

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, June 8, 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:

Dianne Drinkwater	Vice-Chair
Barbara Little	Supervisor
Jason Hill	Supervisor
Meredith Payne	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Kathy Sargent	Vesta / Amenity Services Group
Dan Fagen	Vesta / Amenity Services Group
Angi Palmeri	Elite Amenities
Leslie	Elite Amenities

*The following is a summary of actions taken at the June 8, 2016 regular meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Drinkwater called the meeting to order at 6:30 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

In response to inaudible comments from a resident, Mr. Fagen will follow up regarding the high grasses and lakes in general and the property owner's responsibilities. He will post the most recent report from Lake Doctors on the website.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the May 11, 2016 Meeting**

Ms. Drinkwater stated wished to make an addition to the minutes. On Page 4, the first paragraph says, "Ms. Drinkwater's opinion is to leave it as it is." I would like to include that my opinion was based upon an email from the arborist, Chuck Lippi, who has provided services to us in the past.

On MOTION by Ms. Little seconded by Mr. Hill with all in favor the minutes of the May 11, 2016 meeting were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2016-07, Approving the Proposed Budget for Fiscal Year 2017 and Setting a Public Hearing Date for Adoption**

Mr. Oliver stated tonight you will approve a budget and will set a public hearing to be held no sooner than 60 days from now. During that period the board will have the opportunity to revise the budget. A public hearing will be held and then there will be the budget adoption. That will likely be August 10, 2016. Once the budget is adopted, a certified assessment roll will be provided to the tax collector for inclusion on the November 1 property tax bills. The budget can be revised tonight or within the next two months.

The proposed budget is located in the agenda package. The assessments will remain the same. There is not much change in the revenue section, the administrative expenses stay the same, and the maintenance expenses stay stable. There is some movement of funds along some line items, i.e., Pet Waste Disposal. A board decision was made to change the agreement with that company after the last budget was adopted, which resulted in that line item being increased. The Capital Reserve contribution dropped \$11,000 to fund some of the small increases, plus that fund has grown to a very good place over the last few years. Mr. Oliver gave a brief overview of the budget.

There was discussion regarding the increase in the Pet Waste Disposal. The company will be replacing stations as they become damaged. The company will be asked to provide an estimate of their FY17 costs to justify the increase, what the monthly fee is per station, and a report when they do find pet station problems.

Mr. Fagen brought before the board some operational challenges Vesta is facing. The line item this discussion relates to is Facility Administration/Events Coordinator. The administration portion handles emails and phone calls, maintains a presence in the office, manages the website, issues access cards, handles room rentals, etc., and is contracted for 20 hours per week. A lot of times the administrative person is pulled outside of those staffed office hours because of things that can't be pushed aside and delayed until the office is open again. Ms.

Sargent addresses those items outside of staff hours, and Mr. Fagen feels Ms. Sargent should be compensated for her time. Ms. Sargent has varied her hours to better serve the residents, but these other issues tend to occur. Many examples of these occurrences were presented to the board members. One solution is to have a line item in the budget where money could be drawn from to help pay for those extra services. A detailed report would be furnished regarding that extra invoice. Ms. Drinkwater's comment was to see if Dave could share any of his hours. She would like to see where his 40 hours are going, however, she is not opposed to having a reasonable contingency fund available if it can be shown that it is needed. Mr. Payne is not adverse to doing incremental billing as needed.

Mr. Oliver stated a line item can be created for Staffing contingency with the board establishing how much should be allocated to that line item. That money would be tapped as needed, and a report would be made every month showing funds expended with supporting justification. The money can be taken from the Capital Reserve contribution or from the surplus.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor to create a new line item in the budget for Staffing Contingency in the amount \$5,000 for emergencies, after-hour call-outs, or other unbudgeted matters requiring site staff attention was approved.

On MOTION by Ms. Drinkwater seconded by Ms. Little with all in favor Resolution 2016-07 approving the proposed budget for FY17 was approved as revised and budget hearing was set for August 10, 2016 at 6:30 p.m.

Mr. Fagen will provide information on where the 40 hours per week for the Field Operations Manager are being used. If some of those hours can be given to the part-time Facility Administrator/Events Coordinator, especially during peak times, that should be done. Ms. Sargent/Mr. Krabill should report any significant incidents of vandalism or other crimes to the board, key staff, and SJSO. Ms. Drinkwater noted that some items have been approved, but nothing has been done. All action items should be reported on every month until the item is taken care of. Mr. Fagen stated that will be done in the future. Mr. Oliver stated he prepares meeting notes and action items that he shares with staff, and he will share that information with the board members too.

**FIFTH ORDER OF BUSINESS**

**Consideration of Public Facilities Report**

Mr. Oliver stated this is a required report by the bondholders that is prepared once a year. The Engineer will prepare the report for your consideration at the next meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Security Camera System and Monitoring Services.**

Mr. Oliver stated that a staff member stated the existing camera system is insufficient to identify people that are committing vandalism. Security camera system proposals will be considered at the July meeting, and this will be during a closed session.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver stated he met with Jeff Nunamaker from Yellowstone. They have been directed to proceed with one pine tree removal and the pine straw installation project. He also discussed the flowerbeds. Two beds will be raised and additional colorful plants will be added. Both Phase 1 and Phase 2 should be consistent with the flowerbeds.

On MOTION by Ms. Drinkwater seconded by Mr. Hill with all in favor to proceed with flag pole bed installation was approved.

Ms. Drinkwater talked about the palm trees and the previous discussion regarding fertilization of the trees – it should be granular instead of the injection method. The injection method should only be used in a dire condition. Ms. Drinkwater noted there are two failing palm trees, but only one of them is a candidate for injection. She has requested that Yellowstone provide historical information regarding the fertilization process.

Mr. Hill gave an update regarding the street signs. Three vendors have provided quotes – BN Signs, Sundancer Signs, and Heritage Signs. The matrix is located in the Agenda Package under Section VIII-D-3. BN Signs has a 7-year warranty on materials, and all the vendors have one-year warranty for labor. Heritage Signs was considerably more expensive, so that proposal was not considered. There was brief discussion, and the board decided to go with Sundancer signs.

On MOTION by Mr. Hill seconded by Ms. Little with all in favor for Sundancer Signs to provide and install 23 street signs in Phase 2 in the amount of \$2,875 was approved.

Mr. Drinkwater asked if the bulkhead inspection has been done or if there is a scheduled date for that to occur. Mr. Oliver will follow-up with the District Engineer.

The installation of the fitness equipment is scheduled for the first or second week of July. The room will be painted, flooring will be installed, and new equipment installed. All of this will take two or three days, and the gym will be closed down for a long weekend. The residents will be informed this is coming up via e-blast, and a sign will be put on the door announcing the upcoming closure.

The parked lot is scheduled to be seal-coated and re-stripped on June 20-21. Staff will alert residents and ensure the Phase 2 pool is open both days.

Ms. Drinkwater would like to get the status regarding the dip in the basketball court and getting that repaired. Staff is working with Premier Tennis now, and they do have a proposal but no start date at this time. Premier Tennis is prepared to address the low area in the court.

Mr. Payne asked if the lights at the Phase 2 basketball courts are still out. Mr. Fagan will check with Dave.

Ms. Drinkwater asked about the status of the irrigation coverage in the front. The lack of irrigation is causing a deterioration of the sod in an area coming into the community. Yellowstone will get that fixed at their cost.

Ms. Drinkwater asked about the status of the fence and whether it was the CDD's or not. It was determined the white fence is the property of the CDD. In question is the ownership and maintenance responsibility for an area between resident-installed fence and white vinyl fence. The District Engineer and Dave will determine if the white fence serves a useful function.

Mr. Payne asked if the marquee sign could have information on both sides. An additional panel would have to be added. Mr. Fagan stated he would ask Sundancer Signs for input while they are on site for street sign repairs and possibly provide a proposal.

Ms. Little asked if Austin Outdoor could provide their own report of completed items each month instead of having Dave put it in his report. She also asked that a projected completion date be reported for projects that are pending.

**EIGHTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Walters had no action items to report. Mr. Walters stated we have been getting some pointed public records requests from an anonymous requester. This request is going to every single District in the state. One of the requests is for the emails to all the supervisors. This is a reminder to the supervisors that if you get anything from someone that looks like public records request, please forward it to Mr. Oliver or to Mr. Walters, and they will take care of it.

**B. Engineer**

There was no report.

**C. Manager**

There was no report.

**D. Operations Manager****1. Report**

The report is located in the agenda package under Section VIII-D-1.

**2. Action Items**

The report is located in the agenda package under Section VIII-D-2.

**3. Sign Proposals**

The proposals are located in the agenda package under Section VIII-D-3 and have already been discussed and voted on.

**E. Amenity Manager**

Ms. Sargent presented her report, which is located in the agenda package.

The pool monitor gave a brief report. Several people have been admonished for bringing alcohol to the pool area. Possible repercussion for violating this policy is suspension of their pool privileges. There has also been a problem of non-swimming children not being within an arm's length of an adult. Mr. Walters stated there are Districts that administer a swim test for children who are a certain age or under that want to be unaccompanied by a parent at the pool while swimming.

Ms. Sargent stated she has had pushback from people who have vapor cigarettes. The policies can be revised to expand the smoking prohibition to include the banning of e-cigarettes/vape cigarettes at CDD facilities.

On MOTION by Ms. Drinkwater seconded by Mr. Hill with all in favor to revise the policies to prohibit e-cigarettes and vape cigarettes at CDD facilities was approved.

Counsel will draft the appropriate language.

Mr. Payne asked that consideration be given to broaden the options for food trucks, i.e., a seafood truck, vegetarian, etc.

**NINTH ORDER OF BUSINESS**  
**Supervisor's Requests**

**Supervisor's Requests/Audience Comments**

There were no supervisor requests.

**Audience Comments**

An audience member had some questions about the budget for project work. Mr. Fagan stated there is no additional fee for additional workers on site unless it is project work that has been approved.

In response to a question from Ms. Little, Mr. Fagen stated anyone that is on staff and fulfilling our contract is drug screened and background checked.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

Mr. Oliver stated this information is as of April 30, 2016, and there are no unusual variances.

**B. Check Register**

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

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

**C. Assessment Receipt Schedule**

Mr. Oliver stated you are 100% collected.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting, July 13, 2016 at  
6:30 p.m. at Phase 2 Amenity Center.**

Ms. Drinkwater stated our next scheduled meeting is July 13, 2016 at 6:30 p.m.

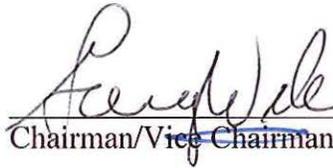
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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



Secretary/Assistant Secretary



Chairman/Vice Chairman