

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, September 11, 2019 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
Meredith Payne	Vice Chairman
Barbara Little	Supervisor
Chuck Dicey	Supervisor
Terrence Roese	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel
Jim Masters	Vesta/Amenity Services Group
Kathy Sargent	Vesta/Amenity Services Group
Carol Novak	Vesta/Amenity Services Group
Garrett Cannady	Yellowstone
Alton Chamberlain	Resident
Richard Graffius	Resident
Residents	

The following is a summary of the actions taken at the September 11, 2019 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. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 10, 2019 Meeting and August 12, 2019 Special Meeting

Mr. Payne stated on Page 1, of the July 10, 2019 meeting minutes, Mr. Williams called the meeting to order and asked if Ms. Novak was trying to get a trainer for a teen exercise class. Ms. Novak confirmed Ms. Sargent was working on coordinating a fitness class for teens. Nothing was finalized.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the Minutes of the July 10, 2019 Meeting were approved as amended.

There were no corrections to the August 12, 2019 special meeting minutes.

On MOTION by Ms. Little seconded by Mr. Dicey with all in favor the Minutes of the August 12, 2019 Special Meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2019-07, Setting a Public Hearing to Adopt the Revised Rules of Procedure

Mr. Walters stated the revised Rules of Procedure, brief memorandum from the attorney explaining significant changes and resolution setting the public hearing, were included in the agenda package. The public hearing will be held in November. The rules government govern District operations, procurement, etc. based on the Statute and were revised every four to five years.

Mr. Williams asked if it was mailed out to all residents. Mr. Walters stated it was on the District's website.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor Resolution 2019-07, Setting a Public Hearing to Adopt the Revised Rules of Procedure for November 13, 2019 at 6:30 p.m. at this location was adopted.

FIFTH ORDER OF BUSINESS

Update Regarding CR 2209 Construction and Adjacent Properties and Rights of Way

Mr. Masters reported the contract was signed and the District submitted the permits for the entry monument sign to Dicky Smith Company (DSC). DSC ordered the materials. Mr. Williams questioned the start date. Mr. Masters confirmed the start date was 120 days after the permits were filed, but DSC anticipated early delivery. Mr. Williams voiced concern that 120 days from today was January and the Board wanted to complete the entryway before CR 2209

opened in December. Mr. Matters explained it took longer than expected to receive the permit and DSC was pushing to complete the work before the road opened. Mr. Roese asked if the timeline changed. Mr. Masters stated the road was slated to open on December 16.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Construction/Installation of Phase 2 Landscape Features (to complement signage at Phase 2 entry at CR 2209)

Mr. Masters introduced Garrett Cannady with Yellowstone who provided a rendering for landscaping around the new monument and the following options were discussed:

1. Placing Jasmine or low-profile plants at the end of the median and around the monument.
2. Clearing the brush and placing zoysia sod to level out the sidewalk on the north and south side of the median, cleaning up the bushes and planting viburnum hedges in the front, versus the back for a cleaner look and a natural hedge along the basketball court to block loose basketballs.

The Board addressed the following:

- Mr. Dacey questioned the amount of sod, 115 pallets for Option 1 versus 116 pallets for Option 2. Mr. Masters explained one option had sod going to the monument and the other option was for sod around the monument. If there was ivy, there was no need for the additional pallet of sod.
- Mr. Roese asked if there could be trees in these areas. Mr. Cannady stated trees could not be placed on the east side of the monument, but there could be trees on the west side. Trees would cost \$1,000 per tree plus labor.
- Mr. Payne asked if there was a cost difference. Mr. Williams replied no; one option was \$17,120 and the other was \$17,132. The \$17,120 included grass to the monument and the \$17,132 included sod and Jasmine.
- Mr. Roese preferred Jasmine, which was heartier than sod and provided a clean look. Mr. Williams agreed. It provided for less maintenance.
- Mr. Williams asked if it was viable to place Jasmine throughout the island instead of sod. Mr. Cannady stated it must still be irrigated but required less water. There

was a growing period of a year, but once it was matured and maintained, it would have a shapeable look.

- Ms. Little preferred stones. Mr. Masters disagreed because it attracted weeds.
- Mr. Williams asked if the sod and plants would be placed this year. Mr. Masters recommended waiting for the monument.
- Mr. Payne voiced concern about having different aesthetic pieces of Jasmine and sod, mowing in between and preferred either Option 2 or Jasmine throughout.
- Mr. Dicey recalled an issue with the original flowers off of CR 210. Mr. Masters stated they were annuals, which were removed.

After further discussion, Mr. Williams recommended tabling this item and having staff provide additional suggestions and an estimate for having Jasmine throughout. Mr. Cannady would provide additional renderings for sod and Jasmine, noting all materials were warranted for a year. Most issues would be during the first six months. There was Board consensus.

SEVENTH ORDER OF BUSINESS Update Regarding Landscape Matters

Mr. Masters reported Yellowstone provided a proposal to maintain the Phase 2 pond bank for an additional \$3,100 per year. Mr. Payne asked what line item this expenditure would be paid out of and Mr. Oliver replied the \$25,000 landscape contingency.

On MOTION by Mr. Williams seconded by Mr. Payne with all in favor the proposal from Yellowstone for additional pond bank maintenance in Phase 2 in a not-to-exceed amount of \$3,100 subject to District Counsel revising the Yellowstone agreement was approved.

EIGHTH ORDER OF BUSINESS Ratification of Vesta Agreements for Fiscal Year 2020 Services

Mr. Oliver stated the numbers in the agreement increased by 20%. Mr. Dicey understood pool maintenance was completed by another company. Mr. Masters stated it was a subcontractor through Vesta. Mr. Walters was surprised to hear that a subcontractor was handling the pool maintenance as it was not clear in Vesta’s contract. Discussion ensued.

On MOTION by Mr. Roese seconded by Mr. Payne with all in favor the agreements from Vesta for pool maintenance, pet waste station, field management, facility maintenance, janitorial, office administrative and special events coordinator services for Fiscal Year 2020 were ratified.

NINTH ORDER OF BUSINESS

Other Business

Mr. Roese requested quotes from insurance contractors for the HOA policies and suggested the CDD do the same for cost savings. Mr. Oliver confirmed the District currently had property, liability, and public officer coverage through Egis who specializes in governmental entities, but would gladly accept proposals.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Masters presented the Operations Manager Report, which was included in the agenda package. He was happy with Yellowstone because the neighborhood looked better. Sod was filling in and the detail work was much better. There were some issues with The Lake Doctors, due to the increased heat. The Board discussed the following:

- Mr. Dicey stated the water level in his lake went down one foot, due to the installation of the CR 2209 drainage system. Mr. Roese and Ms. Little confirmed their lakes looked normal. Mr. Masters believed the three lakes were tied into CR 2209, and would gradually come back to normal. Mr. Oliver would have the District Engineer investigate.

Mr. Masters reported the new Hammerhead purchased for the pool helped tremendously, especially with the last storm. Staff was able to get the pool re-opened quicker.

- Mr. Williams asked if the pools were closed one day a week for cleaning. Mr. Masters confirmed the Phase 1 pool was closed on Mondays and Phase 2 on Tuesdays.
- Mr. Roese asked if there was discussion about adding lights for night swimming as other communities closed their pools at 9:00 p.m. or 10:00 p.m. Mr. Williams suggested obtaining proposals. Mr. Masters could replace the pool gate sign to say, "The Pool Will Be Closed 30 Minutes Prior to Sunset." Mr. Payne proposed surveying residents on whether to have night swimming. There was Board consensus to obtain proposals and send out a resident survey.

Mr. Masters could no longer use the maintenance cart because St. Johns County required the District's maintenance cart to be street legal, which costs \$6,500 to \$8,000. This issue started when he received a ticketed for \$160. Mr. Williams stated if there was a fine, the District should pay for it. Mr. Payne asked what would happen to the old cart. Mr. Masters would trade it in.

On MOTION by Mr. Roese seconded by Mr. Payne with all in favor authorizing the Amenity Manager to purchase a street legal utility cart in a not-to-exceed amount of \$8,000 and work with Supervisor Little to review the proposals and make the final decision was approved.

Mr. Williams addressed the following:

- Switching from pine straw to mulch. Mulch washed away after two months and the quality was poor. Mr. Williams wanted to see the price difference.
- Received a recommendation from Mr. Masters to seal coat and strip the Phase 1 and Phase 2 parking lot. Irons Pavement was recommended. They did good work and their payment was much less expensive. Mr. Oliver confirmed the Phase 1 parking lot was re-sealed in April 2016.

On MOTION by Mr. Payne seconded by Mr. Roese with all in favor the proposal for seal coating and striping the Phase 1 and Phase 2 parking lots were approved.

- Requested a matrix of all items tied to the Reserve Study.

- Mr. Masters approached him about questions received from residents abutting preserve areas about dead trees. Mr. Williams stated the concept makes sense and wanted Mr. Masters to bring back a policy for the Board to approve at the next meeting. After further discussion, there was Board consensus.
- Loved the Phase I information sign. Mr. Masters explained their insurance company inspected the entire area and recommended signs around the pond. Mr. Dacey noticed people fishing and asked who would police it. Mr. Masters stated that he would.

E. Amenity Manager - Report

Ms. Sargent presented the Amenity Manager’s Report which was in the agenda package. Mr. Dacey suggested moving the Fall Festival, as November 10th was Veterans Day weekend. Mr. Williams suggested moving it to November 17th. Ms. Sargent stated aqua fitness would end at the end of this month, but the participants wanted to continue it, so there will be a Fit and Fifty class.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests/Audience Comments

Supervisor's Requests

Mr. Payne requested an update on the water fountain at the basketball court. Mr. Masters was looking into it and planned to provide prices, but there was an issue getting water out there.

Audience Comments

A resident noted there was a school hurricane makeup day.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement as of July 31, 2019

Mr. Oliver presented the July 31, 2019 Balance Sheet and Income Statement, which were included in the agenda package.

B. Assessment Receipt Schedule

Mr. Oliver reported assessment collections are over 100%.

C. Approval of Check Registers

Mr. Oliver presented the check register from July 1, 2019 through August 31, 2019 in the amount of \$169,469.81.

On MOTION by Ms. Little seconded by Mr. Roesse with all in favor the July 1, 2019 through August 31, 2019 Check Register was approved.

THIRTEENTH ORDER OF BUSINESS Organizational Matters

A. Acceptance of Resignation from Supervisor Williams

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the resignation of Gary Williams was accepted.

Mr. Williams noted it was a pleasure for him to serve in this role for many years, enjoyed living in the community for 15 years, working with the Board, staff and residents and facing interesting challenges from speeding to four-wheelers in the common areas to gnats, and construction Phase 2, the new amenity center and construction of CR 2209. Mr. Williams was sure the current Supervisors and whoever joins the Board would continue to do a good job. Mr. Payne presented a resolution of appreciation to Mr. Williams.

B. Appointment of New Supervisor to Fill the Unexpired Term of Office (11/ 22)

Mr. Oliver recalled at the meeting, the Board authorized staff to notice the vacancy and two resumes were received; one from Alton Chamberlain and the other from Richard Graffius. Each candidate introduced themselves to the Board and answered Board questions regarding their backgrounds and experience. Mr. Walters explained the process for filling vacancies. The two candidates stepped out of the room while the Board discussed the candidates. Both candidate were determined to be highly qualified.,

On MOTION by Ms. Little seconded by Mr. Roesse with all in favor the appointment of Alton Chamberlin to fill Gary Williams seat was approved.

Mr. Payne thanked the candidates for their interest. In November 2020, two seats were up for election. The Board valued Mr. Graffius' service on the Phase 1 POA. This was the first time there would be a Supervisor from Phase 2.

C. Administration of Oath to Newly Appointed Supervisor

Mr. Oliver, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Chamberlin. Mr. Oliver and Mr. Walters explained Chapter 190, the Sunshine and Public Record Laws.

D. Election of Officers, Resolution 2019-08

Mr. Oliver presented Resolution 2019-08, electing the officers. Discussion ensued and the officers of the District were:

- Chair: Meredith Payne
- Vice Chair: Barbara Little
- Assistant Secretaries: Chuck Dicey, Terrence Roese and Alton Chamberlin

On MOTION by Mr. Payne seconded by Ms. Little with all in favor electing the officers as stated above as evidenced by Resolution 2019-08 was adopted.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor Resolution 2019-08 for appreciation of Gary Williams was adopted.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – November 13, 2019 at 6:30 p.m. at Phase 2 Amenity Center

Mr. Williams stated the next meeting was on November 13, 2019 at 6:30 p.m. at this location.

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Dicey seconded by Ms. Little with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman