. Election of Officers, Resolution 2017-02
- IV. Approval of the Minutes of the November 9, 2016 Meeting
- V. Consideration of Audit RFP Criteria
- VI. Discussion / Updates Regarding Capital Improvements or Upgrades
 - A. Security Camera Improvements
 - B. A/V System and Acoustical Improvements (Phase 2 Meeting Room)
 - C. Other Projects and Fiscal Year 2017 Capital Repairs & Replacements
- VII. Other Business
- VIII. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - D. Operations Manager - Report
 - E. Amenity Manager - Report
- IX. Supervisor's Requests and Audience Comments

- X. Financial Reports
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XI. Next Scheduled Meeting – March 8, 2017 at 6:30 p.m. at Phase 2 Amenity Center
- XII. Adjournment

THIRD ORDER OF BUSINESS

B.

RESOLUTION 2017-02

**A RESOLUTION DESIGNATING OFFICERS OF THE
BRANDY CREEK COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Brandy Creek Community Development District at a regular business held on January 11, 2017 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE BRANDY CREEK
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer(s)
_____	Assistant Secretary(s)

PASSED AND ADOPTED THIS 11TH DAY OF JANUARY, 2017.

Chairman / Vice Chairman

Secretary / Assistant Secretary

MINUTES

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 9, 2016 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)
Brad Weeber	District Engineer
Kathy Sargent	Vesta / Amenity Services Group
Dan Fagen	Vesta / Amenity Services Group
Dave Krabill	Vesta / Amenity Services Group
Jeff Nunamaker	Yellowstone Landscaping

The following is a summary of the actions taken at the November 9, 2016 regular meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:30 p.m.

SECOND ORDER OF BUSINESS

Public Comment

An audience member stated at my house is on the corner of South Fieldcrest and Bunker Hill, and outside of our bedroom just on CDD property outside of my fence line between the sidewalk and my fence is a grass area, and there is a 75' tall pine tree that my wife is terrified is going to come down on our house. During the hurricane she was so afraid she slept at the other end of the house in the living room. Is there any chance we can get the CDD to remove that tree? It is not in the wetlands area.

Ms. Drinkwater stated I think before we start doing that, we should at least have the landscape companies have an arborist come in and see whether or not it is diseased.

Mr. Nunamaker with Yellowstone Landscaping stated we will check it out.

Mr. Payne stated even if the tree is not diseased, for the safety of the resident, do we want to consider taking action?

Mr. Walters stated I think we should have it inspected. I think the fact that it went through a major hurricane and did not come down it is probably strong. We probably have 10 or 15 miles worth of conservation area that backs up to houses. If we are going to take out every pine tree that poses a potential threat to the homes we can do that, but it is a multi-million dollar endeavor. We just have to be smart about it.

Ms. Drinkwater stated I am going to recommend having an arborist come in and take a look at it, and then we can make a determination after that.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the September 14, 2016 Meeting

On MOTION by Ms. Little seconded by Mr. Dicey with all in favor the Minutes of the September 14, 2016 were approved.

At this time, Mr. Jeff Nunamaker with Yellowstone Landscaping provided a landscape maintenance update. Yellowstone to replace sod in certain areas at no cost to the CDD. The sod had been inundated with dung beetles. Estimated value \$12,000, and it will be done the first week of December. Mr. Nunamaker recommended additional pine straw installation in certain areas. The estimated cost is \$3,600 for all the areas.

On MOTION by Mr. Dicey seconded by Ms. Little with all in favor the to install additional pine straw NTE \$3,600 was approved.

Mr. Nunamaker continued. During the hurricane three oak trees were lost. There is a proposal to replace those three trees at \$900 each. Mr. Nunamaker stated that price will include removing the stumps and installation of new trees, however, the removal and installation was not reflected in the proposal. A new proposal showing what is included will be given, and Ms. Drinkwater will review that proposal. There was brief discussion regarding the AT&T turf damage to right-of-way used for access to station just west of Phase 1 amenity center. Mr.

Walters stated he believes it is within an easement area, and he will look at the documents to see what kind of language there is about repair of damaged areas.

FOURTH ORDER OF BUSINESS

Presentation Regarding Silverleaf/CR 2209 Construction

Brad Weeber provided an overview of CR 2209 construction. Construction to begin in near future with an aggressive schedule of 18 months to complete 5-mile road from just south of CR210 to intersection of SR16 and CR16A. One section of the road will be four lanes, and another section will be constructed as four lanes but is designed to be expandable to six lanes at a much later date. Stormwater pond for runoff to be constructed just east of Phase 2 Amenity Center, west of CR 2209. Johns Creek Phase 2 entrance to be opened for access upon completion of CR 2209. There will not be sound barriers or fences, but there will be substantial woods between the two phases. Mr. Weeber will provide exhibit maps in pdf form for posting to CDD website. He will also verify the road speed for CR 2209 and the ingress/egress studies from John's Creek.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-01 Amending the General Fund and Capital Reserve Fund Budget for FY2016

Mr. Oliver stated the FY16 year just ended, so these are post-closing steps in preparation for the annual financial audit to be conducted by an independent CPA firm selected through the RFP process. This amendment brings the budget into balance. The exhibit shows that the CDD you exceeded budgeted revenues by \$3,000 and budgeted expenditures were exceeded by \$20,000. There was a net of \$11,699 deficit.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to adopt Resolution 2017-01 amending the FY16 budget was approved.

SIXTH ORDER OF BUSINESS

Consideration of Addendum to Engagement Letter with Grau & Associates

Mr. Oliver stated this is for the FY16 audit. For all District agreements with vendors, , certain language must be included in the contract regarding public records requirements that impact the District as well as contractors working for the District. This is an addendum to go with the previously approved engagement letter.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor the addendum to the engagement letter with Grau & Associates was approved.

SEVENTH ORDER OF BUSINESS Appointment of Audit RFP Committee

Mr. Oliver stated an Audit RFP Committee needs to be appointed for the purpose of selecting an auditor for next fiscal year. Typically we have the board appoint itself as the Audit Committee so there will be a quorum for the Audit Committee meeting when the regular meeting is held.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to appoint the Board of Supervisors to serve as Audit Committee for purposes of audit services RFP process was approved.

EIGHTH ORDER OF BUSINESS Discussion of Capital Improvements or Upgrades

A. Security Camera Improvements

Mr. Krabill stated he and Mr. Dacey have been going back and forth between Envera and Tyco for the security camera system. A handout was provided to the board members showing a spreadsheet and map. Mr. Dacey gave an overview of the companies' proposals and where cameras will be located. After discussion, it was determined it was less expensive to lease equipment than to purchase. Envera only has a purchase option. Tyco has a 5-year lease option. The amount from Tyco was less expensive than Envera. Another advantage of leasing the equipment is as technology changes, the camera system will be upgraded as part of the lease contract.

After discussion, the board decided to authorize Supervisor Dicey to negotiate a 5-year lease agreement with Tyco for installation and maintenance of security camera systems at both amenity centers. The cost is NTE \$13,500, and is to include one additional Phase 2 camera. Prominent security camera signage is to be used as a deterrent. Counsel will review final documents for preparation of agreement. The FY17 budget will be amended to reflect this new budget item with funding transferred from Capital Reserve funds. Future budgets will include line item to be funded with assessments.

On MOTION by Mr. Williams seconded by Ms. Drinkwater with all in favor to authorize Supervisor Dicey to negotiate a 5-year lease agreement with TYCO for installation and maintenance of security camera system at both amenity centers NTE \$13,500 and to include an additional camera and signage was approved.

B. A/V System and Acoustical Improvements (Phase 2 Meeting Room)

Mr. Krabill recommended hiring a consultant to do a site visit for the purpose of recommending solutions to poor acoustics in meeting room. McGowen Sound Design was recommended for this task.

On MOTION by Mr. Williams seconded by Ms. Little with all in favor to have the Operations Manager engage McGowen Sound Design for a site visit for purpose of recommending solutions to poor acoustics in meeting room NTE \$300 was approved.

During the visit, the Operations Manager will seek recommendations regarding multi-media and A/V project. Mr. Krabill will present more information at the January meeting.

C. Other Projects and Fiscal Year 2017 Capital Repairs and Replacements

Future capital projects to be planned include Phase 2 entry monument/signage, construction of dumpster corral, and relocation of Phase 2 dumpster.

NINTH ORDER OF BUSINESS

Other Business

Ms. Drinkwater stated I think we should have a follow-up on the Hurricane and how it was handled. The board discussed pre-storm communications and actions taken in lead-up to

Hurricane Matthew and steps to improve the process. Disaster planning to be a January agenda item. Ms. Drinkwater and Mr. Williams will provide their disaster planning documents for use in developing a CDD checklist and other related planning documents.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters had no action items to report.

B. Engineer

Mr. Oliver stated the speed limit on 2209 will be 45 mph adjacent to Johns Creek and further south it increases to 50 mph.

C. Manager

Mr. Oliver stated the other candidate running against Chuck Dicey withdrew from the race. Mr. Dicey and Ms. Drinkwater will be sworn into office at the next CDD meeting.

D. Operations Manager

The report is located in the agenda package under Section X-D.

Mr. Krabill will proceed with purchase of treadmill after reviewing proposals with Supervisor Payne.

E. Amenity Manager

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

An additional event coming up is Painting with Twist. The Winter Festival will be December 16. She requests volunteer help.

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 this information is located in the agenda package as of September 30, 2016

B. Assessment Receipt Schedule

This is located in the agenda package. The CDD is fully collected for FY16.

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.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting, January 11, 2017 at 6:30 p.m. at Phase 2 Amenity Center.

Mr. Williams stated our next scheduled meeting is January 11, 2017 at 6:30 p.m.

FOURTEENTH 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

FIFTH ORDER OF BUSINESS

EIGHTH ORDER OF BUSINESS

D.



Field Operations Manager's Report

January 03, 2017

Submitted by: **Dave Krabill**

Grounds - Yellowstone:

- New sod in areas along Johns Creek Parkway. (No charge)
- Extra irrigation heads were added along Huffner Hill. (No charge).
- Two main irrigation lines were repaired. One at phase 1 and one at phase 2.
- Entire property sprayed for fungus, insects, and weed control. Iron was added to the turf as well.
- Additional soil has been added to flower beds.
- New annuals were added to flower beds and pots.
- Winter time schedule for the crews, every other week.
- Planted new oak trees at phase 2 damaged by the storm.
- Monthly irrigation inspection.

What to Expect in January:

- General maintenance, hopefully no hard freeze.
- Funguscid treatment for turf.

Ponds – Lake Doctors:

See attached reports.

Pools – Arsenault:

- Clean and maintain pools.

Action Items:

- Chuck and I met with A/V and sound contractors. We have received proposals from two of the three contractors. Hopefully receive before January meeting.
- Meeting with sound proofing consultant on January 5th.

Odds and Ends:

- New treadmill was ordered for fitness room.
- Successful 2016 Winterfest

Completed Items:

- Light sensor installed in fitness room.



The Lake Doctors, Inc.
Aquatic Management Services

Corporate Offices
3543 State Rd. 419
Winter Springs, FL 32708
(407) 327-1080
1-800-666-LAKE
FAX (407) 327-7930
www.lakedoctors.com

SERVICE REPORT

Customer BRANDY CREEK CDD-JOHNS CREEK Account # 709617

Biologist Dewm Cell # 238.9749 Date 11-4-16 Time Am

Pond #	1	2	3	4	5A	5B	6	7	8	9						
Algae			✓						✓							
Emergent	✓								✓	✓						
Underwater																
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Dye																
Trash	✓								✓	✓						
Outfall Insp									✓	✓						
Restricted # of Days	∅	∅	∅	∅	∅	∅	∅	∅	∅*	∅*						

* Irrigation

Treatment Narrative/Comments

Pond 1 Removed some algal/weed & taro-like grass. Also removed some trash.

Pond 2 Trace amount of algae; emergent weeds are well under control. Will allow more time for fish to get established.

Pond 3 Treated for Planktonic & Filamentous algae.

Pond 4 Pond is in excellent condition!

Pond 5A Excellent!

Pond 5B Excellent

Pond 6 Pond is in great condition! No algae or emergent weeds, except those on far side/out of reach.

Pond 7

Pond 8 Treated for algae & emergent weeds. Removed trash.

Pond 9 Treated for pennywort & taro-like grass. Pond has some dying vegetation floating in far end.

Treatment Method- Boat Backpack ~~ATV~~
Water Level Low Normal High

Jacksonville Office (904) 262-5500 jacksonville@lakedoctors.com



The Lake Doctors, Inc.
Aquatic Management Services

Corporate Offices
3543 State Rd. 419
Winter Springs, FL 32708
(407) 327-1080
1-800-666-LAKE
FAX (407) 327-7936
www.lakedoctors.com

SERVICE REPORT

Customer BRANDY CREEK CDD-JOHN'S CREEK Account # 709617

Biologist Dawn Cell # 238-9749 Date 11-17-16 Time Am

Pond #	1	2	3	4	5A	5B	6	7	8	9					
Algae															
Emergent	✓	✓					✓								
Underwater															
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Dye															
Trash		✓													
Outfall Insp				✓					✓						
Restricted # of Days	100*	φ	φ	φ					φ	φ					

* irrigation

Treatment Narrative/Comments

Pond 1 Treated for Spatterdock

Pond 2 Pond in great condition; removed southern watergrass & torpedo grass. Removed trash.

Pond 3 Treatment for algae not effective, Pond in good condition.

Pond 4 Pond is in ideal condition.

Pond 5A Continue to be in great condition

Pond 5B Treatment working very well

Pond 6 Treated for emergent weeds (Bacopa & torpedo grass)

Pond 7 Pond is in great condition; there are some palm fronds thrown in pond.

Pond 8 Best condition yet! Previous treatment very effective

Pond 9 Emergent treatment was very effective. Fish will take care of the spatterdock as they get established.

Treatment Method- Boat Backpack ATV
Water Level Low Normal High

Jacksonville Office (904) 262-5500 jacksonville@lakedoctors.com



Corporate Offices
 3543 State Rd. 419
 Winter Springs, FL 32708
 (407) 327-1000
 1-800-666-LAKE
 FAX (407) 327-7930
 www.lakedoctors.com

SERVICE REPORT

Customer BRANDY CREEK CDD-JOHN'S CREEK Account # 709617

Biologist Devlin Cell # 938-9749 Date 12-7-16 Time AM

Pond #	1	2	3	4	5A	5B	6	7	8	9					
Algae															
Emergent		✓													
Underwater		✓								✓					
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Dye															
Trash		✓		✓		✓			✓	✓					
Outfall Insp									✓	✓					
Restricted # of Days	∅	∅	∅	∅	∅	∅	∅	∅	∅	∅					

Treatment Narrative/Comments

- Pond 1 Spotted sick has returned - Recommend a "Special treatment" w/ purchase of chemical.
- Pond 2 Removed Bladderwort & torpedo grass. Picked up trash.
- Pond 3 Pond in good condition.
- Pond 4 Removed trash.
- Pond 5A Excellent condition
- Pond 5B Removed trash. Lots of Cypress needles floating.
- Pond 6 Treatment for torpedo grass was very effective. Pond in good condition but flow is low.
- Pond 7 Pond in excellent condition.
- Pond 8 Pond in good condition - Removed trash & Trapped turtle snail in a trap.
- Pond 9 Treated Pond for Babytoads & removed trash

Treatment Method- Boat Backpack ATV
 Water Level Low Normal High



Corporate Offices
 3543 State Rd. 419
 Winter Springs, FL 32708
 (407) 327-1080
 1-800-666-LAKE
 FAX (407) 327-7930
 www.lakedoctors.com

SERVICE REPORT

Customer BRANDY CREEK CDD-JOHNS CREEK Account # 709617

Biologist Devin Cell # 238-9749 Date 12-19-16 Time Am

Pond #	1	2	3	4	5A	5B	6	7	8	9				
Algae			✓			✓			✓					
Emergent	✓			✓			✓							
Underwater														
Inspection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Dye														
Trash	✓		✓						✓	✓				
Outfall Insp									✓	✓				
Restricted # of Days	120*	0	0	120*	0	0	120*	0	0	0				

* Irrigation

Treatment Narrative/Comments

Pond 1 Treated pond for Spatterdock, Torpedo grass & Paspalum.

Pond 2 pond in excellent condition, Bladderwort is no longer present.

Pond 3 Treated pond for planktonic algae & removed trash.

Pond 4 Treated pond for torpedo grass & watergrass

Pond 5A Pond is in excellent condition

Pond 5B Treated pond for planktonic algae

Pond 6 Treated pond for torpedo grass, Bacopa & Paspalum.

Pond 7 Pond is in excellent condition

Pond 8 Pond in excellent condition; trace planktonic algae treated & some insect larvae on surface. Cleared outfall of debris.

Pond 9 Dying vegetation is floating per previous treatment. Will perform a follow up treatment for remaining biology.

Treatment Method- Boat Backpack ATV
 Water Level Low Normal High

E.

Amenities Manager Report for January 3, 2017

January 3, 2017

*Submitted by: **Kathy Sargent***

- ***Activities- Ongoing:***
 - ***Senior Coffee*** - Continuing each Friday.
 - ***Zumba*** – The evening class is still going.
 - ***Bootcamp*** – We will be adding a Bootcamp/Functional Training class
 - ***Tennis*** – Ongoing – more group lessons starting soon.
 - ***Yoga*** – The evening class is going well. We will be adding a second evening class.

- ***Special Events***
 - November 12th – Fall Festival. DJ, Food Trucks, Rock Wall, Knocker Balls, Inflatable Slide, Bounce House, 15 vendors . We sold tickets for the Rock Wall, Knocker Balls and Slide and had 1 sponsor. Anna Decker and Vince Fatizzi of Coldwell Banker.
 - December 13th – Painting with a Twist event. We had 25 participants. We served light snacks.
 - December 16th – Winter Festival. Santa, Hay Rides, Screen on the Green (“Elf), Foot Trucks, Bounce house, DJ and Facepainter. We had 2 sponsors and help from the POA’s to fund this event. Sponsors were: Lisa Menton of Watson Realty and Anna Decker and Vince Fatizzi of Coldwell Banker Premier Properties.

- ***Amenity Management***
 - Underage children continue to be a problem at the gym.

Kathy Sargent

Please contact me directly if you have any questions or concerns.

Kathy.sargent @vestaforyou.com

Cell Phone: (904) 501-2178