

*Brandy Creek  
Community Development District*

*March 1, 2023*

# *AGENDA*

# Brandy Creek Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

*District Website:* [www.BrandyCreekCDD.com](http://www.BrandyCreekCDD.com)

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February 22, 2023

Board of Supervisors  
Brandy Creek Community Development District

Dear Board Members:

The Brandy Creek Community Development District Meeting is scheduled for **Wednesday, March 1, 2023 at 6:30 p.m. at the Johns Creek Phase 2 Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Update Regarding FPL Request for Easement Rights
- IV. Organizational Matters
  - A. Appointment of New Supervisor to Fill Vacant Seat
  - B. Oath of Office for Newly Appointed Supervisor
  - C. Election of Officers, Resolution 2023-07
- V. Approval of the Minutes of the January 11, 2023 Meeting
- VI. Public Hearings to Consider
  - A. Adoption of Non-Resident User Fees and Rates, Resolution 2023-08
  - B. Adopting Revised Amenity Suspension and Termination Rules, Resolution 2023-09
- VII. Consideration of Proposals

- A. Yellowstone Landscape Services for Enhancement Improvements
  - B. Resurfacing of Tennis Court and Addition of Pickleball Lines
  - C. Commercial Fitness Products to Purchase a Climbmill/Stair Stepper for Fitness Center
  - D. Installation of Wooden Fence around Phase 1 Pool Pump Area
- VIII. Discussion of Fiscal Year 2024 Budget Process
- IX. Other Business
- X. Staff Reports
- A. Attorney
  - B. Engineer – Work Authorization No. 41 for 2023 Hourly Billing Rate Escalation
  - C. Manager
  - D. Operations Manager
    - 1. Report
    - 2. Lake Doctors Report
    - 3. Yellowstone Report
  - E. Amenity Manager - Report
- XI. Supervisor’s Requests and Audience Comments
- XII. Financial Reports
- A. Balance Sheet & Income Statement as of January 31, 2023
  - B. Assessment Receipt Schedule
  - C. Approval of Check Registers
- XIII. Next Scheduled Meeting – May 10, 2023 at 6:30 p.m. at Phase 2 Amenity Center
- XIV. Adjournment

*THIRD ORDER OF BUSINESS*

Prepared by and Return to:

Trenton Newton  
Florida Power & Light Company  
425 N. Williamson Blvd.  
Daytona Beach, Florida 32114

Affected FPL Parcel# SJ172  
Parcel ID# 026430-0260

## EASEMENT

The undersigned grantor (“**Grantor**”), in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grants and gives to Florida Power & Light Company, a Florida corporation, whose address is P.O. Box 14000, Juno Beach, Florida 33408-0420 and to its licensees, agents, successors and assigns (hereinafter the “**Grantee**”), a non-exclusive easement (hereinafter the “**Easement**”) forever solely for the construction, operation and maintenance of overhead electric utility facilities, including wires, cables and appurtenant equipment, but no poles or underground electric utility facilities, with exception of Transmission Pole BR-89 (all of the foregoing hereinafter referred to as “**Facilities**”) to be installed above grade within an easement 15 feet in width and described as follows:

See Exhibit A attached hereto and made a part hereof (the “**Easement Area**”);

together with the right and privilege from time to time to reconstruct, inspect, alter, repair, improve, enlarge, add to, change the voltage (not to exceed 115kV), as well as the nature or physical characteristics of, replace, remove or relocate the Facilities or any part of them, with all rights and privileges necessary or convenient for the full enjoyment or the use thereof for the herein described purposes, including, but not limited to, the right to cut and keep clear all trees and undergrowth and other obstructions within the Easement Area and on lands of Grantor adjoining the Easement Area that may interfere with the proper construction, operation and maintenance of such Facilities or any part of them.

Grantor, however, reserves the right and privilege to use the Easement Area for all purposes that do not interfere with Grantee’s Facilities and are not inconsistent with Grantee’s Easement rights hereunder, or as might cause a hazardous condition. Notwithstanding anything contained herein to the contrary, by the execution and delivery hereof, Grantor acknowledges and agrees that (i) Grantor’s activities shall not interfere or be inconsistent with the use, occupation, maintenance or enjoyment thereof by Grantee, or as might cause a hazardous condition; and (ii) no portion of the Easement Area shall be excavated, altered, obstructed, surfaced or paved and no building, well, irrigation system, structure, obstruction or improvement (including any improvements for recreational activities), except for the Existing Improvements (as defined below), shall be located, constructed, maintained or operated over, under, upon or across the Easement Area by Grantor, or the heirs, personal representatives, successors or assigns of Grantor without the prior written permission of Grantee, which permission shall not be unreasonably withheld. Grantor acknowledges and agrees that any

improvement, structure or alteration that interferes with or is inconsistent with the use, occupation, maintenance or enjoyment thereof by Grantee or as might cause a hazardous condition shall be a violation of this provision. However, no violation of this provision shall be deemed adverse or hostile to Grantee until such time as said violation interferes with Grantee's actual use, occupation, maintenance or enjoyment of the Easement Area and the rights granted hereunder; and until Grantee first provides written notice to Grantor of the violation(s) and Grantor fails to cure the violations complained of within thirty (30) days of such notice.

Notwithstanding the foregoing, Grantor reserves the right to and construct an irrigation system, vegetation and a fourteen -foot-high fence within the Easement Area ("**Improvements**") to remain within the Easement Area, and that in the event said Improvements are destroyed or damaged and in need of replacement, now or in the future at any time, the replacement fence and/or irrigation system, as applicable, may be installed or constructed in the same location as the respective Improvements, provided that any such replacement fence and/or irrigation system and vegetation does not exceed its existing height or expand the footprint of such Improvements' encroachment within the Easement Area as of the date hereof.

Grantor covenants that Grantor is the fee simple owner of the Easement Area, subject to all covenants, liens, encumbrances and third-party rights and/or claims of any kind, which may be of record as of this date of this instrument.

Notwithstanding any language set forth in this easement to the contrary, Grantee's use of the Easement Area is limited to the construction and maintenance of the Facilities in substantial compliance with the construction plans attached hereto as Exhibit B. Grantee shall promptly repair any damage to the Easement Area, or any adjoining lands of Grantor, caused solely and directly by Grantee, or any of its employees, agents, contractors or any party acting on behalf of Grantee, in performing any activities under the terms of this easement.

By acceptance of this easement, Grantee agrees to abide by and implement its terms.

[Signature and acknowledgement appear on following pages]

[This space is intentionally left blank]

IN WITNESS WHEREOF, the Grantor has signed and sealed this Easement on \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed, sealed and delivered in the presence of:

**GRANTOR:**

**Brandy Creek Community Development District**

\_\_\_\_\_  
Signature:  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature:  
Print Name: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF FLORIDA                    )  
  )ss:  
COUNTY OF \_\_\_\_\_            )

The foregoing instrument was acknowledged before me by means of  Physical Presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, as \_\_\_\_\_ of **Brandy Creek Community Development District** on behalf of **Brandy Creek Community Development District**

(NOTARIAL SEAL)

Notary: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of Florida  
My commission expires: \_\_\_\_\_

Personally Known **OR**  Produced Identification  
Type of Identification Produced \_\_\_\_\_



**Exhibit A**  
**Easement Area**

# EXHIBIT "A"

SKETCH OF DESCRIPTION ONLY  
NOT A BOUNDARY SURVEY

## LEGAL DESCRIPTION

A PORTION OF SECTION 19, TOWNSHIP 5 SOUTH, RANGE 28 EAST, ST. JOHNS COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SECTION 19; THENCE S02°34'09"E, ALONG THE WEST LINE OF SAID SECTION 19, A DISTANCE OF 620.81 FEET TO THE SOUTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD No. 210 WEST, PER FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) RIGHT-OF-WAY MAP SECTION 7851-251; THENCE N73°32'18"E, ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, A DISTANCE OF 379.26 FEET TO THE POINT OF BEGINNING AT THE NORTHWEST CORNER OF LAND DESCRIBED IN THE OFFICIAL RECORDS BOOK 2982, PAGE 505 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA; THENCE CONTINUE N73°32'18"E, A DISTANCE OF 382.37 FEET TO NORTHEAST CORNER OF SAID LAND; THENCE TURNING S05°40'49"E, ALONG THE EAST LINE, A DISTANCE OF 15.27 FEET; THENCE S73°32'18"W, A DISTANCE OF 382.17 FEET, TO THE WEST LINE OF SAID LAND; THENCE N06°24'07"W, ALONG SAID WEST LINE, A DISTANCE OF 15.23 FEET TO THE POINT OF BEGINNING.

CONTAINING 5,734 SQUARE FEET OR 0.132 ACRES, MORE OR LESS.

### SHEET INDEX

SHEET 1: LEGAL DESCRIPTION & NOTES  
SHEET 2: ENCUMBRANCE TABLE  
SHEET 3: SKETCH OF DESCRIPTION

### SURVEYOR'S NOTES

1. BEARINGS SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, EAST ZONE, NORTH AMERICAN DATUM OF 1983 (2011 ADJUSTMENT), DERIVING A BEARING OF N73°32'18"E ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD 210 WEST.
2. THIS SKETCH MEETS THE APPLICABLE "STANDARDS OF PRACTICE" AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN RULE 5J17.050-.052, FLORIDA ADMINISTRATIVE CODE.
3. THIS IS NOT A BOUNDARY SURVEY.
4. THE ENCUMBRANCE INFORMATION SHOWN HEREON WAS PROVIDED BY L & V ABSTRACT & TITLE SERVICES PER AN OWNERSHIP AND ENCUMBRANCE REPORT DATED 12/08/2021. THIS FIRM DID NOT PERFORM ADDITIONAL RESEARCH OF THE PUBLIC RECORD.
5. THIS SKETCH OF DESCRIPTION DOCUMENT CONSISTS OF 3 PAGES, EACH PROVIDING UNIQUE INFORMATION REGARDING THIS PROJECT, THEREFORE ALL PAGES CONSTITUTE THE "SKETCH OF DESCRIPTION".

NO.	DATE	DESCRIPTION	BY	CHK
1				
2				
3				
4				

REVISIONS

### CERTIFICATION

CERTIFIED TO: FLORIDA POWER & LIGHT COMPANY

I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED UNDER MY DIRECT SUPERVISION ON THE DATE SHOWN AND CONFORMS TO THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN THE STATE OF FLORIDA IN ACCORDANCE WITH CHAPTER 5J-17.052, FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027 FLORIDA STATUTES.

12/17/2022  
DATE

WALTER J. SMITH  
FLORIDA CERTIFICATE NO. 4807

DOCUMENT NOT VALID WITHOUT THE ELECTRONIC SIGNATURE AND SEAL OF WALTER J. SMITH  
FLORIDA PROFESSIONAL SURVEYOR AND MAPPER.



ESP Associates FL, Inc.  
518 13th Street West  
Bradenton, FL 34205  
Phone: 941-345-5451  
www.espassociates.com

PROFESSIONAL SURVEYORS AND MAPPERS  
LB. #7343

## SKETCH OF DESCRIPTION

OF  
15' WIDE UTILITY EASEMENT  
PROJECT PARCEL # SJ-172  
PARCEL ID: 0264300260  
SECTION 19, TOWNSHIP 5 SOUTH, RANGE 28 EAST  
ST. JOHNS COUNTY, FLORIDA

PREPARED FOR:  
FLORIDA POWER &  
LIGHT COMPANY

PROJECT NUMBER  
JT23.800.000

SHEET 1 OF 3

# EXHIBIT "A"

SKETCH OF DESCRIPTION ONLY  
NOT A BOUNDARY SURVEY

### ENCUMBRANCE SUMMARY TABLE

ITEM NUMBER	RECORD DOCUMENT	DOCUMENT TYPE	AFFECTS PROPOSED EASEMENT	ACTION TAKEN
1	P.B. 48, PAGE 76	PLAT BOOK	NO	NOT ON PROPERTY
2	O.R.B. 2121, PAGE 1691	CONSERVATION EASEMENT	YES	PLOTTED



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## SKETCH OF DESCRIPTION

OF

15' WIDE UTILITY EASEMENT  
PROJECT PARCEL # SJ-172

PARCEL ID: 0264300260  
SECTION 19, TOWNSHIP 5 SOUTH, RANGE 28 EAST  
ST. JOHNS COUNTY, FLORIDA

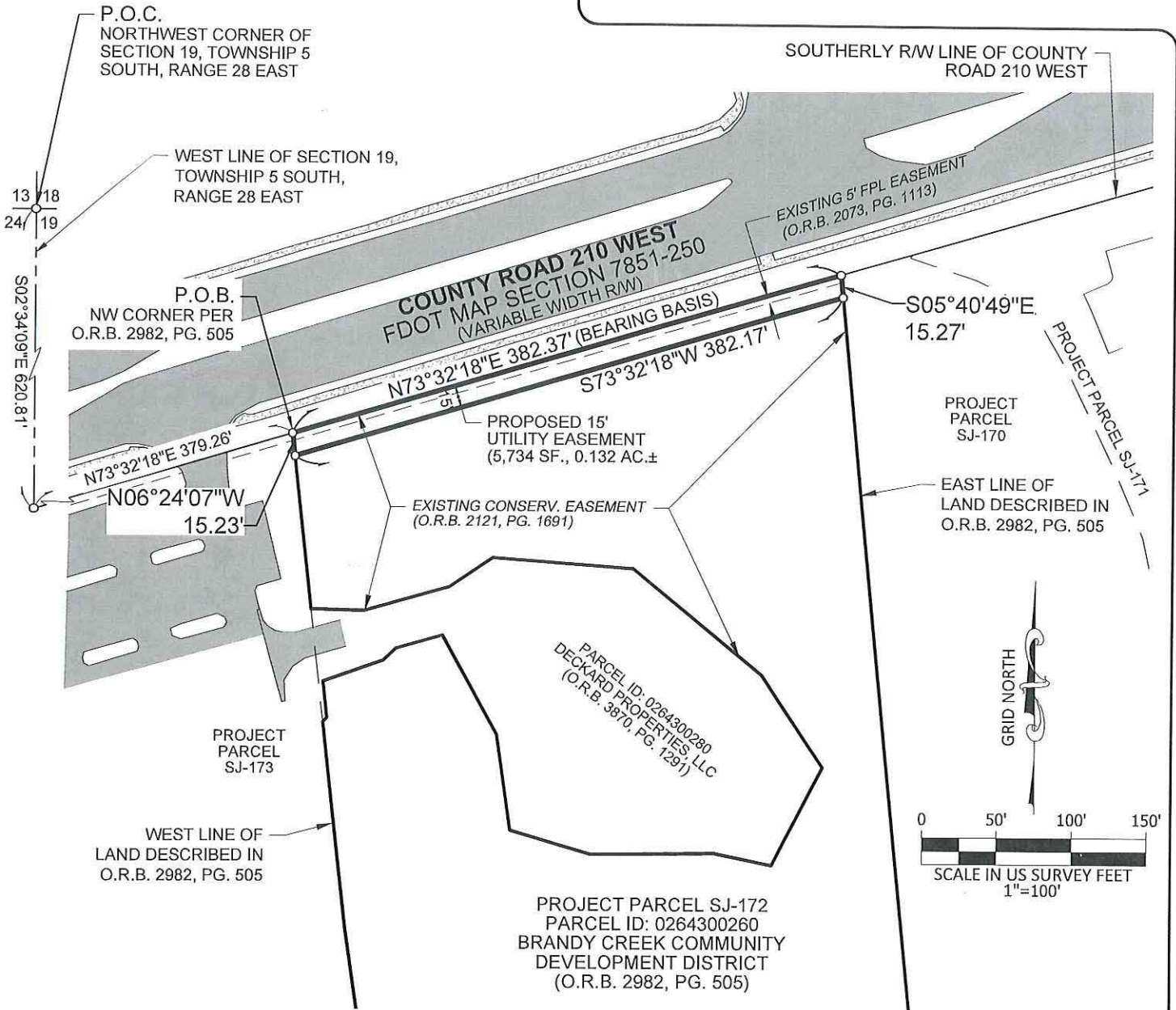
PREPARED FOR:  
FLORIDA POWER &  
LIGHT COMPANY

PROJECT NUMBER  
JT23.800.000

SHEET 2 OF 3

# EXHIBIT "A"

SKETCH OF DESCRIPTION ONLY  
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### LEGEND

○	CALCULATED POINT	L1	LINE NUMBER - SEE LINE TABLE DATA		EASEMENT BOUNDARY
⊙	(IPC) IRON PIPE & CAP FOUND	C1	CURVE NUMBER - SEE CURVE TABLE DATA		PARENT TRACT BOUNDARY
⊗	(IRC) IRON ROD & CAP FOUND	P.O.C.	POINT OF COMMENCEMENT		ADJACENT PARCEL BOUNDARY
PG	PAGE	P.O.B.	POINT OF BEGINNING		RIGHT-OF-WAY LINE
O.R.B.	OFFICIAL RECORDS BOOK	P.B.	PLAT BOOK		SECTION LINE



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Phone: 941-345-5451  
www.espassociates.com

PROFESSIONAL SURVEYORS AND MAPPERS  
LB. #7343

SKETCH OF DESCRIPTION  
OF  
15' WIDE UTILITY EASEMENT  
PROJECT PARCEL # SJ-172  
PARCEL ID: 0264300260  
SECTION 19, TOWNSHIP 5 SOUTH, RANGE 28 EAST  
ST. JOHNS COUNTY, FLORIDA

PREPARED FOR:  
FLORIDA POWER &  
LIGHT COMPANY

PROJECT NUMBER  
JT23.800.000

SHEET 3 OF 3

**Exhibit B**

**Construction Plans**

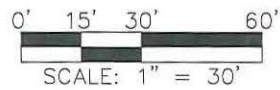
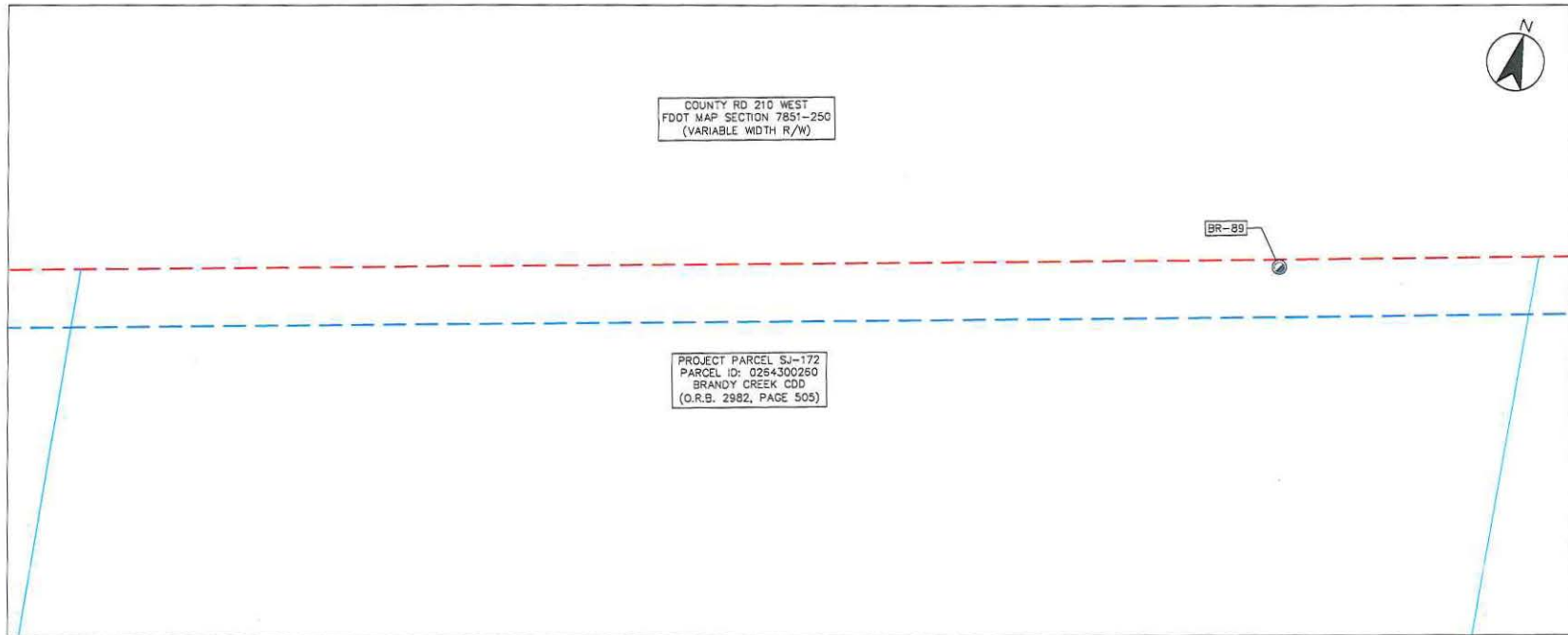
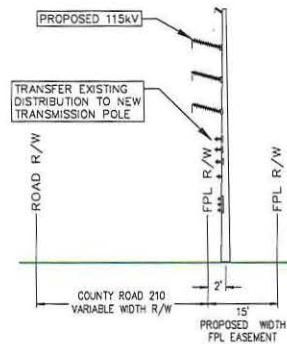


EXHIBIT "B"  
PAGE 1 OF 1



STRUCTURE BR-89  
PROPOSED CONCRETE POLE  
LOOKING EAST

LEGEND	
	PROPOSED CONCRETE POLE
	ROAD RIGHT OF WAY
	PROPERTY BOUNDARIES
	PROPOSED EASEMENT

REV	DATE	DESCRIPTION	BY	CKD	APP
2	02/22/2023	REMOVED AERIAL IMAGERY	SAT	TCP	TCP
1	01/11/2023	REMOVED EXISTING POLES	SAT	TCP	TCP

	FPL	IO #T00000028269
	LINE NAME: BROOK - RIVERTON	
	COUNTY: ST. JOHNS	
	SCOPE: BUILD NEW 115kV LINE.	
DRAWN BY: SAT		DATE: SEPTEMBER 2022
PLAN SCALE: 1" = 30'		DWG: SJ172 EXHIBIT

Prepared by and Return to:

Trenton Newton  
Florida Power & Light Company  
425 N. Williamson Blvd.  
Daytona Beach, Florida 32114

Affected FPL Parcel# SJ175  
Parcel ID# 009970-0030

## EASEMENT

The undersigned grantor (“**Grantor**”), in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grants and gives to Florida Power & Light Company, a Florida corporation, whose address is P.O. Box 14000, Juno Beach, Florida 33408-0420 and to its licensees, agents, successors and assigns (hereinafter the “**Grantee**”), a non-exclusive easement (hereinafter the “**Easement**”) forever solely for the construction, operation and maintenance of overhead electric utility facilities, including wires, cables and appurtenant equipment, but no poles or underground electric utility facilities, with exception of Transmission Pole BR-92 (all of the foregoing hereinafter referred to as “**Facilities**”) to be installed above grade within an easement 15 feet in width and described as follows:

See Exhibit A attached hereto and made a part hereof (the “**Easement Area**”);

together with the right and privilege from time to time to reconstruct, inspect, alter, repair, improve, enlarge, add to, change the voltage (not to exceed 115kV), as well as the nature or physical characteristics of, replace, remove or relocate the Facilities or any part of them, with all rights and privileges necessary or convenient for the full enjoyment or the use thereof for the herein described purposes, including, but not limited to, the right to cut and keep clear all trees and undergrowth and other obstructions within the Easement Area and on lands of Grantor adjoining the Easement Area that may interfere with the proper construction, operation and maintenance of such Facilities or any part of them..

Grantor, however, reserves the right and privilege to use the Easement Area for all purposes that do not interfere with Grantee’s Facilities and are not inconsistent with Grantee’s Easement rights hereunder, or as might cause a hazardous condition. Notwithstanding anything contained herein to the contrary, by the execution and delivery hereof, Grantor acknowledges and agrees that (i) Grantor’s activities shall not interfere or be inconsistent with the use, occupation, maintenance or enjoyment thereof by Grantee, or as might cause a hazardous condition; and (ii) no portion of the Easement Area shall be excavated, altered, obstructed, surfaced or paved and no building, well, irrigation system, structure, obstruction or improvement (including any improvements for recreational activities), except for the Existing Improvements (as defined below), shall be located, constructed, maintained or operated over, under, upon or across the Easement Area by Grantor, or the heirs, personal representatives, successors or assigns of Grantor without the prior written permission of Grantee, which permission shall not be unreasonably withheld. Grantor acknowledges and agrees that any

improvement, structure or alteration that interferes with or is inconsistent with the use, occupation, maintenance or enjoyment thereof by Grantee or as might cause a hazardous condition shall be a violation of this provision. However, no violation of this provision shall be deemed adverse or hostile to Grantee until such time as said violation interferes with Grantee's actual use, occupation, maintenance or enjoyment of the Easement Area and the rights granted hereunder; and until Grantee first provides written notice to Grantor of the violation(s) and Grantor fails to cure the violations complained of within thirty (30) days of such notice.

Notwithstanding the foregoing, Grantor reserves the right to keep its existing primary wall, monument sign, irrigation system and vegetation with the exception of its palm trees on the eastside and westside of Nature Walk Parkway located within the Easement Area as of the date hereof (collectively the "**Existing Improvements**") to remain within the Easement Area, and that in the event the Existing Improvements are destroyed or damaged and in need of replacement, now or in the future at any time, the replacement primary wall, monument sign, fence and/or irrigation system, as applicable, may be installed or constructed in the same location as the respective Existing Improvements, provided that any such replacement fence and/or irrigation system and vegetation does not exceed its existing height or expand the footprint of such Existing Improvements' encroachment within the Easement Area as of the date hereof.

Grantor covenants that Grantor is the fee simple owner of the Easement Area, subject to all covenants, liens, encumbrances and third-party rights and/or claims of any kind, which may be of record as of this date of this instrument.

Notwithstanding any language set forth in this easement to the contrary, Grantee's use of the Easement Area is limited to the construction and maintenance of the Facilities in substantial compliance with the construction plans attached hereto as Exhibit B. Grantee shall promptly repair any damage to the Easement Area, or any adjoining lands of Grantor, caused solely and directly by Grantee, or any of its employees, agents, contractors or any party acting on behalf of Grantee, in performing any activities under the terms of this easement.

By acceptance of this easement, Grantee agrees to abide by and implement its terms.

[Signature and acknowledgement appear on following pages]  
[This space is intentionally left blank]



IN WITNESS WHEREOF, the Grantor has signed and sealed this Easement on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed, sealed and delivered in the presence of:

**GRANTOR:**

**Brandy Creek Community Development District**

\_\_\_\_\_  
Signature:  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature:  
Print Name: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF FLORIDA                    )  
  )ss:  
COUNTY OF \_\_\_\_\_            )

The foregoing instrument was acknowledged before me by means of  Physical Presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, as \_\_\_\_\_ of **Brandy Creek Community Development District** on behalf of **Brandy Creek Community Development District**

(NOTARIAL SEAL)

Notary: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public, State of Florida  
My commission expires: \_\_\_\_\_

Personally Known **OR**  Produced Identification  
Type of Identification Produced \_\_\_\_\_

**Exhibit A**

**Easement Area**

# EXHIBIT "A"

SKETCH OF DESCRIPTION ONLY  
NOT A BOUNDARY SURVEY

## LEGAL DESCRIPTION

A PORTION OF SECTION 24 TOWNSHIP 5 SOUTH, RANGE 28 EAST, ST. JOHNS COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**EASEMENT "A":** COMMENCE AT THE NORTHEAST CORNER OF SECTION 24; THENCE S02°34'09"E, ALONG THE EAST LINE OF SAID SECTION 24, A DISTANCE OF 594.51 FEET TO THE FORMER SOUTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD No. 210 WEST, PER FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) RIGHT-OF-WAY MAP SECTION 7851-251; THENCE S73°30'56"W, ALONG SAID FORMER SOUTH RIGHT-OF-WAY LINE, A DISTANCE OF 80.61 FEET; THENCE TURNING S16°27'13"E, A DISTANCE OF 25.00 FEET TO THE EXISTING SOUTHERLY RIGHT-OF-WAY LINE OF LINE OF COUNTY ROAD No. 210 WEST AND THE NORTHEAST CORNER OF OF LAND DESCRIBED IN OFFICIAL RECORD BOOK 2800, PAGE 308 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA; THENCE S28°32'18"W, ALONG THE EAST LINE, A DISTANCE OF 7.07 FEET TO THE SOUTH LINE OF AND EXISTING FLORIDA POWER AND LIGHT (FPL) EASEMENT PER OFFICIAL RECORD BOOK 2073, PAGE 1113 OF THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY, FLORIDA AND BEING THE POINT OF BEGINNING; THENCE S28°32'18"W, ALONG SAID EAST LINE, A DISTANCE OF 14.14 FEET; THENCE S73°32'18"W, A DISTANCE OF 50.89 FEET TO THE WEST LINE OF SAID LAND AND AT THE BEGINNING OF A CURVE; THENCE ALONG SAID CURVE TURNING TO THE RIGHT HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 29°33'05", AND WHOSE CHORD BEARS N21°53'34"E, A DISTANCE OF 12.75 FEET TO SAID SOUTH LINE OF (FPL) EASEMENT; THENCE N73°32'18"E, ALONG SAID SOUTH LINE, A DISTANCE OF 52.98 FEET TO THE POINT OF BEGINNING. CONTAINING 526 SQUARE FEET OR 0.012 ACRES, MORE OR LESS.

**TOGETHER WITH EASEMENT "B":** COMMENCE AT THE NORTHEAST CORNER OF SECTION 24; THENCE S02°34'09"E, ALONG THE EAST LINE OF SAID SECTION 24, A DISTANCE OF 594.51 FEET TO THE FORMER SOUTHERLY RIGHT-OF-WAY LINE OF COUNTY ROAD NO. 210 WEST, PER FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) RIGHT-OF-WAY MAP SECTION 7851-251; THENCE S73°30'56"W, ALONG SAID FORMER SOUTH RIGHT-OF-WAY LINE, A DISTANCE OF 358.11 FEET; THENCE TURNING S16°27'42"E, A DISTANCE OF 30.00 TO THE SOUTH LINE OF AND EXISTING FLORIDA POWER AND LIGHT (FPL) EASEMENT PER OFFICIAL RECORD BOOK 2073, PAGE 1113 OF THE OFFICIAL RECORD BOOKS OF ST. JOHNS COUNTY, FLORIDA AND BEING THE POINT OF BEGINNING; THENCE N73°32'18"E, ALONG SAID SOUTH LINE, A DISTANCE OF 99.52 FEET TO THE EAST LINE OF LAND DESCRIBED IN OFFICIAL RECORD BOOK 2800, PAGE 308 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, AND TO THE BEGINNING OF THE WEST RIGHT-OF-WAY LINE OF NATURE WALK PARKWAY AND AT THE BEGINNING OF A CURVE; THENCE ALONG SAID WEST RIGHT-OF-WAY LINE AND CURVE TURNING TO THE RIGHT HAVING A RADIUS OF 25.00 FEET, A CENTRAL ANGLE OF 29°33'03", AND WHOSE CHORD BEARS S54°48'59"E, A DISTANCE OF 12.75 FEET; THENCE TURNING S73°32'18"W, A DISTANCE OF 40.15 FEET TO THE WEST LINE OF SAID LAND; THENCE N61°27'42"W, ALONG SAID WEST LINE, A DISTANCE OF 9.86 FEET; THENCE S73°15'36"W, A DISTANCE OF 60.31 FEET; THENCE N16°27'42"W, A DISTANCE OF 3.32 FEET TO THE POINT OF BEGINNING. CONTAINING 606 SQUARE FEET OR 0.014 ACRES, MORE OR LESS.

### SHEET INDEX

SHEET 1: LEGAL DESCRIPTION & NOTES  
SHEET 2: ENCUMBRANCE TABLE  
SHEET 3: SKETCH OF DESCRIPTION

### AREA TABLE

EASEMENT	SQUARE FEET	ACRES
A	526	0.012
B	606	0.014
TOTAL	1,132	0.026

NO.	DATE	DESCRIPTION	BY	CHK
1				
2				
3				
4				

REVISIONS

### SURVEYOR'S NOTES

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### CERTIFICATION

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12/19/2022  
DATE

WALTER J. SMITH  
FLORIDA CERTIFICATE NO. 4807

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FLORIDA PROFESSIONAL SURVEYOR AND MAPPER.



ESP Associates FL, Inc.  
518 13th Street West  
Bradenton, FL 34205  
Phone: 941-345-5451  
www.espassociates.com

PROFESSIONAL SURVEYORS AND MAPPERS  
LB. #7343

SKETCH OF DESCRIPTION  
OF  
VARIABLE WIDTH UTILITY EASEMENT  
PROJECT PARCEL # SJ-175  
PARCEL ID: 0099700030  
SECTION 24, TOWNSHIP 5 SOUTH, RANGE 28 EAST  
ST. JOHNS COUNTY, FLORIDA

PREPARED FOR:  
FLORIDA POWER &  
LIGHT COMPANY

PROJECT NUMBER  
JT23.800.000

SHEET 1 OF 3

# EXHIBIT "A"

SKETCH OF DESCRIPTION ONLY  
NOT A BOUNDARY SURVEY

## ENCUMBRANCE SUMMARY TABLE

ITEM NUMBER	RECORD DOCUMENT	DOCUMENT TYPE	AFFECTS PROPOSED EASEMENT	ACTION TAKEN
1	O.R.B. 1793, PAGE 1729	DEVELOPMENT AND IMPACT FEE AGREEMENT	NO	NOT ON PROPERTY
2	O.R.B. 2073, PAGE 1113	FPL EASEMENT	YES	PLOTTED
3	O.R.B. 2073, PAGE 1118	FPL EASEMENT	YES	PLOTTED
4	O.R.B. 2121, PAGE 1691	CONSERVATION EASEMENT	NO	NOT ON PROPERTY
5	O.R.B. 2848, PAGE 959	PARTIAL RELEASE OF AND AMENDMENT TO CONSERVATION EASEMENT	NO	NOT ON PROPERTY

### EASEMENT "A"

LINE TABLE		
LINE #	BEARING	LENGTH
L1	S16°27'13"E	25.00'
L2	S28°32'18"W	7.07'
L3	S28°32'18"W	14.14'
L4	S73°32'18"W	50.89'
L5	N73°32'18"E	52.98'

### EASEMENT "A"

CURVE TABLE					
CURVE #	RADIUS	CENTRAL ANGLE	LENGTH	BEARING	CHORD
C1	25.00'	029°33'05"	12.89'	N21°53'34"E	12.75'

### EASEMENT "B"

LINE TABLE		
LINE #	BEARING	LENGTH
L6	S16°27'42"E	30.00'
L7	N73°32'18"E	99.52'
L8	S73°32'18"W	40.15'
L9	N61°27'42"W	9.86'
L10	S73°15'36"W	60.31'
L11	N16°27'42"W	3.32'

### EASEMENT "B"

CURVE TABLE					
CURVE #	RADIUS	CENTRAL ANGLE	LENGTH	BEARING	CHORD
C2	25.00'	029°33'03"	12.89'	S54°48'59"E	12.75'



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SHEET 2 OF 3

# EXHIBIT "A"

SKETCH OF DESCRIPTION ONLY  
NOT A BOUNDARY SURVEY

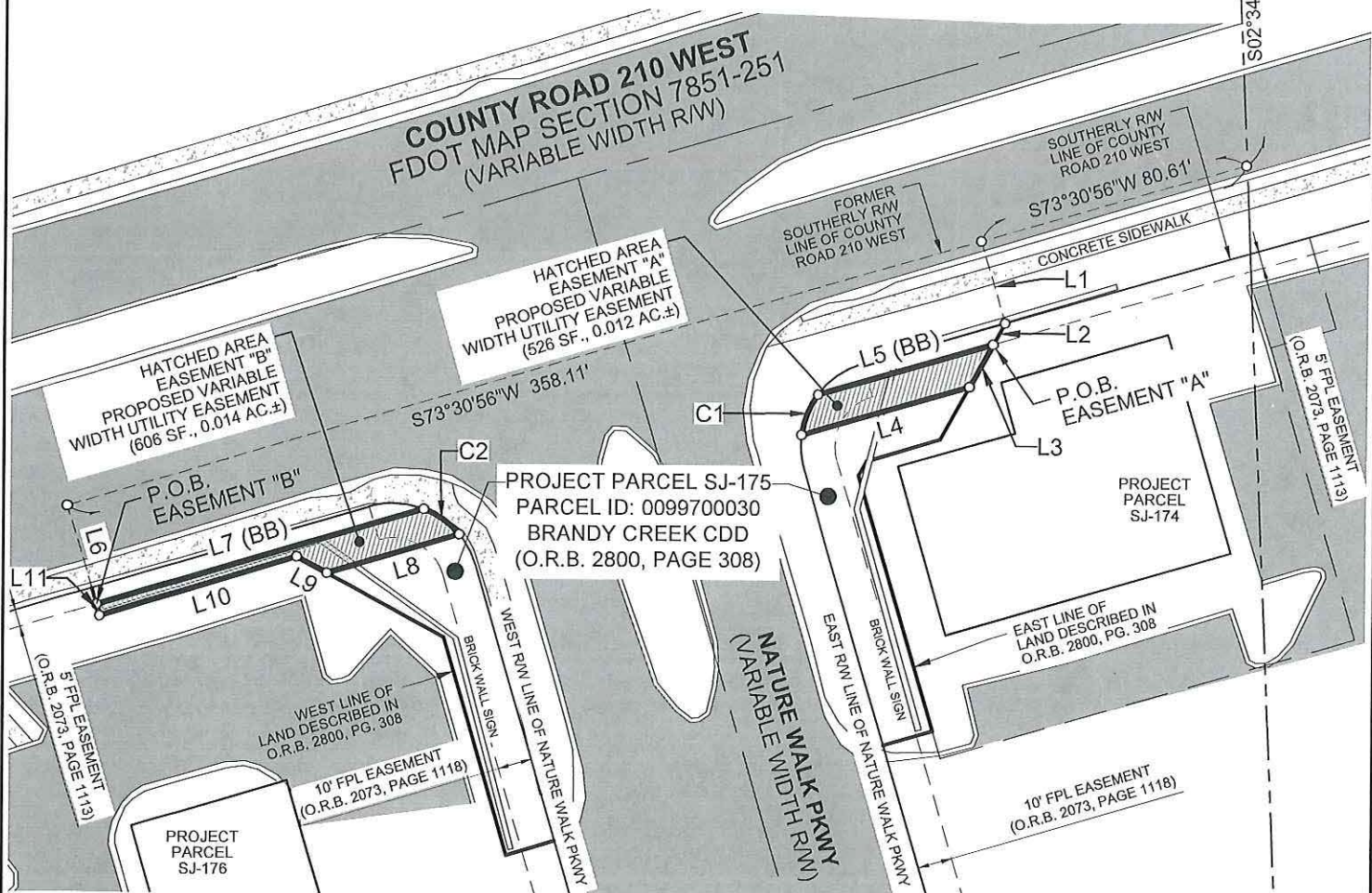


NOTE: SEE PAGE 2 OF 3 FOR LINE AND CURVE TABLE

P.O.C.  
EASEMENT "A" AND "B"  
NORTHEAST CORNER OF  
SECTION 24, TOWNSHIP 5  
SOUTH, RANGE 28 EAST

EAST LINE OF SECTION 24,  
TOWNSHIP 5 SOUTH,  
RANGE 28 EAST

13 18  
24 29  
S02°34'09"E 594.51'



LEGEND			
○	CALCULATED POINT	L1	LINE NUMBER - SEE LINE TABLE DATA
●	(IPC) IRON PIPE & CAP FOUND	C1	CURVE NUMBER - SEE CURVE TABLE DATA
⊗	(IRC) IRON ROD & CAP FOUND	P.O.C.	POINT OF COMMENCEMENT
(BB)	BEARING BASIS	P.O.B.	POINT OF BEGINNING
O.R.B.	OFFICIAL RECORDS BOOK	R/W	RIGHT-OF-WAY
—	EASEMENT BOUNDARY	—	PARENT TRACT BOUNDARY
—	ADJACENT PARCEL BOUNDARY	—	RIGHT-OF-WAY LINE
—	SECTION LINE		

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SKETCH OF DESCRIPTION  
OF  
VARIABLE WIDTH UTILITY EASEMENT  
PROJECT PARCEL # SJ-175  
PARCEL ID: 0099700030  
SECTION 24, TOWNSHIP 5 SOUTH, RANGE 28 EAST  
ST. JOHNS COUNTY, FLORIDA

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FLORIDA POWER &  
LIGHT COMPANY

PROJECT NUMBER  
JT23.800.000

SHEET 3 OF 3

**Exhibit B**

**Construction Plans**

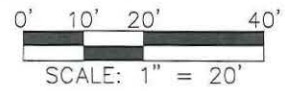


COUNTY RD 210 WEST  
 FDOT MAP SECTION 7851-251  
 (VARIABLE WIDTH R/W)

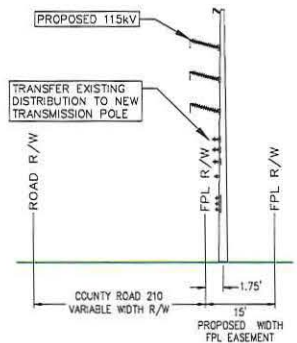
BR-92  
 TO BE REMOVED

PROJECT PARCEL SJ-175  
 PARCEL ID: 0099700030  
 BRANDY CREEK CDD  
 (O.R.B. 2800, PAGE 308)

NATURE WALK PKWY  
 (VARIABLE WIDTH R/W)



**EXHIBIT "B"**  
**PAGE 1 OF 1**



STRUCTURE BR-92  
 PROPOSED CONCRETE POLE  
 LOOKING EAST

**LEGEND**

- EXISTING DISTR. POLE
- PROPOSED CONCRETE POLE
- ROAD RIGHT OF WAY
- PROPERTY BOUNDARIES
- PROPOSED EASEMENT

REV	DATE	DESCRIPTION	BY	CHKD	APP
2	02/22/2023	REMOVED AERIAL IMAGERY	SAT	TCP	TCP
1	01/11/2023	STRUCTURE MOVED DUE TO UNDERGROUND CONFLICT	SAT	TCP	TCP

FPL	IO #T00000028269
LINE NAME: BROOK - RIVERTON	
COUNTY: ST. JOHNS	
SCOPE: BUILD NEW 115kV LINE.	
DRAWN BY: SAT	DATE: SEPTEMBER 2022
PLAN SCALE: 1" = 20'	DWG: SJ175 EXHIBIT



*FOURTH ORDER OF BUSINESS*



*A.*

January 22, 2023

Chuck Dicey is excited at the prospect of rejoining the Brandy Creek Community Development District (CDD) team in the role of Supervisor for Seat 1. He has demonstrated competencies required for this position in leadership positions across both the private sector as well as Property Owners Association (POA) roles in Johns Creek of St. Johns County.

Chuck benefits from 42 years working with Bechtel Power Corporation, the largest construction company in the United States. During this time, he was able to successfully work his way up from an entry-level position to Engineering Supervisor responsible for the design and construction of Nuclear and Fossil Power Plants, supervision of 45+ engineers and budgets in excess of \$2+ million. These experiences provide Chuck with comprehensive knowledge of design, procurement and construction activities as well as applying Federal, State and local codes and standards. In addition, Chuck has demonstrated mastery of budgets, problems and resolutions, adaptability, and full understanding of how pieces go together to understand the big picture.

After professional retirement over ten years ago, Chuck and his lovely wife Cindy chose to live in the Northeast Florida area and moved to beautiful Johns Creek where they have become very active within the community. Chuck has previously served On the CDD Board for 4 years, Johns Creek Phase I Property Owners Association and has previously held successful tenures as Chairman of the Enforcement Committee , Vice President, President and Architectural Committee. During that period, he is proud to have established and maintained the community budgets.

As CDD supervisor, Mr. Dicey looks forward to supporting the other elected board members; his focus will be on maintaining the already high-quality of the Brandy Creek CDD community properties, adherence to Florida statutes, the Florida Sunshine Amendment, and paramount ethical standards. Collectively, Chuck's combination of public exposure, leadership, and detailed engineering and construction experience provides a unique skillset which would directly benefit the performance of duties as CDD Supervisor.

*Chuck Dicey*

**THOMAS F. METYCH**  
2100 Thorn Hollow Ct.  
Saint Augustine, Florida 32092  
Cell: 386-546-7634  
t.f.metych@gmail.com

### **OBJECTIVE**

Seeking a position to fill the vacancy of Community Development District Board 1 seat within the Brandy Creek Community.

### **SUMMARY OF QUALIFICATIONS**

Over 24 years of supervisory experience in the functions of Personnel and Logistics Management and 8 years of Loss Prevention; solid problem-solving skills with the ability to independently use professional judgment when no specific guideline exists.

### **EMPLOYMENT HISTORY**

Asset Protection Manager  
Wal-Mart Inc., Starke, FL

April 2016 – November 2017

Controls the unexplained loss of merchandise and improves profitability; Supervises the Asset Protection Associate (APA) program; Provides supervision and development opportunities for associates; Monitors safety and risk controls within facility; Coordinates, completes, and oversees job-related activities and assignments for asset protection; Detects, deters, investigates, and resolves violations of company policies and criminal activities; Ensures compliance with company policies and procedures and supports company mission, values, and standards of ethics and integrity; Manages facility level training and execution of asset protection and safety functions

Asset Protection Manager  
Wal-Mart Inc., Jacksonville, FL

October 2014 – April 2016

Controls the unexplained loss of merchandise and improves profitability; Supervises the Asset Protection Associate (APA) program; Provides supervision and development opportunities for associates; Monitors safety and risk controls within facility; Coordinates, completes, and oversees job-related activities and assignments for asset protection; Detects, deters, investigates, and resolves violations of company policies and criminal activities; Ensures compliance with company policies and procedures and supports company mission, values, and standards of ethics and integrity; Manages facility level training and execution of asset protection and safety functions

Asset Protection Manager  
Wal-Mart Inc., Saint Augustine, FL

April 2012 – October 2014

Controls the unexplained loss of merchandise and improves profitability; Supervises the Asset Protection Associate (APA) program; Provides supervision and development opportunities for associates; Monitors safety and risk controls within facility; Coordinates, completes, and

**THOMAS F. METYCH**  
2100 Thorn Hollow Ct.  
Saint Augustine, Florida 32092  
Cell: 386-546-7634  
t.f.metych@gmail.com

oversees job-related activities and assignments for asset protection; Detects, deters, investigates, and resolves violations of company policies and criminal activities; Ensures compliance with company policies and procedures and supports company mission, values, and standards of ethics and integrity; Manages facility level training and execution of asset protection and safety functions

Asset Protection Associate

Wal-Mart Inc., Saint Augustine, FL

October 2010 – April 2012

Ensured policies and procedures related to the detection, apprehension, and processing of shoplifters were followed; Worked directly with management and other associates to ensure measures were in place to deter internal and external theft; Assisted management with the development of strategies for preventing shrinkage and/or accidents; Led the region with apprehensions three times over a 18 month period with a total of 229 apprehensions resulting in recovery of over \$16,000 in company assets

Human Resource Analyst

HQ, ASC, United States Army, Rock Island Arsenal, IL

April 2009-July 2010

Served as the Manpower and Force Development NCO for the Manpower and Force Management Division in the G-1 Army Sustainment Command; responsible for assisting the Chief of Manpower Division for providing combat service support capability to Warfighter's serving in combat commands in continental United States and outside the continental United States; responsible for managing Army Manpower Documentation and personnel requirements

Material Management Control Supervisor

United States Army, Fort Stewart, GA

October 2006 - April 2009

Managed and maintained over 1,800 lines of multi-class supplies valued at over \$9 million while supporting 123 customer units; Managed and maintained assigned Army equipment consisting of 42 storage containers and 25 vehicles valued at over \$1 million; Supervised a crew of 32 personnel in daily operations, including evaluation and discipline

Material Management Supervisor

United States Army, Fort Campbell, KY

June 2004 - October 2006

Managed and maintained over 7,000 lines of aviation class supplies valued at over \$29 million; supervised a crew of 10 personnel in daily operations, including evaluation and discipline; maintained 9 Unit Level Logistics Supply-Aviation computer systems

Material Management Supervisor

United States Army, Fort Bliss, TX

June 2002 - June 2004

**THOMAS F. METYCH**  
2100 Thorn Hollow Ct.  
Saint Augustine, Florida 32092  
Cell: 386-546-7634  
t.f.metych@gmail.com

Supervised, managed, trained and evaluated 27 personnel on a daily basis; managed and maintained equipment valued in excess of \$5 million; controlled, monitored and ordered supplies for fleet of over 100 vehicles and equipment; managed and maintained the Tactical Army Maintenance Management System (TAMMS); managed and maintained over 450 lines of Prescribed Load List valued at over \$1.5 million

#### Automated Logistics Specialist

United States Army, Camp Colburn, Korea, Republic of    October 2000 - May 2002

Supervised, managed, trained and evaluated 6 personnel including 3 Korean local nationals on a daily basis; managed and maintained equipment valued in excess of \$3.5 million; controlled, monitored and ordered supplies for fleet of over 146 vehicles and equipment; managed and maintained the Tactical Army Maintenance Management System (TAMMS); managed and maintained over 350 lines of Prescribed Load List valued at over \$2 million; managed and controlled inventory documents and material control

#### **EDUCATION**

- Certificate, Wicklander-Zulawski Interview and Interrogation Techniques, MacClenny, FL, 2015
- Pursuing Associate of Arts, Business Management, Grantham University, St. Louis, MO, 2015
- Certificate, Automated Logistical Management Basic Supervisor Course, United States Army, Fort Lee, VA, 2002
- Certificate, Standard Army Maintenance System Course, United States Army, Camp Humphreys, Korea, Republic of, 2001
- Certificate, Unit Level Logistics System-Ground Course, United States Army, Camp Colburn, Korea, Republic of, 2001
- Certificate, Standard Army Maintenance System-Enhanced Managers Course, United States Army, Fort Lee, VA, 2000
- Certificate, Primary Leadership Development Course, United States Army, Schofield Barracks, HI, 1997
- Certificate, Material Storage and Handling Specialist Advanced Course, United States Army, Fort Leonard Wood, MO, 1990

*C.*

**RESOLUTION 2023-07**

**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 March 1, 2023 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
<u>James Oliver</u>	Secretary
<u>James Oliver</u>	Treasurer
<u>Howard McGaffney</u>	Assistant Treasurer(s)
<u>Marilee Giles</u>	
<u>Daniel Laughlin</u>	
<u>Darrin Mossing</u>	
<u>Marilee Giles</u>	Assistant Secretary(s)
<u>Howard McGaffney</u>	
<u>Daniel Laughlin</u>	
<u>Darrin Mossing</u>	
_____	
_____	
_____	

**PASSED AND ADOPTED THIS 1ST DAY OF MARCH, 2023.**

\_\_\_\_\_  
Chairman / Vice Chairman

\_\_\_\_\_  
Secretary / Assistant Secretary

*FIFTH ORDER OF BUSINESS*



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 Tuesday, January 11, 2023 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:

Meredith Payne	Chairman
Barbara Little	Vice Chairperson
Clarence Blalock	Supervisor
Shawn Jolly	Supervisor
Alton Chamberlain <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager
Mike Eckert	District Counsel
Jim Masters	Vesta/Amenity Services Group
Jennifer Meadows	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group

*The following is a summary of the discussions and actions taken at the January 11, 2023 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Payne 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 December 6, 2022 Meeting**

Mr. Payne questioned the statement on Page 8, “*Mr. Masters asked the developer to remove their trees before the storm.*” Mr. Masters clarified that they removed CDD trees. This correction would be incorporated.

On MOTION by Mr. Blalock seconded by Ms. Little with all in favor the Minutes of the December 6, 2022 Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Update Regarding FPL Request for Easement Rights**

Mr. Masters spoke with Mr. Robert Yerkes of Foerster, Isaac & Yerkes, the eminent domain attorney, yesterday. They did not receive anything from Florida, Power & Light (FPL), due to the holidays and no decision was made on the pole between the monument and the sidewalk. They should have information by the end of this month. Mr. Payne requested that this item continue to be on future agendas.

**FIFTH ORDER OF BUSINESS**

**Resolutions to Set Public Hearings to Consider**

**A. Resolution 2023-05, Resetting Public Hearing Date on Non-Resident User Fees and Rates**

Mr. Eckert recalled that this public hearing was previously scheduled for the meeting that was cancelled and the Board decided at the last Board meeting to combine this public hearing with the suspension rule hearing in order to run one notice. Mr. Masters noted that the next meeting was on March 1, 2023.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor Resolution 2023-05 Resetting the Public Hearing Date on the Non-Resident User Fees and Rates for March 1, 2023 at 6:30 p.m. at this location was adopted.

**B. Resolution 2023-06, Setting Hearing on Revised Amenity Suspension and Termination Rates**

On MOTION by Mr. Payne seconded by Ms. Little with all in favor Resolution 2023-06 Setting the Hearing on the Revised Amenity Suspension and Termination Rates for March 1, 2023 at 6:30 p.m. at this location was adopted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Yellowstone**

Mr. Masters recalled at the December 6<sup>th</sup> meeting, there was discussion about Yellowstone and Poolsure. At that point, he was negotiating with both companies for better prices. Yellowstone originally requested a 4% increase for 2023, but Mr. Masters was able to decrease it to 3%, but no lower. Starting this month, their monthly cost would increase from \$10,536 to \$10,854. Mr. Masters was happy with Yellowstone as they did a good job and were responsive. Mr. Payne recalled discussion regarding the increases and felt that decreasing from 4% to 3% was reasonable. Mr. Oliver pointed out that with the increase, the District was under budget as the total contract amount was \$130,248 and the budget was \$132,700.

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the proposal with Yellowstone Landscape with a 3% increase effective January 1, 2023 in the amount of \$10,854 per month or \$130,248 per year was approved.

**B. Poolsure**

Mr. Masters stated that Poolsure, the District’s pool chemical supplier, proposed a 25% increase for this year. In speaking with other Vesta employees, this increase was similar to other pool chemical suppliers. Along with the chemicals, Poolsure provided troubleshooting with skimmer pump and controller issues. Next year, Mr. Masters suggested looking at ways to save the District money on chemicals. There would be a monthly increase from \$1,113.75 to \$1,392.14. Mr. Payne asked if Poolsure had a stronghold on this service and whether there were other companies that they could consider. Mr. Masters stated there were other companies that billed for what was ordered. Mr. Payne liked Mr. Masters suggestion to evaluate for savings and questioned whether this item was in budget. Mr. Oliver confirmed that it was over budget.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the proposal with Poolsure for pool chemical services with a 25% increase in the amount of \$1,392.14 per month or \$16,714.80 per year was approved.

### **C. Chaise Loungers**

Mr. Masters recalled that the pool furniture was discussed several times and last year, straps on many chairs were replaced in-house. He suggested outsourcing the re-strapping of 30 chaise lounges for Phase 1 and Phase 2 and provided a proposal from Southern Breeze in the amount of \$3,750. They would replace all 36 straps. Mr. Masters would re-strap 25 to 30 pool chairs in-house. Mr. Payne questioned whether the proposal included material and labor. Mr. Masters replied affirmatively. Mr. Payne felt that Mr. Masters was conscientious in managing District funds and wondered whether the pool chairs should be outsourced with Southern Breeze. Mr. Masters felt that he could handle the chairs, save the District money and residents would be happy with the finished product. In two to three years, the Board should consider purchasing new pool equipment. Ms. Little asked if the frames needed to be painted. Mr. Masters confirmed that the frames were in good shape. Mr. Blalock felt that it was economical as new chairs would cost between \$250 and \$400 and would last awhile. Mr. Payne thanked Mr. Masters for doing the research.

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the proposal with Southern Breeze to re-strap 30 chaise loungers in the amount of \$3,750 was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion of Holiday Lighting**

Mr. Masters stated that holiday lighting cost \$1,500 to \$5,200, which was not excessive compared to other facilities and questioned whether the Board was happy with the current lights, wanted to revisit other companies or consider doing it in-house. If the Board was happy with what they currently had, it would cost \$5,000 to \$6,000 for the next three to four years. Mr. Payne recalled removing items to get the cost reduced from \$6,000 to \$5,000. Mr. Masters confirmed that the cost was reduced from \$6,000 to \$5,200 by having the contractor cut back a few areas and doing them in-house. Mr. Payne felt that having lights on top of buildings was aesthetically pleasing and that staff could string lights in the breezeway and fences to reduce the

cost. Mr. Blalock agreed with keeping costs down as much as they could by eliminating the lifts and suggested installing Christmas colored flood lights in the Palm trees. Mr. Payne felt that during the holidays, Mr. Masters and his team were creative in making the Amenity Center aesthetically pleasing and preferred that staff consider different innovations versus outsourcing. Ms. Little agreed. Mr. Jolly suggested using ground mounted lasers. Mr. Masters offered to look into it. They would only charge the District in addition what they were already doing, which was estimated to be in the \$1,200 to \$1,500 range. Mr. Payne felt that this was reasonable.

## **EIGHTH ORDER OF BUSINESS**

### **Other Business**

Mr. Blalock questioned the date of the next yard sale. Ms. Meadows believed that it was on March 25<sup>th</sup>. Mr. Blalock pointed out that residents were asking about it on Facebook. Mr. Jolly received requests from residents to paint pickleball lines on the tennis courts. Mr. Masters pointed out that resurfacing the tennis courts was necessary and they were obtaining bids, but he was waiting until the FPL matter was resolved.

Mr. Payne asked Mr. Chamberlain if he wished to continue serving in Seat 1, due to his travel constraints out of State. While Mr. Chamberlain wanted to remain a part of the community and the Board, he felt it was best to resign as he was currently a part-time resident. Mr. Blalock recommended advertising for the vacancy. Mr. Payne, Ms. Little and Mr. Jolly agreed. Mr. Payne respected Mr. Chamberlain's decision but was disappointed to see him go and thanked him for his service. Mr. Chamberlain appreciated everyone's time and effort for the community. Mr. Eckert pointed out that Mr. Chamberlain had the option for formally announce his resignation during the meeting or submit a written resignation to Mr. Oliver after the meeting. Mr. Chamberlain announced his resignation for Seat 1 effective immediately and left the meeting. Mr. Oliver would send an e-blast to residents and post on the website announcing the vacancy and requesting interested qualified residents to provide resumes and letters of interest. Mr. Payne asked if they had three months after the election to fill the seat. Mr. Eckert confirmed that the election was on November 8<sup>th</sup> and there was 90 days to fill the date. If they met in February, they would be in compliance with the Statute, but meeting in March, they may not be in compliance. Mr. Payne encouraged residents to apply for the position and attend the March meeting to introduce themselves to the Board.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eckert was reviewing a proposed easement for Comcast at another District. There was no formal proposal at this point in time for Brandy Creek and the Comcast representative that was working with that District left right before Christmas and their replacement was not being responsive to the District's request. Therefore, he did not know what financial compensation they would provide and had no model to go by to show what they did in prior cases and whether it was worth it or not. Mr. Payne stated in the future, if Comcast wanted to come into Brandy Creek, they would see how it played out in the best interest of the CDD.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. Operations Manager**

**1. Report**

**2. Lake Doctors Report**

**3. Yellowstone Report**

Mr. Masters presented the Operations Manager Report, which was included in the agenda package. Yellowstone provided a Service Report, which was attached and would be attached to future reports. There was also a Service Report from Lake Doctors; however, their service slowed down with the cooler weather. They were always responsive with any issues with the ponds. The leak in the Phase 1 Splash Pool was an ongoing process, but it was isolated to the pump area. Someone was coming this Friday to provide recommendations on how to figure out exactly where the issue was. Staff was removing rocks and soil to expose the pipe, which was labor intensive, but would save the District money to expose the problem. They had to turn the water on for one hour every day to get it back to where it needed to be. Mr. Payne noted that it was not leaking profusely. Mr. Masters confirmed that it was not leaking significantly, but it was costing the District money for the water and throwing off the chemistry, causing a high pH. They must dump the acid to get it down to a lower number before they could turn on the chlorine pumps. Mr. Payne asked if they needed to hire someone. Mr. Masters felt that staff did all that

they could do in-house and recommended that the Board approve a not-to-exceed amount of \$5,000, if they needed to replace the pump coffin. Mr. Masters suggested that the Board approve \$10,000 so Mr. Masters did not have to come back to the Board.

On MOTION by Mr. Blalock seconded by Ms. Little with all in favor emergency pool repairs in a not-to-exceed amount of \$10,000 was approved.

Mr. Masters reported that staff was cleaning and getting the pool ready for the season and requested that the Supervisors report issues to him, such as replacing the benches in the middle playground. He was happy to drive anyone around on their golf cart and show them everything. Yellowstone was not cutting the grass right now, but they would start cutting it next week. In the meantime, they would be trimming back trees and cutting back Palmettos. Mr. Payne appreciated all of Mr. Masters hard work.

#### **E. Amenity Manager - Report**

Ms. Meadows presented the Amenity Manager's Report, which was included in the agenda package. Their blood drive in December was a success as they were able to potentially save 51 lives. They were originally scheduled from 9:00 a.m. to 2:00 p.m. but added an additional two hours as they were booked solid. Their Cookies with Santa event was fun. The weather was cool and they were able to light the fireplace. The kids loved meeting Santa, drinking hot cocoa and eating delicious cookies. They had snow and played music. Kids were throwing snowballs at the Grinch. The next event was planned for February, which was the King and Princess Dance and then Easter type events. Mr. Fagen felt that Ms. Meadows did a great job on the Santa event as there were happy parents and kids. He was apprehensive at first about the Grinch, but it was a joy to see kids chasing and throwing snowballs at the Grinch around the tennis court. Mr. Payne agreed, thanking staff for the quality of the events; although, he would like to see some diversity with a Queen and King Dance. Ms. Meadow noted there was not much interest, but she would try to have one in March and April. Mr. Fagen recalled that they were doing something similar in a neighboring community, but it was always a challenge. Mr. Payne appreciated all of their engagement, organization and planning. Ms. Little agreed that everything this year was dynamic.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet & Income Statement as of November 30, 2022**

Mr. Oliver presented the November 30, 2022 Balance Sheet and Income Statement, which were included in the agenda package. They were two months into the new fiscal year and there were no unusual variances. There was \$264,000 in the Capital Reserve. Another \$105,000 would be added during the fiscal year, bringing the total to \$369,000.

**B. Assessment Receipt Schedule**

Mr. Oliver reported a 27% collection in assessments, including the most recent distribution of December 15<sup>th</sup>. There would be a lot of distributions not only in early in January, but in February as well. According to the distribution presented at the March meeting last year, the District was 98% collected.

**C. Approval of Check Registers**

Mr. Payne reviewed the Check Register and noted no anomalies.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the October 1, 2022 through November 30, 2022 Check Register in the amount of \$171,535,01 was approved.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 1, 2023  
at 6:30 p.m. at Phase 2 Amenity Center**

Mr. Payne stated that the next meeting was scheduled for March 1, 2023 at 6:30 p.m. at the Phase 2 Amenity Center.



**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the meeting was adjourned.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*SIXTH ORDER OF BUSINESS*

*A.*

**RESOLUTION 2023-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT EXPRESSING FINDINGS REGARDING UTILIZATION OF THE COMMUNITY AMENITY CENTER FACILITIES AND AMENDING THE RATE STRUCTURE FOR CERTAIN USE OF SUCH FACILITIES AND OTHER SERVICES.**

**[Annual Non-Resident User Fee and Access Card Fee]**

**WHEREAS**, the Brandy Creek Community Development District (hereinafter the "District") is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in St. Johns County, Florida; and

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the District to construct, install, operate and/or maintain systems and facilities for certain basic infrastructure; and

**WHEREAS**, the District's amenity centers and associated facilities have been constructed in accordance with the District's purpose and improvement plan; and

**WHEREAS**, pursuant to Section 190.035, Florida Statutes, the District is authorized to prescribe, fix, establish and collect rates, fees, rentals or other charges, for the facilities and services furnished by the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules governing the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District published notices regarding a rule to establish an amended and updated annual non-resident user fee and a new access card fee (the "Rule") in accordance with Florida Law and held a public hearing on the Rule on November 9, 2022; and

**WHEREAS**, the Board of Supervisors has analyzed the existing amenities, as well as the costs to construct, reconstruct, install, replace, repair, operate and maintain the same; and

**WHEREAS**, the Board of Supervisors has analyzed the level of debt service assessments paid and to be paid by lot owners within the District ("Landowners"); and

**WHEREAS**, the Board of Supervisors has analyzed the level of District operation and maintenance assessments paid and to be paid by Landowners; and

**WHEREAS**, the Board of Supervisors has analyzed the wear and tear on community facilities, both publicly and privately-owned, that is anticipated to be created by additional use of the facilities by non-landowners, the cost of which is required to be paid for by Landowners within the District; and

**WHEREAS**, the Board of Supervisors has considered the fact that non-landowner users bear no financial responsibility for general liabilities of the District in the operation of the District property, including the property used by non-landowner users, whereas Landowners are subject to special assessments under Florida law to satisfy such liabilities; and

**WHEREAS**, the Board of Supervisors has analyzed the anticipated treatment of District facilities by persons using the facilities without a sense of ownership; and

**WHEREAS**, the Board of Supervisors has analyzed and considered the possibility of daily user rates and monthly user rates for non-landowners, and believes it will be too inefficient and costly to administer daily and monthly user rates, and therefore, daily and monthly user rates are not feasible or in the best interests of the District, its constituents or the public; and

**WHEREAS**, the Board of Supervisors has considered that Landowners cannot be given the option of daily or monthly commitments to pay for the amenities and therefore an annual non-resident user rate is consistent with the obligations of Landowners; and

**WHEREAS**, the Board of Supervisors finds that the adoption of the Rule, as set forth in Exhibit A, is appropriate, fair and in the best interests of the District, its constituents and the public.

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

**SECTION 1.** Based on the analysis outlined in the recitals above and the information introduced at the public hearing on this proposed rate, which are incorporated herein as findings by the Board of Supervisors, the Board of Supervisors concludes: 1) that an annual non-resident user fee structure is appropriate, fair and in the best interests of the District, Landowners, its constituents and the public; and 2) a non-resident annual user fee of \_\_\_\_\_ dollars (\$\_\_\_\_\_) per year is established for up to \_\_\_\_\_ ( ) related individuals residing in the same household and is non-transferable; 3) non-resident users shall be subject to the District's policies and rules, as amended from time to time; and 4) an Access Card Fee of \_\_\_\_\_ (\$\_\_\_\_\_) is established for \_\_\_\_\_.

**SECTION 2.** The fees in **Exhibit A** are just and equitable. The Rule, attached hereto as **Exhibit A**, is hereby adopted pursuant to this Resolution as necessary for the conduct of District business. Fees for use of the District's amenity center facilities in accordance with Exhibit A for the purpose of providing revenues to maintain the operation and maintenance of the facilities, and are hereby approved and adopted.

**SECTION 3.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED THIS 1<sup>ST</sup> DAY OF MARCH, 2023.**

**BRANDY CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
(Print)  
Secretary

**EXHIBIT A**

Annual Non-Resident User Fee

\$ \_\_\_\_\_

Access Card Fee

\$ \_\_\_\_\_ per \_\_\_\_\_

*B.*



## RESOLUTION 2023-09

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING REVISED SUSPENSION AND TERMINATION RULES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Brandy Creek Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, which owns, operates and maintains certain recreational amenity facilities (collectively, “Recreational Facilities”); and

**WHEREAS**, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) desires to adopt revised rules relating to the suspension and/or termination of Patrons’ rights to utilize the Recreational Facilities; and

**WHEREAS**, the Board finds that it is in the best interests of the District and necessary for the efficient operation of the District to adopt by resolution the revised *Suspension and Termination of Access Rule* (“Suspension and Termination Rules”), which is attached hereto as **Exhibit A** and incorporated herein by this reference, for immediate use and application; and

**WHEREAS**, the Board has complied with applicable Florida law concerning rule development and adoption, including the holding of a public hearing thereon.

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

**SECTION 1.** The Suspension and Termination Rules set forth in **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the conduct of District business and shall remain in full force and effect unless revised or repealed by the District in accordance with Chapters 120 and 190, *Florida Statutes*. The *Amended and Restated Amenities Rules Handbook* attached hereto as Exhibit B, which incorporates the new Suspension and Termination Rules, is approved.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in

effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 1<sup>st</sup> day of March, 2023.

ATTEST:

**BRANDY CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Revised Suspension and Termination of Access Rule

**Exhibit B:** Amended and Restated Amenities Rules Handbook

**Exhibit A**  
Revised Suspension and Termination of Access Rule

**SUSPENSION AND TERMINATION OF ACCESS RULE**

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2022)

Effective Date: \_\_\_\_\_, 2023

**In accordance with Chapters 190 and 120 of the Florida Statutes, and on \_\_\_\_\_, 2023 at a duly noticed public meeting, the Board of Supervisors (“Board”) of the Brandy Creek Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.**

**1. Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the Amenity Facilities and District Property (“Amenities”).

**2. General Rule.** All persons using the Amenities are responsible for compliance with the rules and policies established for the safe operations of the Amenities.

**3. Access Cards.** Access cards are the property of the District. The District may request surrender of, or may deactivate, a person’s access card for violation of the District’s rules and policies established for the safe operations of the Amenities.

**4. Suspension and Termination of Rights.** The District shall have the right to restrict, suspend, or terminate the Amenities access privileges of any person and members of their household to use all or a portion of the Amenities for any of the following acts (each, a “Violation”):

- a. Submitting false information on any application for use of the Amenities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of an access card or otherwise facilitates or allows unauthorized use of the Amenities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., “Policies Regarding District Amenity Facilities”);
- g. Treating the District’s staff, contractors, representatives, residents, landowners, Patrons or Guests, in a harassing or abusive manner;

- h. Damaging, destroying, rendering inoperable or interfering with the operation of District Property, or other property located on District Property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a Guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, contractors, representatives, residents, landowners, Patrons, or Guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District Property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners, Patrons, or Guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's Guest or a member of their household commits any of the above Violations.

Termination of access to the Amenities shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners, Patrons, or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenities access.

**5. Administrative Reimbursement.** The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenities access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

**6. Property Damage Reimbursement.** If damage to District Property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose Guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenities access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

**7. Removal from Amenities.** The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.

**8. Initial Suspension from Amenities.** The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at

least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

**9. Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.**

a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.

b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions

c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.

d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.

e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

**10. Suspension by the Board.** The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.

**11. Automatic Extension of Suspension for Non-Payment.** Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by

its due date, the District reserves the right to request surrender of, or deactivate, all access cards associated with an address within the District until such time as the outstanding amounts are paid.

**12. Appeal of Board Suspension.** After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal (“Appeal Request”). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board’s determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District’s suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board’s decision on appeal shall be final.

**13. Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at the Amenities, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District’s Amenities after expiration of a suspension imposed by the District.

**14. Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

**Exhibit B**

Amended and Restated Amenities Rules Handbook

*SEVENTH ORDER OF BUSINESS*



*A.*

# YELLOWSTONE

## Proposals concerning enhancement improvements

### Proposal #1

- Remove Jasmine from phase 2 entrance median and replace with Zoysiagrass sod.

Cost - \$3,055.00

### Proposal #2

- Change out the Oleander in the phase 2 median and install Arboricola and Bluemymind plants and add mulch.

Cost - \$1,570.00

### Proposal #3

- Remove dead Spartina grasses along wood line on Johns Creek Parkway and replace with new Spartina grass.

Cost - \$1,895.70



Proposal #269250  
Date: 12/15/2022  
From: Joseph Soenksen

Proposal For

Brandy Creek CDD  
c/o Vesta Property Services  
224 Johns Creek Pkwy  
St Augustine, FL 32092

main:  
mobile: 904-716-1370  
jmasters@vestapropertyservices.com

Location

224 Johns Creek Pkwy  
St. Augustine, FL 32092

Property Name: Brandy Creek CDD

Replace Jasmine with Zoysia Sod at Phase 2 Entrance

Terms: Net 30

DESCRIPTION	AMOUNT
General Labor	\$1,300.00
Zoysiagrass Sod	\$1,755.00

- Client Notes
- Remove jasmine from Phase 2 entrance median
  - Add fill dirt to bed
  - Sod with Zoysiagrass

SUBTOTAL	\$3,055.00
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$3,055.00</b>

Signature

x

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate. Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Assigned To  
Joseph Soenksen  
Office:  
jsoenksen@yellowstonelandscape.com



2

Proposal #285566  
Date: 02/16/2023  
From: Joseph Soenksen

Proposal For

Brandy Creek CDD  
c/o Vesta Property Services  
224 Johns Creek Pkwy  
St Augustine, FL 32092

main:  
mobile: 904-716-1370  
jmasters@vestapropertyservices.com

Location

224 Johns Creek Pkwy  
St. Augustine, FL 32092

Property Name: Brandy Creek CDD

Plant Replacement at Phase 2 Entrance Median

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
General Labor	6.00	\$390.00
Arboricola	10.00	\$800.00
Blue My Mind	40.00	\$380.00

Client Notes

- Remove Oleander
- Install Single Row of Arboricola surrounded by Blue My Mind
- Mulch Newly Planted Area

Signature

x

SUBTOTAL	\$1,570.00
SALES TAX	\$0.00
TOTAL	\$1,570.00

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate. Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.



3

Proposal #248976  
Date: 09/23/2022  
From: Joseph Soenksen

Proposal For

Johns Creek  
c/o Vesta Property Services  
224 Johns Creek Pkwy  
St Augustine, FL 32092  
main:  
mobile: 904-716-1370  
jmasters@vestapropertyservices.com

Location

224 Johns Creek Pkwy  
St. Augustine, FL 32092

Property Name: Johns Creek  
Spartina Grass at Entrance and Woodline

Terms: Net 30

DESCRIPTION	QUANTITY	AMOUNT
General Labor	14.00	\$910.00
Spartina Grass	60.00	\$985.70

Client Notes

- Remove palmettos from entrance median on Nature Walk Parkway
- Remove dead Spartina Grasses from along woodline on Johns Creek Parkway
- Install Spartina Grass in medians on Nature Walk Parkway and along woodline on Johns Creek Parkway

Signature

x

SUBTOTAL	\$1,895.70
SALES TAX	\$0.00
<b>TOTAL</b>	<b>\$1,895.70</b>

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.  
Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

*B.*

# Proposals to Repair, Resurface, and add Pickleball lines to Tennis Court

## **Proposal #1 – Court Surfaces**

- Cost - \$12,900.00

Warranty – all work is guaranteed against defects and materials and workmanship for 1 year from date of completion, subject to proper maintenance by owner.

## **Proposal #2 – Tennis Unlimited**

- Cost - \$10,900.00

Warranty – same as above



January 25, 2023

Attn: Jim Masters  
Johns Creek  
224 Johns Creek Pkwy  
St. Augustine, FL. 32092

Please call 800-331-1723 or send email to [info@courtsurfacesfla.com](mailto:info@courtsurfacesfla.com) should you have any questions.

Following are the specifications and price to resurface one existing tennis court Johns Creek, St. Augustine, FL. This quote includes general crack filling repairs and minor patching, as well as the application of colored acrylic surfacing on the court. Access to court is good. Water available. Some root area damage on border corners of court. There are shade issues on court which will take more time to dry. Water available and good access to site. Job must be scheduled in warm weather.

**Scope of Work**  
**Resurface – one Tennis Court – Asphalt**  
**(120' x 60') 7,200 sq ft**

1. **Mobilization to site**
2. **Prep** - Scrape the court's surface of all dirt, debris and loose material including fence line.
3. **Flood** to check for birdbaths.
4. **Sanding** - Machine sand the surface of court as necessary to smooth and repair any uneven areas.
5. **Bird baths** - Apply outdoor court grade patching materials to all birdbaths/cracks and patch areas to bring each area flush with surrounding asphalt. There are 3 birdbaths visible, and 14' of small cracks over court surface. Some mushrooms or bumps to be ground down and patched.
6. **Patching** - Using outdoor court grade patch compounds:
  - a) One application will be made to each "birdbath". This will reduce water depth for faster drying times but may not eliminate all water ponding.
  - b) Small Pyrite throughout court requiring sanding and patching.  
Root damage on border will be with sanding disc. Grind some root damage, some might have to be heat and raked.
  - c) Cover and fill any rough areas of asphalt.
  - d) The edges of all patches will be scraped or ground smooth so that patches are not visible through the finished surface.
  - e) Light sanding on edges to smooth down.





7. **Leveling Course** - Apply one coat of sand - acrylic resurfacer mix over the entire surface of the court with a broad squeegee according to manufacturer's recommended coverage rates.
8. **Texture and Finish Courses** - Apply two successive coats of outdoor court grade filler coat (sand-filled acrylic color coating) to the entire area of the court with a broad squeegee according to manufacturer's recommended coverage rates.
9. **Finished colors** - Will be owner's choice of any two manufacturer's standard colors. Existing court colors are light green border and blue center.
10. **Lines** - Paint one (1) set of regulation two-inch-wide white playing lines for Tennis. One set of pickleball lines to be painted utilizing the tennis net for play.
11. **Clean-up** - Remove all excess materials and debris from the job after completion of the work.

### **Pricing**

#### **Resurface - one Tennis Court - Asphalt (120' x 60') 7,200 sq ft**

The total price for the above outlined work is **\$12,900.00**, payable in two draws:

First Draw: Due upon acceptance	\$ 6,450.00
Final Draw: Due upon completion of job	\$ 6,450.00

*This Price is good for thirty (30) days.*

ACCEPTED BY:

Court Surfaces

For:

Bryan McMandon  
Managing Member

*By signing this proposal, the customer acknowledges they have read and accept the proposed scope of work, price and terms and conditions outlined in this quote.*



### **Terms and Conditions**

**Scope of Work.** The work covered by this proposal will be only that specifically outlined herein, and to provide a price for the work in accordance with plans, specifications and or verbally agreed description that were furnished and provided to, Court Surfaces. Any change or variance between, owner, contractors, management, plans, specifications, proposal, or work not covered will be considered as an extra and may be subject to further negotiations, agreement and pricing between both parties prior to work being done. The attached scope of work is an integral part of this proposal/contract and must be completed, signed and returned with all legal owners, property management and job information (Notice of Commencement), before final acceptance can be considered or said work can be scheduled.

**Damages/Delays.** Court Surfaces agrees to perform, conduct, handle and maintain a professional manner, service, and workmanship. Court Surfaces will not be held responsible for the following (a) damage or replacement to undisclosed underground utilities, cables, lines pipes, irrigation and or landscaping. These areas should be properly surveyed and marked prior to our arrival (b) Damage to property of others, nor any and all of our work caused by other parties. (c) Delays in completion caused by strikes, acts of God, labor disputes, accidents, delays of other contractors, owners, management of property, or any other parties involved, inclement weather conditions, or other contingencies beyond our control. (d) Any unsuitable subsoil condition, or the removal of any unsuitable subsoil condition such as muck, marl, clay, water, etc. or the replacements of clean fill unless specifically stated.

**Permitting.** Permitting, Testing, Surveys, Engineer's Drawings are not included in this proposal. If permitting is required and Owner/Authorized Agent/Management directs contractor to perform work without permitting; any fines or fees as a result of unpermitted work will be documented in writing and will be the financial responsibility of said Owner/Authorized Agent/Manager.

**Warranty.** All work is guaranteed against defects in materials and workmanship for one year from date of completion, subject to proper maintenance by owner.

**Exception to warranty.** Any of the cracks in existing court's surface and / or any new cracks/blisters may reflect through the finished surface at any time. This does not constitute a defect in materials or workmanship. Court Surfaces is responsible for "top-down" workmanship only. We are not responsible for "bottom-up" issues due to existing base material including moisture, cracking, blisters, peeling, etc.

**Payment.** Payments are due upon receipt unless otherwise stated in writing. Payments over 30 days past due are subject to late fees outlined below:

30 days after Completion date OF 2.5% applied to bill balance

60 days after Completion date OF 5% applied to bill balance

90 Days after Completion date OF 7% applied to bill balance

120 days after Completion date OF 10% applied to bill balance

At 90 days liens will be placed on said property and WILL NOT BE RELEASED UNTILL COMPLETE FINAL PAYMENT IS MADE AND SAID PAYMENT FUNDS HAVE CLEARED.

**Failure to pay on time will result in the forfeiture of Warranty.**



**Work Site.** Work site must be closed for the duration of the job. We recommend signage if possible. Damage done to the jobsite while work is in progress is not the responsibility of Court Surfaces and will result in an additional charge if further repairs are necessary as a result. This includes damage from outside factors including but not limited to people, pets, wildlife, vandalism etc.

**Irrigation.** Direct irrigation will cause damage to surfacing. It is required that any irrigation that directly contacts the court(s) be disabled for the duration of the job.

**Weather.** Our work schedule is weather dependent, and we will likely not be on the jobsite from 9:00 to 5:00. While we will make every effort to finish your job in a reasonable amount of time, there may be days we are not able to work due to the weather or other scheduling conflicts. Please set these expectations with all stakeholders in advance.

**Landscaping.** All landscaping work is the responsibility of the customer. While we will do our best to minimize our impact on the surrounding area, landscaping, grass, plants, hedges, etc may be damaged during the job. Court surfaces is not responsible for damage done to existing landscaping or adding landscaping around new construction.

**Cancellation.** Should customer/contractor cancel or reschedule this project after contract signature and return, before work has started, or within 24 hours of projected start date, a \$3,500.00/new construction or \$1,000.00/surfacing charge will be paid to Court Surfaces as liquidated damages (not as penalty) representing reasonable administrative expenses and interruption to Court Surfaces work schedule.

**Entrance/Exit.** Please note that we will take caution to try to protect concrete, asphalt or material that is used for entrance or exit points however with weight of construction equipment it is not a guarantee that damage will not occur. Court Surfaces will not be responsible for these damages. Broken areas will be a separate charge to repair or replace at a minimum per square ft. We are not responsible to damage to construction entrance or exits.

**Change Orders.** All Change Orders will be discussed by all parties and signed upon before changes can be made.

**Digging and Setting Sleeves.** Quote assumes digging and setting of sleeves will be in normal tennis spec asphalt/limerock. There will be an additional charge if we have to dig through multiple layers of asphalt or rebar or any other material that requires more time.

**Remobilization.** Our remobilization fee is \$1,500.00.

# TENNIS UNLIMITED MAINTENANCE AND SUPPLIES, INC

15706 NW 94TH AVE, ALACHUA, FL 32615

OFFICE: 386418-8161 CELL: 352-494-3740

2

## ESTIMATE

### Checklist

DATE: 1-23-2023 NAME: John's Creek phase 1 Phone: 904-716-1370

GENERAL  
CONDITION:

ADDRESS: \_\_\_\_\_

EXCELLENT

FAIR ✓

POOR

SURFACE:

✓ RESURFACER / Sealer

✓ 2 COATS OF PAINT

NET POST PAINT

✓ LINE PAINT To include Pickleball

✓ CRACK FILLER

✓ COLOR 1. BLUE

2. Green

EQUIPMENT: Scope of work

1). grind down raised Areas.

2. Patch ALL CRACKS

NET

CENTER STRAP 3. Apply surfacer Sealer

WIND SCREENS

DRINK HOLDERS 4. Apply color coats

ROLL DRI

5. Stripe for

NET POSTS

Tennis and Pickle BALL

LIGHTING

REMARKS:

FENCE

ESTIMATE:

\$ 10,900.00 (50% Deposit required)

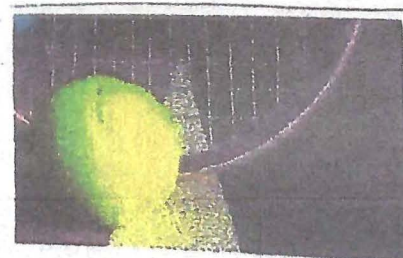
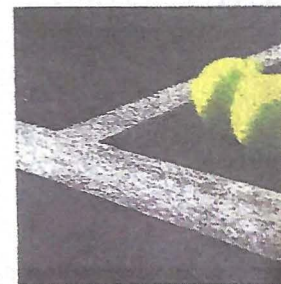
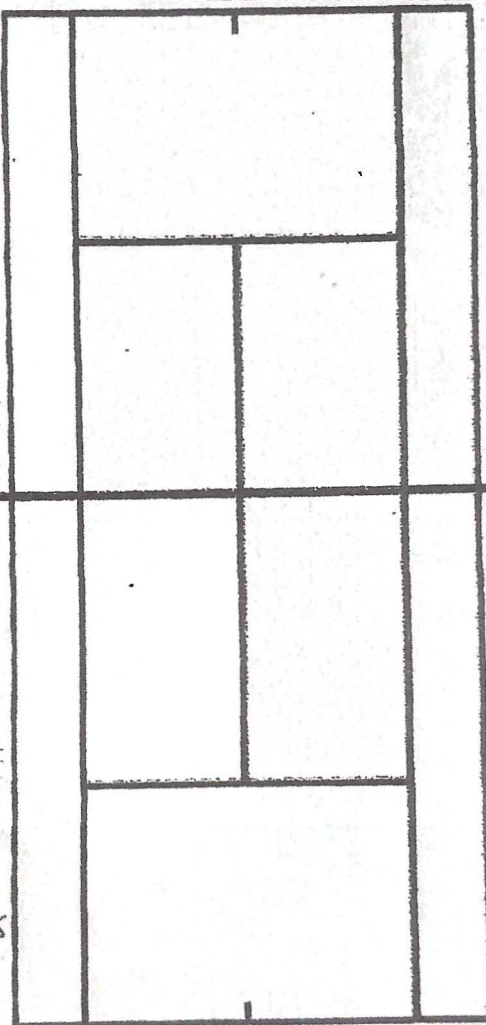
Projected start date: \_\_\_\_\_

Projected completion: \_\_\_\_\_

ACCEPTED:

Signature

Date



*C.*

# COMMERCIAL FITNESS PROPOSAL

## Proposal

- Add a Matrix Climbmill/Stair Stepper to Fitness Center.

Warranty – 3 years parts and 3 years labor.

Cost - \$7,235.00



Commercial**Fitness**Products

OVER 30 YEARS OF SUCCESS

# FITNESS EQUIPMENT PROPOSAL

***PREPARED EXCLUSIVELY FOR***

Johns Creek

Jim Masters

Monday, February 6, 2023

***PREPARED BY***

Commercial Fitness Products, Inc

Mark Smilek



002992

SALES \* SERVICE \* DESIGN \* MAINTENANCE

The logo for Commercial Fitness Products, featuring the company name in a bold, sans-serif font with a stylized swoosh graphic behind the word 'Fitness'.

Monday, February 6, 2023

Johns Creek  
Jim Masters  
224 Johns Creek Parkway  
St. Augustine, FL 32092

Dear Jim,

Commercial Fitness Products has everything you should look for in a fitness equipment company –

- Over 30 years of success in Florida
- Highest Quality Equipment at Reasonable Prices
- Professional and knowledgeable Sales Representatives
- Factory trained & experienced Service Technicians
- Service, Maintenance & Installation provided by our own technicians located throughout the state.
- Substantially insured for the benefit of you, your residents, management and ourselves.
- A goal and strong desire to exceeding your expectations!!!

Best Regards,  
Mark Smilek  
Commercial Fitness Products, Inc  
[mark@commfitnessproducts.com](mailto:mark@commfitnessproducts.com)



5034 N Hiatus Road, Sunrise, FL 33351

Office:  
 Cell: 904- 562-8318  
 Email: mark@commfitnessproducts.com  
 Fax: 239-938-1462

PROPOSAL # MKDKQ183

Date: Mar 6, 2023

Expiration Date: 3/25/2023

**BILL TO:** Johns Creek  
 224 Johns Creek Parkway  
 St. Augustine, FL 32092

**SHIP TO:** Johns Creek  
 224 Johns Creek Parkway  
 St. Augustine, FL 32092

ATN Jim Masters  
 Phone  
 Email jmasters@vestapropertyservices.com

ATN Jim Masters  
 Phone  
 Email jmasters@vestapropertyservices.com

Prepared By	P.O. Number	Ship Via	F.O.B. Point	Payment Terms	Install Date
Mark Smilek	Will Advise	Best Way	Origin	50% Deposit, 50% COD	

QTY	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	CM-ES-LED	Matrix Endurance LED Climbmill	\$6,595.00	\$6,595.00
		<i>Optional Console Upgrades Available</i>		
1	Delivery/Install	Inside Delivery, Assembly & Installation - 1st Floor, No Stairs, Elevator or Long Carry Distance (additional fees apply for stairs or elevator)	\$295.00	\$295.00

<b>Frame Color</b>	Standard Silver	<b>Subtotal</b>	\$6,890.00
<b>Upholstery Color</b>	Standard Black	<b>State Tax</b>	\$0.00
<b>Notes</b>	Customer is responsible for removal & disposal of existing equipment unless otherwise noted. CFP does not provide anchoring or wall mounting.	<b>Freight</b>	\$345.00
		<b>Grand Total</b>	\$7,235.00

### Lead Times

Due to global supply chain disruption, lead times may be extended. For current lead times, contact your CFP representative.

### For Delivery Staff

Date:	Amount Collected:	Check No.:
Received By: (Print Name and Sign)		

**Terms and Conditions**

**Acceptance of Proposal**

The stated prices, specifications, and conditions are satisfactory and are hereby accepted by the undersigned. This proposal becomes a binding contract when signed. Commercial Fitness Products is authorized to provide the materials as specified. Payment will be made as outlined above, if not finance charges may apply. Special Orders require a 50% Non-Refundable Deposit. Restocking charge fee is 25% on all cancelled orders. Changes in Confirmed Orders may be subject to fees and delay in delivery. There is a 3% processing fee on all credit card transactions. Credit Card payments must be preapproved at the sole discretion of CFP.

**Scheduled Installations**

CFP will make every effort to deliver & install on Purchaser's required date. Should Purchaser be unable to accept delivery after confirmed Ship Date or scheduled Installation Date, due to - readiness of the site, availability of payment, electrical connections, flooring installation, or other such issues, Redelivery & Storage Charges will apply. Fees will be assessed from volume of equipment, site location, and length of storage. Partial installations require the installed product to be paid per the terms of the purchase. Additional Delivery Fees may apply. CFP does not provide mounting or anchoring to walls, floors and ceilings for any product.

**Confidentiality**

Purchaser will keep all of the pricing terms and conditions of this Agreement confidential and Purchaser will neither disclose the existence of this Agreement nor the terms of this Agreement to any third Party except to those employees of Purchaser who need to know such terms for the purpose of effecting the transaction.

**Additional Terms of Sale**

Prices are guaranteed for 30 Days only. Product and Freight pricing based upon purchase of the total package. Until products are paid for in full ownership of products remains as CFP. Customer grants to, and Commercial Fitness Products, Inc. shall retain, a security interest in and lien on all Products sold to Customer. Per industry safety standards CFP hereby notifies Purchaser of the need to locate treadmills with a 2-meter-long clear zone behind each treadmill. Purchaser shall indemnify CFP against any and all losses, liabilities, damages and expenses which may incur as a result of any claim arising out of or in connection with the goods sold hereunder that have not been caused solely by CFP's negligence.

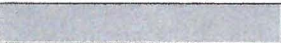
**Technology**

**Purchaser is responsible for providing power & technology requirements, as stated below. Failure to have any or all requirements fulfilled prior to scheduled equipment installation will result in additional Service Fees & Travel Charge.**  
Power Requirements - treadmills require a dedicated 20amp circuit with non-looped ground & neutral wires with a NEMA 5-20R receptacle. Bikes, Ellipticals ClimbMills & Steppers can be "daisy-chained" with up to four (4) units on a single receptacle.  
TV Signal - unencrypted digital via RG6 COAX Cable. Each TV requires an RG6 patch cable with F-Type compression fitting. OPTV requirements vary - please check with A/V Technician & Cable/SAT provider.  
Network - Hardline connection preferred, and required for some incidents - please check with A/V Technician & Internet provider. WiFi, 5Mbps per console MAX download usage -No Splash Page or Secondary Authentication requirements.  
Wellbeats - 110V electric power to both Interactive Touchscreen & TV; 1.5" conduit connecting TV to Touchscreen, with pull string, Hardline internet connection (not WiFi) to WB Touchscreen. For TV Mounting - backing board for TV Bracket.

**Warranties**

Matrix CV Warranty: Frame & Drive Motor - 7 Yrs, Parts & Labor - 3 Yrs. Bikes & Ellipticals: Frame Construction (excludes finish) - 10 Yrs, Brake & Drive System - 3 Yrs, Flywheel Assembly - ~~3 Years.~~ Service provided by factory-trained & authorized Matrix Service Providers  
Matrix Strength (Ultra, Versa, Aura, Magnum, Varsity, Connexus) Warranty: Frame - 10 Yrs, Parts - 5 Yrs., Labor - 3Yrs., Upholstery/Cables/Springs/ Grips - 1Yr.  
Matrix Strength (G1 Strength): Warranty: Frame - 10 Yrs, Parts - 1 Yrs., Labor - 1Yrs., Upholstery/Cables/Springs/ Grips - 90 Days  
Circle Fitness Cardio of 3 yrs parts and 1 yr labor.  
InFlight Fitness: Lifetime warranty on the frame and welds. One year warranty on cables, pulleys and moving parts.  
BodyCraft Treadmills & Ellipticals: 10 year- Frame, 5 year- Parts. 1 Year - Labor  
BodyCraft Upright & Recumbent Bikes: 10 year- Frame . 5 year- Parts , 2 Year - Labor  
BodyCraft SPX Spin Bike: 10 Year Frame, 3 Year Parts, 1 Year Wear Items, 90 Days Labor

Pre-Owned Equipment Warranty: 30 Days Parts & Labor



Please initial that you acknowledge and accept the 'Terms and Conditions' of this proposal.

Make payments to the order of:  
**Commercial Fitness Products, Inc.**  
Fed-Ex, UPS, USPS etc.  
**Commercial Fitness Products, Inc.**  
5034 N Hiatus Rd  
Sunrise, FL 33351  
  
**Wire Transfer Bank Information Available Upon Request.**

Proposal # :	MKDKQ183
Proposal Amount:	\$7,235.00
Payment Terms:	50% Deposit, 50% COD
Deposit Amount:	\$3,617.50
Balance:	\$3,617.50
Signature	_____
Print Name:	_____
Facility Name:	_____
Date of Acceptance:	_____

# MATRIX



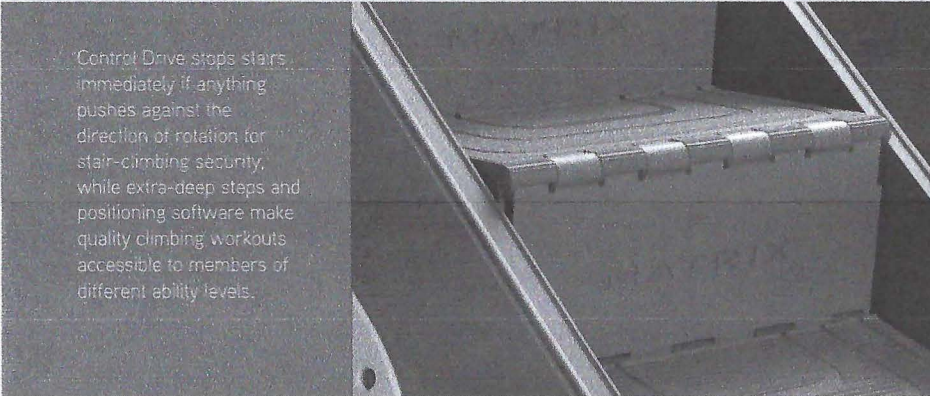
## ENDURANCE CLIMBMILL

A blend of streamlined design and smooth operation make it easy for beginners to start climbing and enthusiasts to climb further than ever.

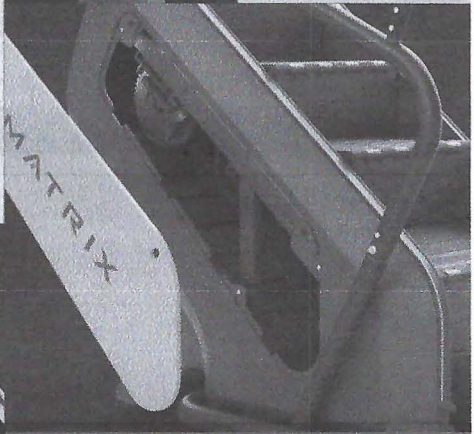
**Our Endurance Climbmill is ideal for heavy use in fitness facilities where space is at a premium and budgets need to stretch further. Smart, heavy-duty design offers a secure, stable workout and stands up to tough environments. It's even easy to service, minimizing downtime for all your members who love a true climbing workout.**



Oil-free drive system, anti-rust design and our exclusive Sweat Management System reduce maintenance and enhance durability, extending product life.



Control Drive stops stairs immediately if anything pushes against the direction of rotation for stair-climbing security, while extra-deep steps and positioning software make quality climbing workouts accessible to members of different ability levels.

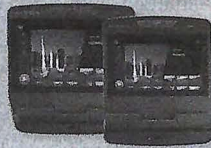
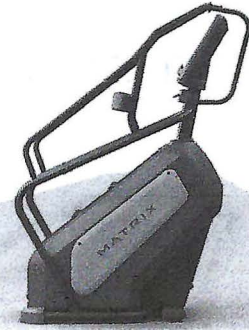


The side access panel can be removed quickly, while modular components and an internal service light streamline maintenance.

# MATRIX

## | ENDURANCE CLIMBMILL

Choose what kind of console technology you pair with your equipment, providing experiences that span from beautifully simple to digitally connected and rich with entertainment. You can also access our most powerful Connected Solutions with WiFi-enabled consoles, including Personal Trainer Portal, Workout Tracking Network and Asset Management.



CONSOLE SPECS	TOUCH XL / TOUCH		PREMIUM LED	LED	GROUP TRAINING LED
<b>Display</b>	<b>Touch XL:</b> 56 cm / 22" class capacitive touchscreen LCD	<b>Touch:</b> 41 cm / 16" class capacitive touchscreen LCD	8,000 pixel multi-color LED	Large number LED with message center	
<b>Workouts</b>	13		9	7	Manual
<b>Languages</b>	English, German, French, Italian, Spanish, Dutch, Portuguese, Chinese-S, Chinese-T, Japanese, Korean, Swedish, Finnish, Russian, Arabic, Turkish, Polish, Welsh, Basque, Vietnamese, Somali, Danish, Thai, Malay, Catalan		English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
<b>Fan</b>	Yes			No	
<b>Analog TV</b>	NTSC, PAL, SECAM			Optional; attachable add-on TV	
<b>Digital TV</b>	ATSC 1.0, QAM-B, ISDB-T, ISDB-Tb, DVB-C/C2/S/S2/T/T2			Optional; attachable add-on TV	
<b>IPTV</b>	Content: MPEG2/H262, AVC/H264 Protocols: UDP, RTSP, HTTP, HTTPS			No	
<b>Pro:Idiom Compatibility</b>	Optional; IPTV and coax			Optional; attachable add-on Pro:Idiom TV (≠ IPTV)	
<b>WiFi</b>	Yes			Optional; included with Asset Management and/or Workout Tracking Network app	
<b>Bluetooth</b>	Yes; smartphones, headphones, heart rate		Yes; heart rate	No	
<b>ANT+</b>	Yes; heart rate		No		
<b>RFID Wireless Login</b>	Yes		Optional		
<b>Connects to Apple Watch</b>	Yes		Optional	No	
<b>Made for iPhone®, iPad®, iPod®</b>	Yes		No		
<b>USB Port</b>	Yes; device charging, device media, software updates		Yes; device charging, software updates		
<b>Wireless Charging (Qi)</b>	Yes		No		
<b>CSAFE Ready</b>	Yes			No	
<b>Auto Wake-up</b>	Yes		No		
FRAME SPECS					
<b>Drive System</b>	Clutched ECB with industrial-grade drive chain and belt				
<b>Step Dimensions</b>	25.4 x 46 x 20.3 cm / 10" x 18" x 8"				
<b>Handlebar Design</b>	Perimeter				
<b>Auto-stop Function</b>	Yes; frame mounted IR				
<b>Control Zone</b>	No				
<b>Locking Staircase</b>	Yes				
<b>Top-down Levelers</b>	Yes				
<b>Contact &amp; Telemetric HR</b>	Yes				
<b>Step-on Height</b>	36 cm / 14"				
<b>Service Caster</b>	No				
<b>Minimum User Weight</b>	45 kg / 99 lbs.				
<b>Max User Weight</b>	182 kg / 400 lbs.				
<b>Ethernet Connectivity</b>	Yes				
<b>Assembled Dimensions</b>	138 x 85 x 212 cm / 54.5" x 33.5" x 83.5"				
<b>Power Requirements</b>	100-240 V – 50/60 Hz AC				

*D.*

## Proposals to install wooden fence around Phase 1 Pool Pump Area

### **Proposal #1 – Armstrong Fence Company**

- Cost - \$4,200.00  
Warranty – 1 year warranty included on labor and material

### **Proposal #2 – Masters Quality Fence**

- Cost - \$3,250.00  
Warranty – same as above

\*After walking this area with the CDD Chairman, he suggested that we extend the fence 10ft. This will add an additional \$300 to both proposals above.



# Armstrong



## FENCE QUOTE

To: JIM MASTERS

Re: JOHNS CREEK RECREATION CENTER- ST. AUGUSTINE, FL

Subject: FENCE QUOTE

Armstrong Fence Co a leader in perimeter security throughout the Southeastern United States intends to submit a bid for subject project. The scope of work is to furnish and install as per *Your Request* the following:

### 6' HIGH ESTATE STYLE FENCING ~ TO INCLUDE:

- 1) Provide and install approximately 62' of 6' High Estate Style Wood Fencing
- 2) 5/8" x 6" PTP Wood Pickets
- 3) 4" x 4" PTP Wood Posts
- 4) 2" x 4" PTP Wood Railing
- 5) 1" x 4" PTP Wood Fascia
- 6) 2" x 6" PTP Wood Top Cap
- 7) All Post Set In Concrete
- 8) 1 Year Limited Craftsmanship Warranty

TOTAL COST - \$4,200.00

- **DUE TO CONTINUING MATERIAL PRICE INCREASES, THIS QUOTE IS ONLY GOOD FOR 7 DAYS**
- Standard Exclusions: Staking, Grading, Grounding, Clearing, Bollards, Intercom Devices, *Intercom Wiring & Conduits, High & Low Voltage Wiring / Conduits*, Concrete (other than post foundations), any other item not specifically listed, and Padlocks.
- Armstrong shall not be held responsible for any and all damages or liabilities resulting from any cut or damaged lines including, but not limited to gas, water, sprinkler, electric, telephone, fiber optic, or cable.
- Any Questions please feel free to call at 904-386-0433

---

Accepted by

Date

**Chris Herring**  
**Armstrong Fence Co**  
**3226 Talleyrand Ave**  
**Jacksonville, FL 32206**  
**Phone: 904-386-0433**  
**Fax: 904-356-2332**  
**Email: [cherring@armstrong-fence.com](mailto:cherring@armstrong-fence.com)**









4963 Kentucky Derby Ct  
 Jacksonville, FL, 32257  
 (904) 510-6540  
 Mastersfence01@gmail.com  
 Mastersqualityfence.com

# Masters Quality Fence

## Estimate

For: Brandy Creek CDD  
 jmasters@vestapropertyservices.com  
 (904) 716-1370

Estimate No: 1299  
 Date: 01/04/2023

Description	Quantity	Rate	Amount
62ft of 6ft Cap and Facia wood fence . Concrete to be added on every post  . #2 grade pressure treated pine to be used as material  . Galvanized ring shank nails to be used to insure no loose boards	1	\$3,250.00	\$3,250.00*

\*Indicates non-taxable item

Subtotal \$3,250.00  
 Total \$3,250.00

**Total \$3,250.00**

### Comments

One year warranty included on labor and material

*TENTH ORDER OF BUSINESS*

*B.*

CEO/CSO.....	\$400.00	/Hr.
President.....	\$350.00	/Hr.
Executive Vice President.....	\$335.00	/Hr.
Vice President .....	\$260.00	/Hr.
Senior Engineer/ Senior Project Manager.....	\$215.00	/Hr.
Project Manager.....	\$200.00	/Hr.
Director.....	\$185.00	/Hr.
Engineer.....	\$175.00	/Hr.
Assistant Project Manager .....	\$155.00	/Hr.
Senior Planner /Planning Manager.....	\$200.00	/Hr.
Senior Environmental Scientist.....	\$215.00	/Hr.
Planner.....	\$163.00	/Hr.
CEI Senior Project Engineer.....	\$230.00	/Hr.
CEI Project Manager/Project Administrator.....	\$184.00	/Hr.
CEI Senior Inspector.....	\$163.00	/Hr.
CEI Inspector .....	\$132.00	/Hr.
Senior Landscape Architect.....	\$184.00	/Hr.
Landscape Architect.....	\$165.00	/Hr.
Senior Technician/Senior Specialist.....	\$163.00	/Hr.
GIS Program Manager.....	\$180.00	/Hr.
GIS Analyst .....	\$140.00	/Hr.
GIS Consultant.....	\$150.00	/Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00	/Hr.
Engineering Intern .....	\$140.00	/Hr.
Engineering/Landscape Designer.....	\$140.00	/Hr.
CADD/GIS Technician.....	\$132.00	/Hr.
Project Coordinator / CSS.....	\$100.00	/Hr.
Administrative Support.....	\$95.00	/Hr.

\*ETM's standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and subject to an increase not to exceed five (5) percent per year.

**BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT  
 WORK AUTHORIZATION NO. 22  
 2022/2023 GENERAL CONSULTING ENGINEERING SERVICES  
 (GENERAL FUND)  
 (ETM 00-273-39)**

Scope of Work

England, Thims & Miller, Inc. shall provide general consulting engineering services for the Brandy Creek Community Development District as directed by the Board of Supervisors or their designee. General consulting services shall include but not limited to:

- Attending Meetings Preparation of Engineering Reports and Studies
- Preparation of Cost Estimates and Budgets
- Technical Support for Community Development District Staff
- Development and Analysis of District Projects
- Operation and Maintenance Inspections
- Prepare Presentation Documents for District Meetings

The outlined services shall be performed on a time and material basis at the currently approved rate and expense schedule. The estimated fee shall not be exceeded without further authorization. This estimated fee is not a guaranteed maximum cost.

**Part 1 General Consulting Engineering Services For 2022/2023**

ESTIMATED FEE .....\$5,000.00  
 (ETM Project No. 00-273)

**Basis of Estimated Fee  
 HOURLY FEE SCHEDULE - 2023**

CEO/CSO.....	\$400.00	/Hr.
President.....	\$350.00	/Hr.
Executive Vice President.....	\$335.00	/Hr.
Vice President .....	\$260.00	/Hr.
Senior Engineer/ Senior Project Manager.....	\$215.00	/Hr.
Project Manager.....	\$200.00	/Hr.
Director.....	\$185.00	/Hr.
Engineer.....	\$175.00	/Hr.
Assistant Project Manager .....	\$155.00	/Hr.
Senior Planner /Planning Manager.....	\$200.00	/Hr.
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Landscape Architect.....	\$165.00	/Hr.
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GIS Program Manager.....	\$180.00	/Hr.

GIS Analyst .....	\$140.00	/Hr.
GIS Consultant.....	\$150.00	/Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00	/Hr.
Engineering Intern .....	\$140.00	/Hr.
Engineering/Landscape Designer.....	\$140.00	/Hr.
CADD/GIS Technician.....	\$132.00	/Hr.
Project Coordinator / CSS.....	\$100.00	/Hr.
Administrative Support.....	\$95.00	/Hr.

\*ETM's standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and subject to an increase not to exceed five (5) percent per year.

Costs such as subconsultants, printing, telephone, delivery service, mileage and travel shall be invoiced at direct costs plus 15%.

Time of Performance

Services rendered will commence upon District approval and will be completed on or before September 30, 2023.

Approval

Submitted by: Bradley Weber Date: 01/28/23  
 England, Thims & Miller, Inc.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Brandy Creek Community Development District

*D.*



*1.*



# Brandy Creek CDD

## *Field Operation Manager's Report*

*Date of report: March 1, 2023*

*Submitted by: Jim Masters*

### YELLOWSTONE/LANDSCAPING:

- March 1 begins in season landscaping schedule. We will receive 2 days of service every week from Yellowstone.
- (Service reports attached)

### LAKE DOCTORS:

- The ponds are inspected twice a month and Lake Doctors will come out additionally based on pond conditions.
- (Service reports attached)

### SPLASH POOL LEAK UPDATE:

- Repairs are underway and this pool should be up and running by March 10.
- The cost of repairs for this project will be close to \$14,000.
- (Invoices attached)

### PROJECTS UNDERWAY/COMPLETED:

- We have re-strapped approximately 30 chairs at phase 1 and will begin phase 2 pool chairs soon.
- Pool lounge chairs (30) are scheduled to be returned to property on March 1.
- Three new doggie stations have been installed to be replace older stations.
- Repainted yellow curbs around island entrance.
- Will touch up paint on Splash Pool feature at phase 1.

- Continue working on splash pool leak.
- Pressure washing continues at both phase 1 and phase 2.

**REGULAR SERVICES:**

- Regular services and cleaning done according to contract
- Fitness Center cleaned four days per week
- Restrooms cleaned three times per week
- Off Season – pools will be cleaned three days a week and chemicals checked daily.
- Playground equipment inspected monthly
- Dog stations emptied and restocked weekly
- Trash pickup Monday through Friday, Amenity Centers, common areas and entrances
- Trash pickup on County Road 2209 once per week

2.



①

## SERVICE REPORT

Customer BRANDY CREEK CDD-JOHNS CREEK Account # 709617

Biologist ERIC WOOD Cell # \_\_\_\_\_ Date 1/10/23 Time AM-PM

Pond #	1	2	3	4	5A	5B	6	7	8	9	10				
Algae			✓	Lots	✓	✓	✓								
Emergent				rust											
Underwater															
Floating															
Terrestrial															
Dye															
Outfall Imp.															
Trash															
Restricted # of Days			∅		∅	∅	∅								

Method	Water Level	Clarity	Carp Program	Water Testing
Boat	Low	Tannic	Introduce Carp	Chemistry
Backpack	Normal	Clear	Re-Stock Reom	DO _____
Air float	High	Turbid	Barriers Inspected	
ATV		Planktonic		

### Fish/Wildlife Observed

Alligator	Otter	Snakes	Coots	Osprey	Egrets
Brown	Bass	Carp	Catfish	Turtles	Tilapia

### Native/Beneficial Vegetation

Pickersetwood	Naiad	Bulrush	Blue Flag Iris	Lily
Arrowhead	Racops	Chara	Spikerush	Canna

Other \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



2

## SERVICE REPORT

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

Biologist ERIC WOOD Cell # \_\_\_\_\_ Date 1/20/23 Time AM-PM

Pond #	1	2	3	4	5A	5B	6	7	8	9	10				
Algae	✓							A	✓		✓				
Emergent			✓					d							
Underwater								d							
Floating								e							
Terrestrial								d							
Dye															
Outfall Insp.								d							
Trash								e							
Restricted # of Days	φ		φ					e	φ		φ				

**Method**

**Water Level**

**Clarity**

**Carp Program**

**Water Testing**

Boat  
Backpack  
Air Boat  
ATV

Low  
Normal  
High

Tannic  
Clear  
Turbid  
Planktonic

Introduce Carp  
Re-Stock Reoom  
Barriers Inspected

Chemistry  
DO \_\_\_\_\_

**Fish/Wildlife Observed**

Alligator

Otter

Snakes

Coots

Osprey

Egrets

Bream

Bass

Carp

Catfish

Turtles

Tilapia

**Native/Beneficial Vegetation**

Pickrelwood

Naiad

Bulrush

Blue Flag Iris

Lily

Arrowhead

Bacopa

Chara

Spikerush

Canna

Other \_\_\_\_\_

Comments \_\_\_\_\_



**The Lake Doctors, Inc.**  
Aquatic Management Services

**3**

Corporate Office  
2243 State Road 479  
Winter Springs, FL 32798  
1-800-460-0253  
lake@lakedoctors.com  
www.lakedoctors.com

## SERVICE REPORT

Customer BRANDY CREEK CDD-JOHNS CREEK Account # 709617

Biologist ERIC WOOD Cell # \_\_\_\_\_ Date 2/13/23 Time AM-PM

Pond #	1	2	3	4	5A	5B	6	7	8	9	10			
Algae					✓	✓	✓	✓	✓	✓	✓			
Emergent										✓				
Underwater														
Floating														
Terrestrial														
Dye														
Outfall Insp.														
Trash														
Restricted # of Days					0	0	0	0	0	120	0			

Method	Water Level	Clarity	Carp Program	Water Testing
Boat	Low	Tannic	Introduce Carp	Chemistry
Backpack	Normal	Clear	Re-Stock Recom	DO _____
Air Boat	High	Turbid	Barriers Inspected	
ATV		Planktonic		

### Fish/Wildlife Observed

Alligator	Otter	Snakes	Coots	Osprey	Egrets
Beaver	Bass	Carp	Catfish	Turtles	Tilapia

### Native/Beneficial Vegetation

Pickerelweed	Naiad	Bulrush	Blue Flag Iris	Lily
Arrowhead	Hacopa	Chara	Spikerush	Canna

Other \_\_\_\_\_

Comments \_\_\_\_\_

3.



February 2023



**Brandy Creek CDD:  
February 2023 Landscape Report**

**Irrigation Maintenance:**

- February Irrigation Inspection was completed on 2/3/23
  - o Repairs included replacing rotor sprinkler heads, nozzles, a battery-operated timer and a decoder
- We have not completed the repairs from the January Irrigation Inspection and have included them on the February Irrigation Repair Proposal

**Fungus/Pest/Fertilizer applications:**

- The roses were treated with fertilizer, fungicide and insecticide on 2/9/23 and they are responding really well to the treatment
- We have completed 2 weed treatments on the jasmine at the Phase 2 entrance median
  - o Weed have been a constant problem here and we are trying a new product that can be sprayed over the top of the jasmine. This has been effective and the warm temperatures will allow us to starting fertilizing the jasmine to push new growth.
- The lawn treatment was performed on 2/2/23 & 2/6/23
  - o This includes fertilizer, pre & post emergent weed control and insecticide
- Granular fertilizer application will be completed in late March / early April

**Maintenance:**

- Regular Maintenance was performed throughout February every other week on Monday / Tuesday
- We trimmed the shrubs on Nature Walk Parkway medians, edged the jasmine and sprayed the weeds in the beds
- We have been mowing as needed until the turfgrass comes out of dormancy
- Detailed and trimmed shrubs in Phase 1 pool area
- We will concentrate on mowing, edging, weedeating, leaf cleanup and blowing at our next service
  - o With the turfgrass starting to grow again, we will be mowing the ponds at the upcoming services

**Special Projects:**

- Continued to clean up the palmettos around Phase 1 amenity center
  - o Please let me know if this is something that you like or if you prefer the natural look of the palmettos

Joe Soenksen  
Account Manager

January 2023



**Brandy Creek CDD:  
January 2023 Landscape Report**

**Irrigation Maintenance:**

- January Irrigation Inspection was completed on 1/11/23
  - o Repairs included replacing rotor sprinkler heads, nozzles and a solenoid on a valve
- Mainline leak repaired along sidewalk at S. Field Crest and Huffner Hill Circle on 1/3/23

**Fungus/Pest/Fertilizer applications:**

- Annual flowers were treated with fertilizer, insecticide and fungicide on 1/16/23 to promote flowering and prevent disease
- Follow-up treatment of annual flowers with fertilizer, insecticide and fungicide on 1/30/23
- Turfgrass application is scheduled for the beginning of February
  - o This will include fertilizer, weed control and insect control

**Maintenance:**

- Regular Maintenance was performed throughout January every other week on Monday / Tuesday
- We have been mowing as needed until the turfgrass comes out of dormancy
- Cutting back ornamental grasses around Phase 1 & 2 amenity centers
- Continue to hand pull weeds and spray weeds in planting beds throughout property
- We will remove frost damage to plants when we are confident that chances of frost are minimal

**Special Projects:**

- Removed 4 wax myrtles in Phase 1 pool area
- Cut back wax myrtles around Phase 1 amenity center
- Cutting back and thinning out palmettos around Phase 1 amenity center
  - o We will continue to work on this throughout February
- Limbing up oak trees along sidewalk on Huffner Hill

Joe Soenksen  
Account Manager

*E.*



## ***Amenities Manager Report***

**March 1, 2023**

*Submitted by Jennifer Meadows*

---

### **Administration:**

- Continuing to find the best ways to communicate information to our residents.
- Continuous updates of the Atrium system.
- Continuing with regular office duties, i.e. invoices, banking, newsletters, assisting residents, etc.

### **Activities- Ongoing:**

#### **Fitness Classes:**

- Fit-n-Fifty will be revamping its name in hopes to expand our participation to include adults of any age. The new name and information will be announced in the March newsletter.

#### **Food Trucks:**

- After many requests food trucks will be returning in March. We will start with one a month and evaluate adding more in the future.



## Special Events:

### Recent Events:

- On Saturday, February 11 we held our annual King and Princess Dance. This year's theme was Disney Dance Party! The kids loved dancing and singing along to Encanto, Frozen, Moana, and more. I'd like to point out one father was excitedly singing "You're Welcome" from Moana, sung by the Rock. This year we were so lucky to have an amazing castle backdrop donated for the evening from St. Johns Stage Performing Arts Studio. It added an extra layer of enchantment to the evening! We also played a few games including Rapunzel's Hair Tangle in which the kids or dads were wrapped in Rapunzel's hair (yellow streamer) as fast as possible. It was really funny to watch! Despite the storm raging outside, we had a great time inside!  
\*Please see attached photos at the end\*
- On Saturday, February 18, we had another Blood Drive. This month we had 10 donations which is equal to 30 potential lives saved.

### Future Events:

- Spring Egg Hunt – April 1
- Mom & Son Event – In the Works
- Start of Summer Celebration – May/June





*King and  
Princess  
Dance  
2023*



*TWELFTH ORDER OF BUSINESS*

*A.*



# *Brandy Creek*

*Community Development District*

*Unaudited Financial Reporting*

*January 31, 2023*



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**Brandy Creek**  
**Community Development District**  
**Combined Balance Sheet**  
**January 31, 2023**

	General	Capital Reserve	Debt Service	Total Governmental Funds
<b>Assets:</b>				
Cash - Wells Fargo	---	\$96,990	---	\$96,990
Cash - Hancock Bank	\$84,706	---	---	\$84,706
Investments:				
<b><u>Series 2013A</u></b>				
Reserve	---	---	\$31,901	\$31,901
Revenue	---	---	\$307,537	\$307,537
Redemption	---	---	\$208	\$208
<b><u>Series 2015</u></b>				
Reserve	---	---	\$90,016	\$90,016
Revenue	---	---	\$168,889	\$168,889
Redemption	---	---	\$380	\$380
<b><u>Operations:</u></b>				
State Board - Reserve	\$200,394	\$126,711	---	\$327,104
Custody Acct - General Account	\$538,994	---	---	\$538,994
Custody Acct - Capital Reserve	---	\$38,272	---	\$38,272
Due From Other	\$5	---	---	\$5
Electric Deposits	\$2,000	---	---	\$2,000
<b>Total Assets</b>	<b>\$826,099</b>	<b>\$261,973</b>	<b>\$598,931</b>	<b>\$1,687,003</b>
<b>Liabilities:</b>				
Accounts Payable	\$3,687	---	---	\$3,687
Accrued Expenses	\$9,521	---	---	\$9,521
<b>Total Liabilities</b>	<b>\$13,208</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,208</b>
<b>Fund Balances:</b>				
Restricted for Debt Service	---	---	\$598,931	\$598,931
Nonspendable	\$2,000	---	---	\$2,000
Assigned	---	\$261,973	---	\$261,973
Unassigned	\$810,891	---	---	\$810,891
<b>Total Fund Balances</b>	<b>\$812,891</b>	<b>\$261,973</b>	<b>\$598,931</b>	<b>\$1,673,795</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$826,099</b>	<b>\$261,973</b>	<b>\$598,931</b>	<b>\$1,687,003</b>

**Brandy Creek**  
**Community Development District**  
**General Fund**  
**Statement of Revenues & Expenditures**  
**For the Period ending January 31, 2023**

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
<b>Revenues:</b>				
Maintenance Assessments	\$857,020	\$759,861	\$759,861	\$0
Interest Income	\$0	\$0	\$1,125	\$1,125
Rental/Miscellaneous Income	\$8,000	\$2,667	\$1,730	(\$937)
Cost Sharing Revenue	\$8,467	\$8,467	\$11,158	\$2,691
Special Events Revenue	\$0	\$0	\$1,500	\$1,500
<b>Expenditures:</b>				
<b>Administrative</b>				
Supervisor Fees	\$6,000	\$2,000	\$1,600	\$400
FICA Expense	\$459	\$153	\$122	\$31
Engineering	\$7,000	\$2,333	\$123	\$2,211
Arbitrage	\$1,200	\$600	\$600	\$0
Trustee	\$8,300	\$5,510	\$5,510	\$0
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Attorney	\$25,000	\$8,333	\$6,356	\$1,978
Annual Audit	\$3,505	\$0	\$0	\$0
Management Fees	\$53,128	\$17,709	\$17,709	(\$0)
Computer Time	\$1,450	\$483	\$483	\$0
Telephone	\$550	\$183	\$74	\$109
Postage	\$1,000	\$333	\$227	\$106
Records Storage	\$100	\$33	\$0	\$33
Insurance	\$10,554	\$10,554	\$8,871	\$1,683
Printing & Binding	\$1,000	\$333	\$83	\$251
Legal Advertising	\$1,420	\$473	\$724	(\$250)
Other Current Charges	\$1,400	\$467	\$341	\$126
Office Supplies	\$200	\$67	\$2	\$65
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>MAINTENANCE</b>				
Insurance	\$21,264	\$21,264	\$23,771	(\$2,507)
Facility Administration/Events Coordinator	\$37,255	\$12,418	\$12,418	\$0
Facility Staffing (Contingency)	\$5,000	\$1,667	\$0	\$1,667
Pool Monitors	\$38,157	\$12,719	\$0	\$12,719
Field Operations Manger	\$72,635	\$24,212	\$24,212	(\$0)
Mobile App	\$2,500	\$833	\$0	\$833
Office Supplies/Mailings/ Printing	\$1,900	\$633	\$381	\$252
Pool Maintenance Service (Vesta)*	\$31,290	\$10,430	\$10,430	\$0
Pool Chemicals (Poolsure)	\$14,850	\$4,950	\$4,733	\$217
Permit Fees	\$925	\$0	\$0	\$0
Landscape Maintenance	\$132,768	\$44,256	\$42,463	\$1,793
Landscape Contingency	\$25,000	\$8,075	\$8,075	\$0
Irrigation Maintenance	\$8,500	\$2,833	\$1,531	\$1,302
Sign Repairs	\$2,500	\$833	\$124	\$710
Lake Maintenance	\$10,608	\$3,536	\$3,536	\$0
General Facility Maintenance	\$25,000	\$8,333	\$6,914	\$1,419
Pet Waste Disposal	\$7,822	\$2,607	\$2,607	(\$0)
Streetlighting	\$38,940	\$12,980	\$12,043	\$937
Telephone	\$2,700	\$900	\$1,641	(\$741)
Cable	\$2,300	\$767	\$720	\$47
Electric	\$27,720	\$9,240	\$9,359	(\$119)
Water/Sewer/Irrigation	\$48,000	\$16,000	\$12,673	\$3,327
Security	\$9,900	\$3,300	\$4,345	(\$1,045)
Security Camera Lease & Maintenance	\$3,000	\$1,000	\$0	\$1,000
Security - License Plate Reader System	\$11,000	\$3,667	\$0	\$3,667
Refuse Service	\$11,475	\$3,825	\$984	\$2,841
Janitorial	\$27,937	\$9,312	\$9,312	(\$0)
Community Web Site Services	\$900	\$300	\$300	\$0
Special Events	\$12,000	\$5,978	\$5,978	\$0
Recreation Passes	\$1,200	\$840	\$840	\$0
Performance Incentive	\$6,000	\$6,000	\$7,472	(\$1,472)
Capital Reserve - Transfer Out	\$105,000	\$0	\$0	\$0
<b>EXCESS REVENUES (EXPENDITURES)</b>				
	\$0		\$520,512	
<b>Fund Balance - Beginning</b>				
	\$0		\$292,379	
<b>Fund Balance - Ending</b>				
	\$0		\$812,891	

\* Phase 1 Pump System and Sump Pump Repair

**Brandy Creek**  
**Community Development District**  
**General Fund**  
*Month By Month Income Statement*  
*Fiscal Year 2023*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Maintenance Assessments	\$0	\$47,105	\$187,360	\$525,397	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$759,861
Interest Income	\$272	\$129	\$62	\$662	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,125
Rental/Miscellaneous Income	\$430	\$0	\$760	\$540	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,730
Cost Sharing Revenue	\$0	\$11,158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,158
Special Events Revenue	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
<b>Total Revenues</b>	<b>\$702</b>	<b>\$58,392</b>	<b>\$188,182</b>	<b>\$528,099</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$775,375</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Supervisor Fees	\$0	\$0	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600
FICA Expense	\$0	\$0	\$61	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122
Engineering	\$0	\$123	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$123
Arbitrage	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Trustee	\$5,510	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,510
Assessment Roll	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Attorney	\$2,043	\$1,209	\$3,104	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,356
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$4,427	\$4,427	\$4,427	\$4,427	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,709
Computer Time	\$121	\$121	\$121	\$121	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$483
Telephone	\$0	\$38	\$0	\$36	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74
Postage	\$18	\$38	\$149	\$22	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$227
Record Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$8,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,871
Printing & Binding	\$25	\$10	\$18	\$29	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83
Legal Advertising	\$265	\$129	\$0	\$329	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$724
Other Current Charges	\$58	\$21	\$114	\$147	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$341
Office Supplies	\$0	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$26,514</b>	<b>\$6,716</b>	<b>\$8,795</b>	<b>\$5,974</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,999</b>

**Brandy Creek**  
**Community Development District**  
**General Fund**  
*Month By Month Income Statement*  
*Fiscal Year 2023*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>MAINTENANCE</u></b>													
Insurance	\$23,771	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,771
Facility Administration/Events Coordinator	\$3,105	\$3,105	\$3,105	\$3,105	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,418
Facility Staffing (Contingency)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Monitors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Operations Manger	\$6,053	\$6,053	\$6,053	\$6,053	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,212
Office Supplies/Mailings/ Printing	\$253	\$4	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$381
Pool Maintenance Service (Vesta)*	\$2,607	\$2,607	\$2,607	\$2,607	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,430
Pool Chemicals (Poolsure)	\$1,114	\$1,114	\$1,114	\$1,392	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,733
Permit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$10,537	\$10,537	\$10,537	\$10,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,463
Landscape Contingency	\$3,400	\$3,000	\$700	\$975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,075
Storm Cleanup	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Maintenance	\$670	\$0	\$98	\$763	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,531
Sign Repairs	\$0	\$124	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124
Lake Maintenance	\$884	\$884	\$884	\$884	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,536
General Facility Maintenance	\$3,043	\$1,497	\$1,254	\$1,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,914
Pet Waste Disposal	\$652	\$652	\$652	\$652	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,607
Streetlighting	\$2,949	\$2,949	\$2,949	\$3,195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,043
Telephone	\$194	\$190	\$192	\$1,064	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,641
Cable	\$180	\$180	\$180	\$180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$720
Electric	\$2,249	\$2,332	\$2,286	\$2,492	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,359
Water/Sewer/Irrigation	\$2,472	\$2,819	\$4,500	\$2,883	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,673
Security	\$1,650	\$1,045	\$825	\$825	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,345
Security Camera Lease & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refuse Service	\$984	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$984
Janitorial	\$2,328	\$2,328	\$2,328	\$2,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,312
Community Web Site Services	\$150	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Special Events	\$504	\$1,041	\$3,542	\$890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,978
Recreation Passes	\$365	\$0	\$365	\$110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$840
Performance Incentive	\$0	\$0	\$7,472	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,472
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Maintenance</b>	<b>\$70,113</b>	<b>\$42,460</b>	<b>\$44,446</b>	<b>\$42,372</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$206,864</b>
<b>Total Expenses</b>	<b>\$96,627</b>	<b>\$49,176</b>	<b>\$53,242</b>	<b>\$48,346</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$254,863</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$95,924)</b>	<b>\$9,216</b>	<b>\$134,940</b>	<b>\$479,753</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$520,512</b>

**Brandy Creek**  
**Community Development District**  
**Capital Reserve Fund**  
*Statement of Revenues & Expenditures*  
*For the Period ending January 31, 2023*

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
<b>Revenues:</b>				
Interest Income	\$500	\$167	\$1,925	\$1,758
General Fund Transfer In	\$105,000	\$0	\$0	\$0
<b>Expenditures</b>				
Capital Outlay - Equipment/Facilities	\$30,000	\$10,000	\$0	\$10,000
Other Current Charges	\$450	\$150	\$0	\$150
Repair and Replacement	\$30,000	\$10,000	\$4,020	\$5,980
<b>OTHER SOURCES/(USES)</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>Excess Revenues (Expenditures)</b>	\$45,050		(\$2,095)	
<b>Fund Balance - Beginning</b>	\$282,681		\$264,069	
<b>Fund Balance - Ending</b>	\$327,731		\$261,973	

**Brandy Creek**  
**Community Development District**  
**Debt Service Fund - Series 2013A**  
**Statement of Revenues & Expenditures**  
**For the Period ending January 31, 2023**

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
<b>Revenues:</b>				
Assessments Tax Roll	\$318,983	\$282,829	\$282,829	\$0
Interest Income	\$300	\$100	\$991	\$891
<hr/>				
<b>Expenditures</b>				
<b><u>Series 2013A</u></b>				
Interest Expense - 11/1	\$50,873	\$50,873	\$50,873	\$0
Principal Expense-Prepayment 11/1	\$0	\$0	\$0	\$0
Interest Expense - 5/1	\$50,873	\$0	\$0	\$0
Principal Expense - 5/1	\$215,000	\$0	\$0	\$0
Principal Expense-Prepayment 5/1	\$0	\$0	\$0	\$0
<hr/>				
<b><u>Other Sources/(Uses)</u></b>				
Interfund Transfer In	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$0	\$0	\$0	\$0
<hr/>				
<b>Excess Revenues (Expenditures)</b>	<b>\$2,538</b>		<b>\$232,948</b>	
<b>Fund Balance - Beginning</b>	<b>\$71,164</b>		<b>\$106,698</b>	
<b>Fund Balance - Ending</b>	<b>\$73,702</b>		<b>\$339,646</b>	



**Brandy Creek**  
*Community Development District*  
**Debt Service Fund - Series 2015**  
*Statement of Revenues & Expenditures*  
**For the Period ending January 31, 2023**

	Adopted Budget	Prorated Budget Thru 01/31/23	Actual Thru 01/31/23	Variance
<b>Revenues:</b>				
Special Assessments	\$180,950	\$160,441	\$160,441	\$0
Interest Income	\$200	\$67	\$1,173	\$1,107
<hr/>				
<b>Expenditures</b>				
<b><u>Series 2015</u></b>				
Interest Expense - 11/1	\$36,404	\$36,404	\$36,404	\$0
Principal Expense-Prepayment 11/1	\$0	\$0	\$0	\$0
Interest Expense - 5/1	\$35,810	\$0	\$0	\$0
Principal Expense - 5/1	\$105,000	\$0	\$0	\$0
Special Call - 5/1	\$0	\$0	\$0	\$0
<hr/>				
<b><u>Other Sources/(Uses)</u></b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<hr/>				
<b>Excess Revenues (Expenditures)</b>	<b>\$3,936</b>		<b>\$125,210</b>	
<b>Fund Balance - Beginning</b>	<b>\$42,518</b>		<b>\$134,074</b>	
<b>Fund Balance - Ending</b>	<b>\$46,454</b>		<b>\$259,285</b>	

*Brandy Creek*  
*Community Development District*  
**Long Term Debt Report**

<b>Series 2013 Special Assessment Refunding Bonds</b>	
Interest Rate:	6.350%
Maturity Date:	5/1/34
Reserve Fund Definition:	10% Max Annual
Reserve Fund Requirement:	\$31,569
Reserve Fund Balance:	\$31,901
Bonds outstanding - 9/30/2013	\$4,545,000
Less: November 1, 2013 (Prepayment)	\$0
Less: May 1, 2014 (Mandatory)	(\$160,000)
Less: May 1, 2015 (Mandatory)	(\$165,000)
Less: May 1, 2015 (Prepayment)	(\$10,000)
Less: May 2, 2016 (Mandatory)	(\$170,000)
Less: May 1, 2017 (Mandatory)	(\$175,000)
Less: November 1, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018	(\$180,000)
Less: November 1, 2018 (Prepayment)	(\$5,000)
Less: May 1, 2019	(\$190,000)
Less: May 1, 2020	(\$195,000)
Less: May 1, 2020 (Prepayment)	(\$10,000)
Less: November 1, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021	(\$200,000)
Less: May 1, 2021 (Prepayment)	(\$5,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
Less: May 1, 2022	(\$210,000)
Less: May 1, 2022 (Prepayment)	(\$5,000)
<b>Current Bonds Outstanding</b>	<b>\$2,850,000</b>

<b>Series 2015 Special Assessment Bonds</b>	
Interest Rate:	3.700%
Maturity Date:	5/1/36
Reserve Fund Definition:	50% Max Annual
Reserve Fund Requirement:	\$89,162
Reserve Fund Balance:	\$90,016
Bonds outstanding - 10/30/2015	\$2,535,000
Less: May 2, 2016	(\$15,000)
Less: May 1, 2017	(\$85,000)
Less: November 1, 2017 (Prepayment)	(\$5,000)
Less: May 1, 2018	(\$90,000)
Less: November 1, 2018 (Prepayment)	(\$5,000)
Less: May 1, 2019	(\$95,000)
Less: May 1, 2020	(\$95,000)
Less: May 1, 2020 (Prepayment)	(\$5,000)
Less: November 1, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021	(\$100,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
Less: May 1, 2022	(\$100,000)
Less: May 1, 2022 (Prepayment)	(\$5,000)
<b>Current Bonds Outstanding</b>	<b>\$1,925,000</b>

*B.*



*C.*

# Brandy Creek Community Development District

## Check Run Summary - General Fund

12/1/22 thru 1/31/23

<i>Fund</i>	<i>Date</i>	<i>Check No.s</i>	<i>Amount</i>
<b><i>General Fund</i></b>			
<i>Accounts Payable</i>	12/1/22 - 12/31/22	2154-2159	\$ 4,907.08
	1/1/23 - 1/31/23	2160-2191	\$ 279,673.40
			\$ 284,580.48
<b><i>Capital Reserve Fund</i></b>			
<i>Accounts Payable</i>	1/24/23	147	\$4,020.00
			\$ 4,020.00
<b><i>Utilities and Autopayments</i></b>			
	12/7/22	JEA	\$4,499.82
	12/19/22	AT&T	\$192.29
	12/27/22	HWB Credit Card	\$1,288.48
	12/28/22	FPL	\$5,235.33
	1/6/23	Republic Services	\$246.20
	1/5/23	JEA	\$3,755.05
	1/17/23	AT&T	\$192.29
	1/24/23	HWB Credit Card	\$1,171.21
	1/30/23	FPL	\$5,441.24
		<b>TOTAL UTILITIES PAID ONLINE OR AUTOPAY</b>	<b>\$22,021.91</b>
<b>Total</b>			<b>\$ 310,622.39</b>

*\* Fedex Invoices available upon request*

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/19/22	00311	9/07/22 1717A	202212 320-57200-49400	BALANCE DUE LIGHTING	*	2,634.15	
		9/07/22 1717A	202212 300-13100-10200	DUE FROM OTHER	*	50.00	
							2,684.15 002154
-----							
12/19/22	00274	11/15/22 11152022	202212 320-57200-49400	SANTA EVENT 12/17/22	*	375.00	
							375.00 002155
-----							
12/22/22	00378	10/31/22 5014893	202210 310-51300-48000	NOTICE 7835333	*	59.84	
		10/31/22 5014893	202210 310-51300-48000	NOTICE 7835513	*	140.08	
		10/31/22 5014893	202210 310-51300-48000	MEETING 7945995	*	65.28	
		11/01/22 5096353	202211 310-51300-48000	PUBLIC MEETING 8091124	*	65.28	
		11/01/22 5096353	202211 310-51300-48000	PUBLIC MEETING 8092520	*	63.92	
							394.40 002156
-----							
12/22/22	00013	12/05/22 0206031	202211 310-51300-31100	NOV ENGINEERING SERVICES	*	122.50	
							122.50 002157
-----							
12/22/22	00372	12/13/22 3154216	202211 310-51300-31500	NOV GENERAL CONSULTING	*	1,208.50	
							1,208.50 002158
-----							
12/22/22	00048	12/14/22 12142022	202212 310-51300-42000	2022 NOTICE POSTAGE	*	122.53	
							122.53 002159
-----							
1/06/23	00323	12/01/22 403563	202211 320-57200-46600	4 CS NABC GALLON	*	53.31	
		12/01/22 403563	202211 320-57200-46600	4 CS DMQ DIST GALLON	*	55.08	
		12/01/22 403563	202211 320-57200-46600	100 CS BLK LINER	*	44.39	
		12/01/22 403563	202211 320-57200-46600	FUEL SURCHARGE	*	5.00	
							157.78 002160
-----							
1/06/23	00033	11/29/22 272664	202211 320-57200-46600	RESET PH 2 UPDATE SOFTW	*	635.00	
							635.00 002161

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/06/23	00033	12/06/22	272873	202212 320-57200-49300 100 PROXIMITY CARDS	ATLANTIC SECURITY	*	365.00	365.00	002162
1/06/23	00030	12/01/22	293	202212 310-51300-34000 DEC MANAGEMENT FEES		*	4,427.33		
		12/01/22	293	202212 310-51300-35100 DEC INFORMATION TECH		*	120.83		
		12/01/22	293	202212 310-51300-51000 OFFICE SUPPLIES		*	.66		
		12/01/22	293	202212 310-51300-42000 POSTAGE		*	26.68		
		12/01/22	293	202212 310-51300-42500 COPIES		*	18.30		
					GOVERNMENTAL MANAGEMENT SERVICES			4,593.80	002163
1/06/23	00296	11/09/22	11092022	202211 320-57200-34500 SEC 15 HRS 11/19-11/30	LAUREN MARIA LEDOUX	*	825.00	825.00	002164
1/06/23	00227	12/06/22	6154989	202212 320-57200-46600 DEC PEST CONTROL	PESTBEAR	*	110.37	110.37	002165
1/06/23	00227	12/06/22	6155054	202212 320-57200-46600 DEC PEST CONTROL	PESTBEAR	*	77.91	77.91	002166
1/06/23	00286	12/01/22	404903	202212 320-57200-34700 FIELD MANAGEMENT SERVICES		*	6,052.92		
		12/01/22	404903	202212 320-57200-34400 ADMIN EVENTS COORDINATOR		*	3,104.58		
		12/01/22	404903	202212 320-57200-34200 JANITORIAL SERVICES		*	2,328.10		
		12/01/22	404903	202212 320-57200-46200 POOL MAINTENANCE		*	2,607.48		
		12/01/22	404903	202212 320-57200-46700 PET WASTE DISPOSAL		*	651.87		
					VESTA PROPERTY SERVICES, INC.			14,744.95	002167
1/06/23	00286	9/30/22	403398	202209 320-57200-49100 HURRICANE CLEAN UP IAN	VESTA PROPERTY SERVICES, INC.	*	239.76	239.76	002168
1/06/23	00044	12/01/22	12012022	202212 320-57200-42000 DEC INTERNET SERVICE	WAVEFLY	*	54.95	54.95	002169



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/06/23	00271	12/01/22	JAX 4698	202212	320-57200-46100		DEC LANDSCAPE MAINTENANCE YELLOWSTONE LANDSCAPE	*	10,536.67	10,536.67	002170
1/11/23	00032	1/06/23	01062023	202301	300-15100-10000		GENERAL FUND EXCESS TXF STATE BOARD OF ADMINISTRATION	*	200,000.00	200,000.00	002171
1/17/23	00030	1/01/23	294	202301	310-51300-34000		JAN MANAGEMENT FEES	*	4,427.33		
		1/01/23	294	202301	310-51300-35100		JAN INFORMATION TECH	*	120.83		
		1/01/23	294	202301	310-51300-51000		OFFICE SUPPLIES	*	.48		
		1/01/23	294	202301	310-51300-42000		POSTAGE	*	22.16		
		1/01/23	294	202301	310-51300-42500		COPIES	*	29.40		
		1/01/23	294	202301	310-51300-41000		TELEPHONE	*	35.80		
							GOVERNMENTAL MANAGEMENT SERVICES			4,636.00	002172
1/17/23	00341	12/01/22	13129561	202212	320-57200-46250		DEC POOL CHEMICALS POOLSURE	*	1,113.75	1,113.75	002173
1/17/23	00019	11/28/22	46483B	202211	320-57200-46800		NOV LAKE MAINTENANCE THE LAKE DOCTORS INC	*	884.00	884.00	002174
1/17/23	00335	12/01/22	2875	202212	320-57200-34300		DEC NEWSLETTER & MAINT ROBERTA G NAGLE DBA UNICORN	*	150.00	150.00	002175
1/17/23	00286	12/15/22	405671	202212	320-57200-52000		SUPP LABOR JIM MASTERS	*	4,560.00		
		12/15/22	405671	202212	320-57200-52000		SUPP LABOR JEN MEADOWS VESTA PROPERTY SERVICES, INC.	*	2,912.00	7,472.00	002176
1/17/23	00286	12/31/22	406348	202212	320-57200-46600		PIRANHA FINE MESH VESTA PROPERTY SERVICES, INC.	*	90.95	90.95	002177
1/17/23	00044	1/01/23	01042023	202301	320-57200-42000		JAN INTERNET SERVICE WAVEFLY	*	54.95	54.95	002178

BC -BRANDY CREEK- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE.....	...EXPENSED TO...	VENDOR NAME	STATUS	AMOUNT	....CHECK.....
DATE	INVOICE	YRMO	DPT ACCT# SUB	SUBCLASS			AMOUNT #
1/24/23	00334	12/02/22	6318 202212 320-57200-46600	MAINTENANCE SUPPLIES	*	17.99	
		12/15/22	6346 202212 320-57200-46600	MAINTENANCE SUPPLIES	*	39.57	
				CRONIN ACE HARDWARE			57.56 002179
1/24/23	00280	12/23/22	122122 202212 320-57200-42000	DEC INTERNET	*	125.00	
				FLORIDA HIGH SPEED INTERNET			125.00 002180
1/24/23	00372	1/10/23	3167508 202212 310-51300-31500	DEC GENERAL COUNSEL	*	3,104.19	
				KUTAK ROCK LLP			3,104.19 002181
1/24/23	00296	12/26/22	12262022 202212 320-57200-34500	12/3-12/24 SECURITY	*	825.00	
				LAUREN MARIA LEDOUX			825.00 002182
1/24/23	00341	1/01/23	13129561 202301 320-57200-46250	JAN POOL CHEMICALS	*	1,392.19	
				POOLSURE			1,392.19 002183
1/24/23	00324	10/11/22	35202454 202210 320-57200-51000	OFFICE SUPPLIES	*	252.55	
		12/19/22	35259179 202212 320-57200-51000	OFFICE SUPPLIES	*	124.95	
				STAPLES			377.50 002184
1/24/23	00255	1/09/23	90006264 202301 320-57200-46600	MAT CLEANING	*	300.00	
				STEAM LUX LLC			300.00 002185
1/24/23	00201	12/15/22	16492 202212 320-57200-49000	DROP 5 DEAD TREES	*	700.00	
				TAYLOR TREE SERVICES, INC			700.00 002186
1/24/23	00286	11/30/22	405475 202211 320-57200-46600	DOG WASTE BAGS	*	191.40	
				VESTA PROPERTY SERVICES, INC.			191.40 002187
1/24/23	00286	1/01/23	405784 202301 320-57200-34700	JAN MANAGEMENT SERVICES	*	6,052.92	
		1/01/23	405784 202301 320-57200-34400	JAN OFFICE ADMIN & EVENTS	*	3,104.58	
		1/01/23	405784 202301 320-57200-34200	JAN JANITORIAL SERVICES	*	2,328.10	

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/01/23	405784	202301 320-57200-46200	JAN POOL MAINTENANCE		*	2,607.48	
1/01/23	405784	202301 320-57200-46700	JAN PET WASTE DISPOSAL		*	651.87	
							14,744.95 002188
-----							
1/24/23	00286	12/31/22 406332	202212 320-57200-49400	CHRISTMAS EVENTS	*	162.00	
							162.00 002189
-----							
1/24/23	00271	1/01/23 JAX47984	202301 320-57200-46100	JAN LANDSCAPE MAINTENANCE	*	10,852.77	
							10,852.77 002190
-----							
1/24/23	00271	12/29/22 JAX47927	202212 320-57200-46300	IRRIGATION REPAIR	*	98.00	
							98.00 002191
-----							
						TOTAL FOR BANK C	284,580.48
						TOTAL FOR REGISTER	284,580.48

**M&G Holiday Lighting**

4845 Belle Terre Pkwy  
 Palm Coast, FL 32164 US  
 holiday@mgbusinessventures.com



**INVOICE**

**BILL TO**  
 Brandy Creek CDD  
 Johns Creek  
 224 Johns Creek Parkway  
 St. Augustine, FL 32092

311  
 BALANCE DUE  
 1300 5600 49400

INVOICE  
 DATE  
 TERMS  
 DUE DATE

1717 A  
 09/07/2022  
 Due on receipt  
 09/07/2022

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Holiday Lighting - Reinstall Re-install C7 lights all roofline / fascia / gutter (original, 6 seasons)	1	1,395.80	1,395.80
	Holiday Lighting - Reinstall Re-Install neighborhood sign C7's (replaced 2021)	1	235.00	235.00
	Holiday Lighting - Replacement of Lights / Equipment Replacement of all C7's and wire for palm trees and main building - NEW	1	1,484.00	1,484.00
	Miscellaneous - Wire - Plugs, Supplies, etc Miscellaneous - Wire - Plugs, Supplies, etc	1	125.00	125.00
	Equipment charges Boom Rental for Install and Removal	1	600.00	600.00
	Storage Storage of Holiday lights and decor till the next season	1	50.00	50.00
	Removal Removal of Lights and Decor at the end of the season	1	250.00	250.00
	Holiday Lighting - Reinstall Phase 2 -Re-Install C7 WW lights to pool facing fascia only (both buildings)	1	294.00	294.00
	Holiday Lighting - Reinstall Phase 2 - Re-Install C7 WW lights to North entrance @ fence arch	1	479.50	479.50
	Miscellaneous - Wire - Plugs, Supplies, etc Miscellaneous - Wire - Plugs, Supplies, etc	1	75.00	75.00
	Removal Removal of Lights and Decor at the end of the season	1	250.00	250.00
	Storage Storage of Holiday lights and decor till the next season	1	30.00	30.00
	Bank Fee Bank fee charged for Returned Check - Stop Payment	1	50.00	50.00

PAYMENT

2,634.15

BALANCE DUE

**\$2,684.15**

RECEIVED  
DEC 05 2022

Santa Claus  
Patrick Mullen

12-1-22

Jim Masters  
*[Signature]*

47 Willow Winds Parkway  
St. Johns, Florida 32259

1320 57200 49400 904-907-6079

BRANDY CREEK

Today's Date: 11-15-2022

Invoice #: (Johns Creek) Brandy Creek ERP

Event Date: 12-17-2022

Event Time: 4:00-7:00

Cost: \$125/hr = \$375.00

Please make checks payable to Patrick Mullen.

Merry Christmas!




# LOCALIQ

## FLORIDA

ACCOUNT NAME Brandy Creek Cdd		ACCOUNT # 765150	PAGE # 1 of 1
INVOICE # 0005014893	BILLING PERIOD Oct 1- Oct 31, 2022	PAYMENT DUE DATE November 20, 2022	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL AMOUNT DUE \$334.56	
BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com		FEDERAL ID 47-2390983	
<p>Legal Entity: Gannett Media Corp.</p> <p>Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.</p> <p>All funds payable in US dollars.</p>			

**BILLING ACCOUNT NAME AND ADDRESS**

Brandy Creek Cdd  
475 W. Town Pl. Ste. 114  
Saint Augustine, FL 32092-3649



00007651500000000000000050148930003345667173

Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number: MOR\_18412

Date	Description	Amount
10/1/22	Balance Forward	\$345.44
10/25/22	PAYMENT - THANK YOU	-\$276.08

**Package Advertising:**

Start-End Date	Order Number	Description	PO Number	Package Cost
10/5/22	7835333	Brandy Creek CDD		\$59.84 ✓
10/6/22	7835513	Meeting Notice 10/6/22		\$140.08
10/31/22	7945995	11/9/22 Meeting Notice		\$65.28 ✓

RECEIVED  
NOV 14 2022  
BY [Signature]

378  
00130513148111

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

# LOCALIQ

## FLORIDA

ACCOUNT NAME Brandy Creek Cdd		PAYMENT DUE DATE November 20, 2022		AMOUNT PAID	
ACCOUNT NUMBER 765150		INVOICE NUMBER 0005014893			
CURRENT DUE \$265.20	30 DAYS PAST DUE \$69.36	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00
					TOTAL AMOUNT DUE \$334.56

**REMITTANCE ADDRESS** (Include Account# & Invoice# on check)

CA Florida Holdings, LLC  
PO Box 631244  
Cincinnati, OH 45263-1244

**TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:**

VISA     MASTERCARD     DISCOVER     AMEX

Card Number \_\_\_\_\_  
Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_    CVV Code \_\_\_\_\_  
Signature \_\_\_\_\_    Date \_\_\_\_\_

00007651500000000000000050148930003345667173

# LOCALiQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Brandy Creek Cdd  
Brandy Creek Cdd  
475 W Town Place  
ROOM 114

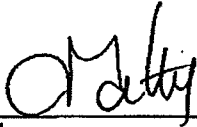
Saint Augustine FL 32092

STATE OF FLORIDA, COUNTY OF ST JOHNS

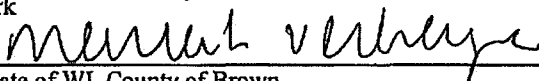
The St Augustine Record, a daily newspaper published in St Johns County, Florida; and of general circulation in St Johns County; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the Issues dated or by publication on the newspaper's website, if authorized, on:

10/31/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 10/31/2022



Legal Clerk



Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost: \$65.28

Order No: 7945995

Customer No: 765150

PO #:

# of Copies:

1

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

## NOTICE OF MEETING BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Brandy Creek Community Development District will be held on Wednesday, November 9, 2022 at 6:30 p.m. at the Phase II Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver  
District Manager

**RECEIVED**  
DEC 14 2022

BY: \_\_\_\_\_

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin



# LOCALiQ FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Brandy Creek Cdd  
Brandy Creek Cdd  
475 W Town Place  
ROOM 114

Saint Augustine FL 32092

STATE OF FLORIDA, COUNTY OF ST JOHNS

The St Augustine Record, a daily newspaper published in St Johns County, Florida; and of general circulation in St Johns County; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the Issues dated or by publication on the newspaper's website, if authorized, on:

10/06/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 10/06/2022

**NOTICE OF RULEMAKING BY BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT**  
In accordance with Chapters 120 and 190, Florida Statutes, the Brandy Creek Community Development District (the "District") hereby gives notice of its intention to adopt revised Policies Regarding District Amenity Facilities related to Non-Resident User Fees imposed on persons desiring to utilize the District's amenity facilities ("Amenity Facilities") who are not landowners of property within the District ("Non-Resident User Fees") and to provide for new fees for Access Cards ("Access Card Fees").  
The proposed annual Non-Resident User Fee is \$2500. Non-Resident User Fees shall be subject to the District's Policies Regarding District Amenity Facilities ("Amenity Policies"), as amended from time to time. The proposed Access Card Fee is \$25.00 per access card.

A public hearing will be conducted by the Board of Supervisors ("Board") of the District on Wednesday, November 9, 2022, at 6:30 p.m. at the Phase II Amenity Center, 251 Hillier Circle, St. Augustine, Florida 32092.

The proposed Non-Resident User Fees and Access Card Fees may be adjusted at the public hearing after discussion by the Board and public comment. The purpose and effect of the Non-Resident User Fees and Access Card Fees is to provide for efficient and effective operations of the District's Amenity Facilities.

Prior notice of rule development was published in the St. Augustine Record on October 3, 2022.

Legal authority for the proposed Non-Resident User Fees and Access Card Fees includes sections 190.011, 190.023, 190.041, and 190.034, Florida Statutes.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.54(1)(f), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

This public hearing may be continued to a date, time, and place to be specified on the record of the hearing. If anyone chooses to object or decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which such appeal is to be based. At the public hearing, staff, or Supervisors may participate in the joint public hearing by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations of this joint public hearing because of a disability or physical impairment should contact the District Office at (904) 940-5858 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A copy of the proposed rule establishing the Non-Resident User Fees, Access Card Fees, and additional information on the public hearing may be obtained by contacting the District Manager at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5858.  
Jim Oliver, District Manager  
SAR 10/022

*Mariela Verbruggen*  
Legal Clerk  
*Kathleen Allen*  
Notary, State of WI, County of Brown  
1-7-22

My commission expires  
Publication Cost: \$140.08  
Order No: 7835513 # of Copies: 1  
Customer No: 765150  
PO #:

**THIS IS NOT AN INVOICE!**

Please do not use this form for payment remittance.

**RECEIVED**  
DEC 14 2022  
BY: \_\_\_\_\_

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

# LOCALiQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Brandy Creek Cdd  
Brandy Creek Cdd  
475 W Town Place  
ROOM 114

Saint Augustine FL 32092

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10/05/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 10/05/2022

*Anna Kanitz*  
Legal Clerk  
*Mariah Verhagen*  
Notary, State of WI, County of Brown  
*8.25.26*

My commission expires

Publication Cost: \$59.84

Order No: 7835333

# of Copies:

Customer No: 765150

1

PO #:

**THIS IS NOT AN INVOICE!**

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## NOTICE OF RULE DEVELOPMENT BY BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

In accordance with Chapters 120 and 190, *Florida Statutes*, the Brandy Creek Community Development District (the "District") hereby gives notice of its intention to adopt revised Policies Regarding District Amenity Facilities related to Non-Resident User Fees imposed on persons desiring to utilize the District's amenity facilities ("Amenity Facilities") who are not landowners of property within the Districts ("Non-Resident User Fees") and to provide for new fees for Access Cards ("Access Card Fees"). The purpose and effect of the Non-Resident User Fees and Access Card Fees are to provide for efficient and effective operations of the District's Amenity Facilities. Legal authority for the proposed Non-Resident User Fees and Access Card Fees includes sections 190.011, 190.012(3), 190.035, 190.041, and 120.054, *Florida Statutes*. A public hearing will be conducted by the District on Wednesday, November 9, 2022, at 6:30 p.m., at the Phase II Amenity Center, 251 Huffner Circle, St. Augustine, Florida 32092. A copy of the proposed rule establishing the Non-Resident User Fees, Access Card Fees, and additional information on the public hearing may be obtained by contacting the District Manager at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.  
Jim Oliver, District Manager

**RECEIVED**  
DEC 14 2022  
BY: \_\_\_\_\_

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin


# LOCALiQ

FLORIDA

ACCOUNT NAME Brandy Creek Cdd		ACCOUNT # 765150	PAGE # 1 of 1
INVOICE # 0005096353	BILLING PERIOD Nov 1- Nov 30, 2022	PAYMENT DUE DATE December 20, 2022	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL AMOUNT DUE <b>\$394.40</b>	

**BILLING ACCOUNT NAME AND ADDRESS**

Brandy Creek Cdd  
475 W. Town Pl. Ste. 114  
Saint Augustine, FL 32092-3649



**BILLING INQUIRIES/ADDRESS CHANGES**  
1-877-736-7612 or smb@ccc.gannett.com

**FEDERAL ID**  
47-2390983

Legal Entity: Gannett Media Corp.  
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.  
All funds payable in US dollars.

0000765150000000000000000050963530003944067179

Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number: MOR\_18412

Date	Description	Amount
11/1/22	Balance Forward	\$334.56
11/14/22	PAYMENT - THANK YOU	-\$69.36

**Package Advertising:**

Start-End Date	Order Number	Description	PO Number	Package Cost
11/28/22	8091124	12.06 Meeting	12.06 Meeting	\$65.28
11/29/22	8092520	8092520		\$63.92

**RECEIVED**  
DEC 14 2022  
BY: \_\_\_\_\_

**RECEIVED**  
DEC 12 2022

*UTC of Meeting 12/6*  
*378*  
*1 310 51300 48000*

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

<b>LOCALiQ</b> FLORIDA		ACCOUNT NAME Brandy Creek Cdd		PAYMENT DUE DATE December 20, 2022		AMOUNT PAID
		ACCOUNT NUMBER 765150		INVOICE NUMBER 0005096353		
CURRENT DUE \$129.20	30 DAYS PAST DUE \$265.20	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL AMOUNT DUE <b>\$394.40</b>
REMITTANCE ADDRESS (Include Account# & Invoice# on check)			TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:			
CA Florida Holdings, LLC PO Box 631244 Cincinnati, OH 45263-1244			<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX			
			Card Number _____			
			Exp Date ____/____/____		CVV Code _____	
			Signature _____		Date _____	

0000765150000000000000000050963530003944067179

# LOCALiQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Brandy Creek Cdd  
Brandy Creek Cdd  
475 W Town Place  
ROOM 114

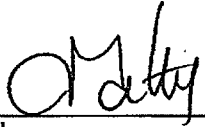
Saint Augustine FL 32092

STATE OF FLORIDA, COUNTY OF ST JOHNS

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10/31/2022

and that the fees charged are legal.  
Sworn to and subscribed before on 10/31/2022

  
\_\_\_\_\_  
Legal Clerk

  
\_\_\_\_\_  
Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost: \$65.28

Order No: 7945995

# of Copies:

Customer No: 765150

1

PO #:

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James Oliver  
District Manager

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin



Jim Oliver  
 Brandy Creek CDD  
 c/o GMS, LLC  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

December 05, 2022  
 Project No: 00273.39000  
 Invoice No: 0206031

Project 00273.39000 Brandy Creek CDD - 2021/2022 General Consulting Engineering Services (WA#19)

**Professional Services rendered through November 26, 2022**

Task 01 General Consulting Engineering Services for 2021/2022

**Professional Personnel**

		Hours	Rate	Amount
Principal - Vice President				
Weeber, Bradley	11/5/2022	.50	245.00	122.50
Totals		.50		122.50
<b>Total Labor</b>				<b>122.50</b>

	Current	Prior	To-Date
Total Billings	122.50	2,980.00	3,102.50
Contract Limit			5,000.00
Remaining			1,897.50
<b>Total this Task</b>			<b>\$122.50</b>

Task	XP	Expenses	Total this Task
			0.00

Invoice Total this Period \$122.50

**RECEIVED**  
 DEC 14 2022  
 BY: \_\_\_\_\_

13  
 1310513, 311, 11

**RECEIVED**  
 DEC 12 2022  
 BY: \_\_\_\_\_

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 13, 2022

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3154216

Client Matter No. 3323-1

Mr. Jim Oliver  
Brandy Creek CDD  
GMS - North Florida  
Suite 114  
475 W. Town Place  
St. Augustine, FL 32092

372  
1310 51300 31500  
NOU GEN CONSULT  
**RECEIVED**  
DEC 14 2022  
BY: \_\_\_\_\_

Invoice No. 3154216  
3323-1

Re: Brandy Creek CDD-General Counsel

For Professional Legal Services Rendered

11/02/22	M. Eckert	0.40	144.00	Attend agenda call
11/02/22	K. Haber	0.50	112.50	Confer with Oliver regarding board meeting agenda
11/03/22	M. Eckert	0.80	288.00	Prepare resolutions for agenda package
11/03/22	K. Haber	0.30	67.50	Review correspondence from Sweeting regarding board meeting agenda; review record retention policy resolution
11/07/22	K. Haber	0.90	202.50	Prepare meeting agenda memorandum
11/09/22	K. John	0.10	25.00	Revise surplus property memorandum
11/10/22	K. John	0.30	75.00	Revise surplus property memo and confer with Oliver regarding same
11/29/22	M. Eckert	0.40	144.00	Prepare and attend agenda call
11/29/22	D. Wilbourn	0.50	75.00	Communications with district manager regarding existing contracts with district; track same

**KUTAK ROCK LLP**

Brandy Creek CDD  
December 13, 2022  
Client Matter No. 3323-1  
Invoice No. 3154216  
Page 2

11/30/22	D. Wilbourn	0.50	75.00	Compile chart of existing District contracts
----------	-------------	------	-------	--

TOTAL HOURS 4.70

TOTAL FOR SERVICES RENDERED \$1,208.50

TOTAL CURRENT AMOUNT DUE \$1,208.50



P.O. Box 9001  
ST. AUGUSTINE, FLORIDA 32085  
P: 904 209 2250  
F: 904 209 2283  
WWW.SJCTAX.US

December 14, 2022

Brandy Creek Community Development District

### INVOICE

In accordance with Florida Statute 197.322(3): "Postage shall be paid out of the general fund of each local governing board, upon statement thereof by the tax collector".

Your share of the postage for the mailing of the 2022 Real Estate, Tangible Personal Property, Railroad and Non Ad Valorem notices is as follows:

**Postage Due: \$ 122.53**

If you have any questions, please contact me or Christopher Swanson at 209-2251.

Sincerely,

Dennis W. Hollingsworth, C.F.C.  
St. Johns County Tax Collector

48  
1310 ST300 42000  
2022 NOTICE POST

**RECEIVED**  
DEC 19 2022  
BY:

**INNOVATION INTEGRITY EXPERTISE**

MAILING ADDRESS FOR ALL LOCATIONS: P.O. BOX 9001, ST. AUGUSTINE, FL 32085-9001

ST. AUGUSTINE - MAIN  
4030 LEWIS SPEEDWAY

DUPONT CENTER  
6658 US 1 SOUTH

JULINGTON CREEK  
725 FLORA BRANCH BLVD

PONTE VEDRA  
151 SAWGRASS CORNERS DR, STE 100



# All-Brite Sales Company

2204 Haines Street  
 Jacksonville FL 32206  
 904-354-4687 \* Fed. I.D. #59-0863850  
 Website: <http://www.all-britesales.com>

Cleaning Equipment and Chemicals  
 for Buildings & Industry  
 Since 1954

## INVOICE

Bill To: BRANDY CREEK CDD-VESTA  
 224 JOHNS CREEK PKWY  
 CLOSED ON THURSDAY  
 904-716-1370 CALL JIM TO MEET  
 ST AUGUSTINE FL 32092

Ship To: Phone #: 904-230-4208  
 BRANDY CREEK CDD-VESTA  
 224 JOHNS CREEK PKWY  
 CLOSED ON THURSDAY  
 904-716-1370 CALL JIM TO MEET  
 ST AUGUSTINE FL 32092

Invoice#	Order#	Customer#	Customer P.O.#	Terms	Salesperson
Invoice Dt	Order Dt			Ship Via	
403563	431407	6169		NET 30 DAYS	07
12/01/22	11/28/22	JENNIFER MEADOWS		OUR TRUCK	
Quantity	U/M	Item # /Description	HM*	Unit Price	Amount
1	CS	907-7496-1 NABC GALLON 4/CS	1300 572... LOC001 46600	53.31	53.31
BIN: 07006					
1	CS	907-1062-1 DMQ DISFT. GALLON 4/CS	1300 572... LOC001 - 46600	55.08	55.08
BIN: 06003					
1	CS	181-BR58 LINER 38X58 BLACK 100/CS 1.80 MIL, XX-HEAVY ROLL 55GAL RM6181, RT-3858-XXH GATRL60SXH	1300 5720046600 LOC001 BACK LINER	44.39	44.39
BIN: 06001					
Subtotal					152.78
FUEL SURCHARGE					5.00
Tax #: 85-8012869385C5					
Total Due On 12/31/22					157.78

12-1-22  
 Jim Masters

RECEIVED  
 BY: [Signature]  
 303

DELIVERED BY

\*HM=  
 Hazardous/MSDS required

DATE RECEIVED / RECEIVED BY

By acceptance of these goods buyer agrees to pay a reasonable Attorneys fee if buyer's account is turned over to an attorney for collection.



SMARTHOMEBIZ  
SMART HOME SPECIALISTS

Tel. 904-743-8444  
www.smarthome.biz  
sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
12/27/2022	\$635.00	11/29/2022

Brandy Creek CDD  
224 Johns Creek Pkwy  
St Augustine FL 32092

INVOICE NO. 272664

RECEIVED  
DEC 05 2022  
BY: ✓

33

1320 57200 46600

Site: 224 Johns Creek Pkwy St.  
Augustine  
Site Address: 224 Johns Creek Pkwy  
St. Augustine FL 32092  
Job No.: 73931  
Job Name:  
Order No.:

**Description**

If you have any further problems with your system please contact us. 29/11/2022 - Brent Touchet :

The job is complete.

Reset up phase 2 to main and updated firmware problem with network not having open ports worked with customer internet provider

INV

UPDATED SOFTWARE + FIRMWARE

Phase I is not communicating with phase II on the Atrium system.  
POC: (904)716-1370

**Service - Security**

Sub-Total ex Tax	\$635.00
Tax	\$0.00
Total	\$635.00

"Thank you—we really appreciate your business! Please send payment within 21 days of receiving this invoice.

IMPORTANT: Please remember to test your system monthly.  
Need automation for your home? Visit us online at www.smarthome.biz

There will be a 1.5% interest charge per month on late invoices.

Sub-Total ex Tax	\$635.00
Tax	\$0.00
Total inc Tax	\$635.00
Amount Applied	\$0.00
Balance Due	\$635.00

12-1-22  
Jim Masters  
[Signature]



Tel. 904-743-8444  
www.smarthome.biz  
sales@smarthome.biz

**SMARTHOME.BIZ**  
SMART HOME SPECIALISTS

Brandy Creek CDD  
224 Johns Creek Pkwy  
St Augustine FL 32092

PLEASE PAY BY	AMOUNT	INVOICE DATE
01/03/2023	\$365.00	12/06/2022

**INVOICE NO. 272873**

**Site:** 224 Johns Creek Pkwy St.  
Augustine  
**Site Address:** 224 Johns Creek Pkwy  
St. Augustine FL 32092  
**Job No.:** 74117  
**Job Name:**  
**Order No.:**

**Description**

Customer wants proximity cards ordered.  
POC: (904)230-4208

RECEIVED  
DEC 09 2022  
BY: ✓

**Service - Security**

Item	Quantity	Unit Price	Total
Drop off Fee	1.00	\$15.00	\$15.00
Proximity Cards	100.00	\$3.50	\$350.00
<b>Sub-Total ex Tax</b>			\$365.00
<b>Tax</b>			\$0.00
<b>Total</b>			\$365.00

*"Thank you—we really appreciate your business! Please send payment within 21 days of receiving this invoice.*

**IMPORTANT:** Please remember to test your system monthly.  
Need automation for your home? Visit us online at [www.smarthome.biz](http://www.smarthome.biz)

There will be a 1.5% interest charge per month on late invoices.

<b>Sub-Total ex Tax</b>	\$365.00
<b>Tax</b>	\$0.00
<b>Total inc Tax</b>	\$365.00
<b>Amount Applied</b>	\$0.00
<b>Balance Due</b>	\$365.00

33

PROX CARDS  
(100CT)

1320 572, 493 Page 1/3

12-6-22

Jim Masters  
[Signature]

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 293  
Invoice Date: 12/1/22  
Due Date: 12/1/22  
Case:  
P.O. Number:

**Bill To:**

Brandy Creek CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - December 2022	1310 513.34	4,427.33	4,427.33
Information Technology - December 2022	351.11	120.83	120.83
Office Supplies	51.11	0.66	0.66
Postage	42.11	26.68	26.68
Copies	425.11	18.30	18.30

**RECEIVED**  
DEC 02/2022  
BY: 30

**Total** \$4,593.80

**Payments/Credits** \$0.00

**Balance Due** \$4,593.80

# BRANDY CREEK CDD

Officer's Name	SSN	Officer's Department
✓ Lauren LeDoux 177 Orient Dr. St Augustine, FL 32092 (904)392-8288	On file	ST. JOHNS CO. SO

Day	Date	Start Time	End Time	Hours Worked	Sheriff's Office Report #
Wednesday	11/9	6	9p	3	SJSO22CAD250718
Saturday	11/12	6	10p	4	SJSO22CAD253077
Monday	11/28	545	945p	4	SJSO22CAD265260
Wednesday	11/30	330	615p	2.75	SJSO22CAD266823
Wednesday	11/30	815	930p	1.25	SJSO22CAD267009
			<b>Total:</b>	<b>15</b>	
<b>TOTAL HOURS: 15 HOURS AT \$55.00 AN HOUR</b>					
<b>TOTAL : 825.00</b>					

11/9-11/30  
 13 HRS  
 296  
 1300 570, 345,

**RECEIVED**  
 DEC 06 2022  
 By \_\_\_\_\_

ACTIVITY	
Citations:	Parking Tickets:
Warnings:	Field Contacts:
Arrests:	Reports:



Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

Invoice # 404903  
Date 12/1/2022  
Terms Net 30  
Due Date 12/31/2022  
Memo Monthly Fees

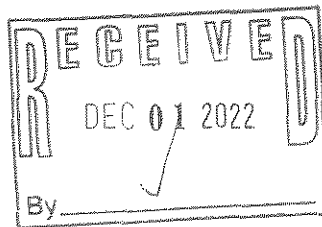
Bill To  
Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

1320 572.11

Description	Quantity	Rate	Amount
Field Management Services <i>347.11</i>	1	6,052.92	6,052.92
Office Administrator & Events Coordinator <i>344.00</i>	1	3,104.58	3,104.58
Janitorial Services <i>342.00</i>	1	2,328.10	2,328.10
Pool Maintenance <i>1102.00</i>	1	2,607.48	2,607.48
Pet Waste Disposal Services <i>467.00</i>	1	651.87	651.87

We appreciate your prompt payment.

Total \$14,744.95



*206*



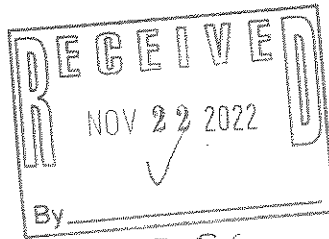
# Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

Invoice # 403398  
Date 9/30/2022  
Terms Net 30  
Due Date 10/30/2022  
Memo Billable Mileage

**Bill To**  
Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Hurricane Ian Prep/Clean Up	8.88	27.00	239.76
<b>Total</b>			<b>\$239.76</b>



286

1320 5721.3421





Wavefly  
 2220 CR 210 W Ste 108  
 PMB 360  
 Jacksonville, FL 32259  
 904-940-9525

Thank you for being a Wavefly customer. We appreciate your business.

**Billing Questions Please Call:**

904-940-9525

Call Center hours:  
 8:00 AM - 10:00 PM  
 7 days a week  
 904-940-9525

Account Number	Due Date
020-002701	12/20/22

**Account Summary**

Billing Date 12/1/2022	Payments through: 11/30/22	
BRANDY CREEK CDD	Previous balance	\$54.95
224 JOHNS CREEK PKWY	(-) Payment (11/29/2022)	(\$54.95)
ST AUGUSTINE FL 32092-5054	(=) After Payments	\$0.00

**Current Month Activity**

Date	Description of Service	Amount
12/1/2022	Extreme 100/20 MB	12/1-12/31 \$79.99
12/1/2022	Extreme Discount	12/1-12/31 (\$25.04)
	<b>Total Current Charges</b>	<b>\$54.95</b>
	<b>Total Due</b>	<b>\$54.95</b>

RECEIVED  
 DEC 05 2022  
 BY: \_\_\_\_\_  
 1300 5200 42000  
 DEC INTERNET SERVICES

**Service Address:**

224 JOHNS CREEK PKWY  
 ST AUGUSTINE FL 32092-5054

Please detach at the perforation, and enclose this portion with your payment. Thank you!

Due Date	Account No.	Previous Bal.	Payments	Current Charges	Amount Due	Am't Enclosed
12/20/22	020-002701	\$54.95	(\$54.95)	\$54.95	\$54.95	\$

Please indicate the amount enclosed, do not send cash!  
 Please make check or money order payable to:

Wavefly  
 2220 CR 210 W Ste 108  
 PMB 360  
 Jacksonville, FL 32259

BRANDY CREEK CDD  
 475 W TOWN PL STE 114  
 ST AUGUSTINE FL 32092-3649

Wavefly  
 2220 CR 210 W Ste 108 PMB 360  
 Jacksonville, FL 32259





**INVOICE**

INVOICE #	INVOICE DATE
JAX 469845	12/1/2022
TERMS	PO NUMBER
Net 30	

**Bill To:**

Brandy Creek CDD  
c/o Vesta Property Services  
224 Johns Creek Pkwy  
St Augustine, FL 32092

**Property Name:** Brandy Creek CDD

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** December 31, 2022

**Invoice Amount:** \$10,536.67

Description	Current Amount
Monthly Landscape Maintenance December 2022	\$10,536.67

**Invoice Total**

**\$10,536.67**

12-8-22  
Jim Masters  
*[Signature]*

**RECEIVED**  
DEC 9 2022  
BY: \_\_\_\_\_

271

1320 572, 466, 11  
DEC LANDS MAINT

**Should you have any questions or inquiries please call (386) 437-6211.**

**Brandy Creek  
COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**Check Request**

Date	Amount	Authorized By
January 6, 2023	\$200,000.00	Bernadette Peregrino

Payable to:

State Board of Administration #32

Date Check Needed:

Budget Category:

ASAP	1.300.15100.10000
------	-------------------

Intended Use of Funds Requested:

Excess funds transfer Acct #111450
<i>(Attach supporting documentation for request.)</i>

Governmental Management Services, LLC  
 1001 Bradford Way  
 Kingston, TN 37763

# Invoice

Invoice #: 294  
 Invoice Date: 1/1/23  
 Due Date: 1/1/23  
 Case:  
 P.O. Number:

Bill To:  
 Brandy Creek CDD  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

12105130

Description	Hours/Qty	Rate	Amount
Management Fees - January 2023	34	4,427.33	4,427.33
Information Technology - January 2023	35	120.83	120.83
Office Supplies		0.48	0.48
Postage		22.16	22.16
Copies		29.40	29.40
Telephone		35.80	35.80

JAN 05 2023

✓

030

**Total** \$4,636.00

**Payments/Credits** \$0.00

**Balance Due** \$4,636.00



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 12/1/2022

Invoice # 131295611161

Terms	Net 20
Due Date	12/21/2022
PO #	

<b>Bill To</b> Brandy Creek CDD A/P dept Brandy Creek CDD 224 John's Creek Parkway St. Augustine FL 32092	<b>Ship To</b> Brandy Creek CDD 224 John's Creek Parkway St. Augustine FL 32092
---	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,031.25
WM Surcharge	WM Surcharge <i>6th</i>	1	ea	82.50

Subtotal 1,113.75  
Shipping Cost (FEDEX GROUND) 0.00  
Total 1,113.75  
Amount Due \$1,113.75

*11-28-22*

*Jim Masters*

**Remittance Slip**

Customer  
13BRA025  
Invoice #  
131295611161

Amount Due \$1,113.75


Amount Paid \_\_\_\_\_

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372




131295611161

MAKE CHECK PAYABLE TO:

 **The Lake Doctors, Inc.**  
Po Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

	
CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

Please check if address below is incorrect and indicate change on reverse side

BRANDY CREEK CDD-JOHNS CREEK  
JIM MASTERS  
224 JOHNS CREEK PARKWAY Pkwy  
ST. AUGUSTINE, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
709617	11/28/2022	\$884.00

The Lake Doctors  
Po Box 20122  
Tampa, FL 33622-0122

00000000227370010000000464830000008840048

Please Return this portion with your payment

Invoice 46483B

PO #

Date	Description	Quantity	Amount	Tax	Total
<b>JOHNS CREEK PKWY, ST AUGUSTINE, FL ST. AUGUSTINE, FL 32092</b>					
11/1/2022	Water Management - Twice per month		\$884.00	\$0.00	\$884.00
Please remit payment for this month's invoice.					
				<b>Credits</b>	\$0.00
				<b>Adjustment</b>	\$0.00
					<b>AMOUNT DUE</b>

\$884.00

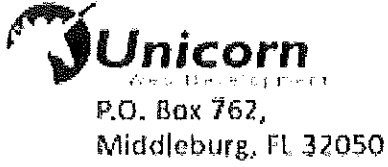
To submit payment by ACH: Ameris Bank // Routing # 061201754 // Account # 2049360148

Customer Account #: 709617  
Portal Registration #: FBB0BC4A

Corporate Address  
4651 Salisbury Rd, Suite 15  
Jacksonville, FL 32256

Customer Portal Link: [www.lakedoctors.com/contact-us/make-a-payment/](http://www.lakedoctors.com/contact-us/make-a-payment/)

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



# Invoice

Date	Invoice #
12/1/2022	2875

<b>Bill To</b>
GOVERNMENTAL MANAGEMENT SERVICES, LLC BRANDY CREEK CDD 475 WEST TOWN PLACE, SUITE 114 WORLD GOLF VILLAGE ST. AUGUSTINE, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	MONTHLY MAINTENANCE AND NEWSLETTER - BRANDY CREEK CDD  <div style="font-family: cursive; font-size: small;"> <p>12/1/2022</p> <p>✓</p> <p>335</p> <p>1320 SDA. 343</p> <p>VFC BRANDY CREEK CDD</p> </div>	150.00	150.00
<b>Total</b>			\$150.00



**Invoice**

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

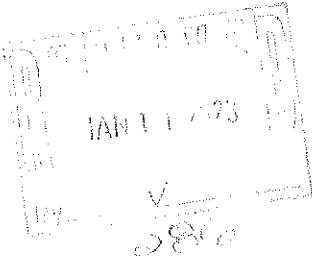
**Invoice #** 405671  
**Date** 12/15/2022  
**Terms** Net 30  
**Due Date** 1/14/2023  
**Memo** Supplemental labor

**Bill To**  
Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Supplemental labor Jim Masters	1	4,560.00	4,560.00
Supplemental labor Jennifer Meadows	1	2,912.00	2,912.00

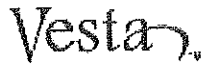
We appreciate your prompt payment.

**Total** \$7,472.00



601-500-0121, 5211





# Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

Invoice # 406348  
Date 12/31/2022  
Terms Net 30  
Due Date 1/30/2023  
Memo

**Bill To**  
Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Billable Expenses			90.95
Piranha fine mesh			90.95
<b>Total Billable Expenses</b>			<b>90.95</b>

**Total \$90.95**

JAN 17 2023  
✓  
GMS  
1120 5721140011

# EMAIL



HX - FC - JACKSONVILLE - 34  
 8297 PHILLIPS HWY \* JACKSONVILLE, FL 32256  
 PHONE: 904-730-9555 \* FAX: 904-730-5672

Invoice	176876
Document	977139
Date	12/16/22
Print Time	8:31PM

<b>Sold To:</b>	340900 VESTA PROPERTY SVCS 245 RIVERSIDE AVE STE 300 JACKSONVILLE, FL 32202	PHONE: 904-355-1831	<b>Ship To:</b>	SAME VESTA PROPERTY SVCS 245 RIVERSIDE AVE STE 300 JACKSONVILLE, FL 32202
-----------------	--	---------------------	-----------------	--

<b>Customer PO Number</b>	<b>Order Taken By</b>	<b>Time</b>	<b>Terms</b>	<b>Order Pulled By:</b>
JOHNS CREEK	JKH	4:20PM	1% 10TH/N 20TH NET 20 TH	
<b>Order Date</b>	<b>Carrier</b>	<b>Ship Date</b>	<b>Order Picked Up By:</b>	
12/15/22	COUNTER	12/16/22	<b>Order Delivered By:</b> _____ <b>Route:</b> CTR	

QTY ORD	QTY B.O	QTY SHIP'D	Part Number	UM	Description	Bin location	Unit	Total
2		2	PA590	EA	PIRANHA FINE MESH		42.30	84.60

Standard Terms: Account disputes must be reported to Credit Department within 60 days of invoice date. Past due accounts and Credit Card payments are not entitled to discounts. Amounts not paid by the Due Date bear interest at 18% per annum and all cost of collection, including attorney's fees, are the obligation of the customer.

**PAYMENT RECEIVED**  
 Cash  Check  Credit Card   
 Number: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Received By: \_\_\_\_\_

<b>Subtotal</b>	84.60
<b>Discount/Fa</b>	
<b>Taxable Subtotal</b>	84.60
<b>Tax</b>	6.35
<b>Freight</b>	.00
<b>Total</b>	90.95

**RECEIVED BY:** \_\_\_\_\_  
**PLEASE SIGN AND PRINT NAME IN BLACK INK**



Wavefly  
 2220 CR 210 W Ste 108  
 PMB 360  
 Jacksonville, FL 32259  
 904-940-9525

Thank you for being a Wavefly customer. We appreciate your business.

Account Number	Due Date
020-002701	1/20/23

**Account Summary**

Billing Date 1/4/2023  
 BRANDY CREEK CDD  
 224 JOHNS CREEK PKWY  
 ST AUGUSTINE FL 32092-5054

Payments through: 12/30/22  
 Previous balance \$54.95  
 (-) Payment (12/31/2022) (\$54.95)  
 (=) After Payments \$0.00

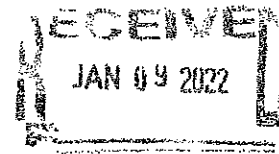
Billing Questions Please Call:

904-940-9525

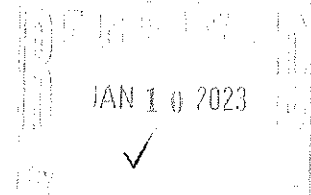
Call Center hours:  
 8:00 AM - 10:00 PM  
 7 days a week  
 904-940-9525

**Current Month Activity**

Date	Description of Service	Amount
1/1/2023	Extreme 100/20 MB	1/1-1/31 \$79.99
1/4/2023	Extreme Discount	1/1-1/31 (\$25.04)
	<b>Total Current Charges</b>	<b>\$54.95</b>
	<b>Total Due</b>	<b>\$54.95</b>



44  
 1320512,42...  
 381-0487-158



**Service Address:**

224 JOHNS CREEK PKWY  
 ST AUGUSTINE FL 32092-5054

Please detach at the perforation, and enclose this portion with your payment. Thank you!

Due Date	Account No.	Previous Bal.	Payments	Current Charges	Amount Due	Amt Enclosed
1/20/23	020-002701	\$54.95	(\$54.95)	\$54.95	\$54.95	\$

Wavefly  
 2220 CR 210 W Ste 108  
 PMB 360  
 Jacksonville, FL 32259

Please indicate the amount enclosed, do not send cash!  
 Please make check or money order payable to:

BRANDY CREEK CDD  
 475 W TOWN PL STE 114  
 ST AUGUSTINE FL 32092-3649

Wavefly  
 2220 CR 210 W Ste 108 PMB 360  
 Jacksonville, FL 32259



# STATEMENT

PAGE: 1

CRONIN ACE HARDWARE  
 2843 COUNTY ROAD 210 WEST  
 SUITE 101  
 SAINT JOHNS, FL 32259  
 (904) 217-3324

CLOSING DATE: 12/31/22  
 DUE DATE : 1/31/23  
 ACCT: 10065

CLOSING  
 DATE : 12/31/22  
 DUE DATE: 1/31/23

BRANDY CREEK/JOHNS CREEK  
 224 JOHNS CREEK PARKWAY  
 ST AUGUSTINE FL 32092-3649

RECEIVED  
 JAN 20 2023  
 By \_\_\_\_\_

CRONIN ACE HARDWAR  
 BRANDY CREEK/JOHNS  
 ACCOUNT : 10065

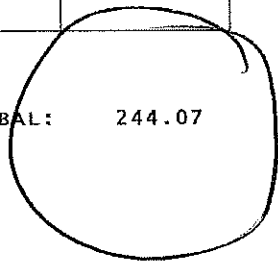


PLEASE DETACH AND RETURN  
 REMITTANCE STUB WITH YOUR PAYMENT

DATE	REFERENCE	ST	C	DESCRIPTION	DEBIT	CREDIT	REFERENCE	AMOUNT
				Thank you for your business!				
				PREV BALANCE	186.51		PREV BAL	186.51
12/ 2/22	6318	1	I	INVOICE	17.99		6318	17.99
12/15/22	6346	1	I	INVOICE	39.57		6346	39.57
				NEW BALANCE	244.07			
Your Account Is Past Due      Please Send In Your Payment								
	CURRENT	Current	over 30	over 60	over 90			
	57.56	166.72	19.79	0.00	0.00			
							NEW BAL:	244.07

1-11-23  
 Jim Masters  
*[Signature]*

1-32-572-466  
 334



TERMS: NET EOM

CUT HERE

10065

Transaction Codes  
 A - Adjustment      C - Credit      I - Invoice  
 B - Balance Forward      F - Finance Charge      P - Payment

AMOUNT PAID

This statement covers transactions on your account for the period ending on the date above. Charges, payments, and credits received after the above date will be shown on your next statement.

POST PAGE FOR THE STATEMENT REPORT (RSM) FOR CRONIN ACE HARDWARE

NUMBER OF STATEMENTS : 1  
 TOTAL STATEMENT BALANCE: 244.07

DATE OF REQUEST: 1/ 5/23  
 TIME OF REQUEST: 12:57:36  
 TERMINAL ID : 566  
 USER ID : ACW

OPTIONS DEFINED:

START DATE : 12/ 1/22  
 CLOSING DATE : 12/31/22  
 PRINTER : 0091  
 OPTIONS : CDOS  
 # STMT ALIGN : \_

COPIES : 1  
 DISC CUTOFF : \_\_\_\_\_

	FROM	TO
DISCOUNT DATE :	_____	_____
CUSTOMER NAME :	_____	_____
CUSTOMER NUMBER:	10065	10065
JOB NUMBER :	_____	999
ZIP CODE :	_____	_____

- A = INCLUDE ACTIVE ZERO BALANCE ACCOUNTS
- C = INCLUDE CREDIT BALANCE ACCOUNTS
- D = SUPPRESS DELETED TRANSACTIONS
- E = EXTEND INVOICE/CREDITS FROM QUICKRECALL
- G = SUPPRESS AGED TOTALS
- H = AGE UNAPPLIED CREDITS FOR OPEN ITEM ACCOUNTS  
 BASED ON DUE DATE
- I = REPRINT INVOICES/CREDITS FROM QUICKRECALL
- J = SUPPRESS STATEMENT POST PAGE
- K = PRINT RX INFORMATION
- L = INCLUDE PREVIOUS MTD PURCHASE SUMMARY FROM  
 CUSTOMER DEPARTMENT HISTORY
- M = INCLUDE MTD PURCHASE SUMMARY FROM CUSTOMER  
 DEPARTMENT HISTORY
- N = NEW PAGE AFTER EACH INV/CREDIT (QUICKRECALL)
- O = SUPPRESS PAID OPEN ITEMS FROM PREVIOUS MONTH
- P = PRINT PAST DUE BALANCE ACCOUNTS ONLY
- Q = PRINT DUE DATE AFTER UNPAID INVOICES
- R = SUPPRESS REVOLVING CREDIT LIMIT
- S = PRINT ALPHABETICALLY BY SORT NAME
- T = PRINT STATEMENT POST PAGE ONLY
- U = COMBINE JOBS IN DATE ORDER
- V = PRINT IN ZIP CODE ORDER
- W = INCLUDE YTD PURCHASE SUMMARY FROM CUSTOMER  
 DEPARTMENT HISTORY
- X = SUPPRESS TERMS DISC FOR PAST DUE ACCOUNTS
- Y = PRINT FINANCE CHARGES YTD
- Z = INCLUDE ZERO BALANCE ACCOUNTS

	CODES	EXCLUSION
ACCOUNT :	_____	NNNN
BAL METHOD :	_	N
TERMS CODE :	_	N

STMT MESSAGE : Thank you for your business!

---

THANK YOU FOR SHOPPING AT  
 CRONIN ACE HARDWARE  
 2843 COUNTY ROAD 210 WEST  
 SUITE 101  
 SAINT JOHNS, FL 32259  
 (904) 217-3324

**CRONIN ACE HARDWARE**  
**2843 COUNTY ROAD 210 WEST**  
**SUITE 101**  
**SAINT JOHNS, FL 32259**  
**PHONE: (904) 217-3324**

12/02/22 2:05PM ALR 555 SALE

3251113 1 EA 19.99 EA N  
 DIGITAL MULTIMETER 19.99

SUB-TOTAL:\$ 19.99 TAX: \$ .00  
 DISCOUNT: -2.00 TOTAL: \$ 17.99  
 CHARGE AMT: 17.99

Total Items: 1



==>> JRNL#I25857 INV# 6318/1 <<==  
 CUST NO: 10065  
 Customer Copy

YOU SAVED \$ 2.00 BY SHOPPING AT  
 CRONIN ACE HARDWARE

\*\*\*\*\*  
 Tell us about your experience today and  
 Enter to win a \$50 Ace gift card!  
 \*\*\*\*\*

To participate:

- \* Visit [TalkTo.AceHardware.com](http://TalkTo.AceHardware.com)
- \* This survey invitation is valid for 72 hours
- \* Store # 16059
- \* Survey approximately 5 minutes

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: [TalkTo.AceHardware.com](http://TalkTo.AceHardware.com)

EK  
 Y

CUST # 10065  
 TERMS: NET EOM

92-3649

INV # 006318/1  
 DATE : 12/02/22  
 CLERK: ALR  
 TERM # 555

TIME : 2:05  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

DESCRIPTION	SUG. PRICE	PRICE/PER	EXTENSION
DIGITAL MULTIMETER	19.99	19.99 /EA	19.99 N
* AMOUNT CHARGED TO ACCOUNT **		17.99	TAXABLE 0.00
			NON-TAXABLE 19.99
			SUB-TOTAL 19.99
			DISCOUNT 2.00
			TAX AMOUNT 0.00
			TOTAL INVOICE 17.99

(JIM MASTERS )

THANK YOU FOR SHOPPING AT  
 CRONIN ACE HARDWARE  
 2843 COUNTY ROAD 210 WEST  
 SUITE 101  
 SAINT JOHNS, FL 32259  
 (904) 217-3324

**CRONIN ACE HARDWARE**  
**2843 COUNTY ROAD 210 WEST**  
**SUITE 101**  
**SAINT JOHNS, FL 32259**  
**PHONE: (904) 217-3324**

12/15/22 8:31AM JDB 553 SALE

7437668 1 EA 23.99 EA N  
 GARDEN SPRAYER 2 GAL ACE 23.99  
 1605625 2 EA 9.99 EA N  
 COBBERT DUSTER 59"L 19.98

SUB-TOTAL: \$ 43.97 TAX: \$ .00  
 DISCOUNT: -4.40 TOTAL: \$ 39.57  
 CHARGE AMT: 39.57

Total Items: 3



==>> JRNL#I89916 INV# 6346/1 <<==  
 CUST NO: 10065  
 Customer Copy

YOU SAVED \$ 4.40 BY SHOPPING AT  
 CRONIN ACE HARDWARE

\*\*\*\*\*  
 Tell us about your experience today and  
 Enter to win a \$50 Ace gift card!  
 \*\*\*\*\*

To participate:  
 \* Visit [Talkto.AceHardware.com](http://Talkto.AceHardware.com)

\* This survey invitation is valid  
 for 72 hours

\* Store # 16059  
 \* Survey approximately 5 minutes

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: [Talkto.AceHardware.com](http://Talkto.AceHardware.com)

BEK CUST # 10065  
 AY TERMS NET EOM

092-3649

INV # 006346/1  
 DATE : 12/15/22  
 CLERK: JDB  
 TERM # 553

TIME : 8:31  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

DESCRIPTION	SUG. PRICE	PRICE/PER	EXTENSION
GARDEN SPRAYER 2 GAL ACE	23.99	23.99 /EA	23.99 N
COBBERT DUSTER 59"L	9.99	9.99 /EA	19.98 N
** AMOUNT CHARGED TO ACCOUNT **		39.57	TAXABLE
			NON-TAXABLE
			SUB-TOTAL
			DISCOUNT
			TAX AMOUNT
			TOTAL INVOICE

(JIM MASTERS )

Florida High Speed Internet  
 1311 Bedford Drive  
 Melbourne, FL 32940 US  
 (321) 205-1100  
 qb@flhsi.com  
 http://flhsi.com



**INVOICE**

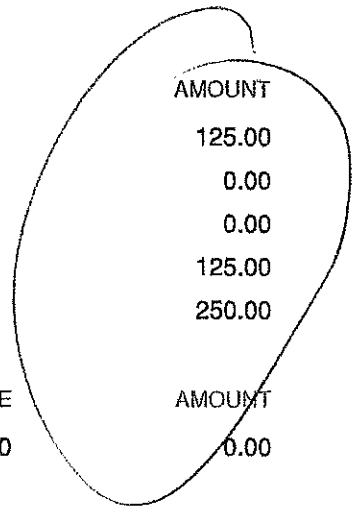
**BILL TO**

Jim Masters  
 Brandy Creek CDD  
 251 Huffner Hill Circle  
 St. Augustine, FL 32092

**INVOICE #** 122122  
**DATE** 12/23/2022  
**DUE DATE** 12/23/2022  
**TERMS** Due on receipt

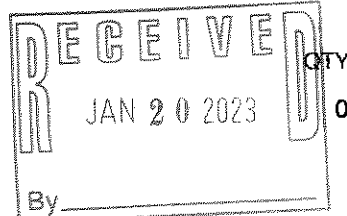
*Don't think they send invoice for Nov. Jim*

DATE	ACCOUNT SUMMARY	AMOUNT
11/23/2022	Balance Forward	125.00
	Other payments and credits after 11/23/2022 through 12/22/2022	0.00
12/23/2022	Other invoices from this date	0.00
	New charges (details below)	125.00
	<b>Total Amount Due</b>	<b>250.00</b>



**ACTIVITY**

**Note**  
**\*\*NOTE\*\***



*1.32.572.42  
280*

John's Creek Phase 2 Community Room 251  
 Huffner Hill Circle.

ACTIVITY	QTY	RATE	AMOUNT
<b>Commercial Internet Service</b>	1	125.00	125.00
Commercial Internet Service - upgraded and ports opened for CCTV - static IP			

**TOTAL OF NEW CHARGES**  
**BALANCE DUE**

125.00  
**\$250.00**

*12-26-22*

*Jim Masters  
Masters*



**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

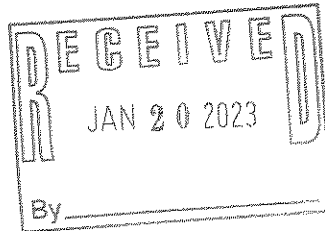
Telephone 404-222-4600  
Facsimile 404-222-4654

Federal ID 47-0597598

January 10, 2023

**Check Remit To:**  
Kutak Rock LLP  
PO Box 30057  
Omaha, NE 68103-1157

**Wire Transfer Remit To:**  
ABA #104000016  
First National Bank of Omaha  
Kutak Rock LLP  
A/C # 24690470  
Reference: Invoice No. 3167508  
Client Matter No. 3323-1



Mr. Jim Oliver  
Brandy Creek CDD  
GMS - North Florida  
Suite 114  
475 W. Town Place  
St. Augustine, FL 32092

1-31-513-315  
372

Invoice No. 3167508  
3323-1

Re: Brandy Creek CDD-General Counsel

For Professional Legal Services Rendered

12/05/22	M. Eckert	0.50	180.00	Prepare for board meeting
12/05/22	K. Haber	0.60	135.00	Prepare board meeting agenda memorandum
12/06/22	M. Eckert	3.40	1,224.00	Prepare for, travel to and attend board meeting; return travel; follow up
12/12/22	M. Eckert	0.80	288.00	Follow up from board meeting; review and comment on Republic Trash contract
12/12/22	D. Wilbourn	1.20	180.00	Board meeting follow-up and communications in connection with same; prepare amendment to aquatic maintenance agreement; prepare landscape maintenance agreement
12/13/22	K. Haber	0.90	202.50	Revise suspension and termination rules for consistency with amenity policies; prepare resolutions and notices for suspension and termination policy rulemaking

**KUTAK ROCK LLP**

Brandy Creek CDD  
January 10, 2023  
Client Matter No. 3323-1  
Invoice No. 3167508  
Page 2

12/13/22	D. Wilbourn	0.50	75.00	Prepare landscape maintenance services agreement
12/17/22	M. Eckert	0.20	72.00	Prepare rule notices
12/19/22	M. Eckert	0.60	216.00	Prepare Yellowstone agreement; review draft minutes and provide comments
12/19/22	K. Haber	1.20	270.00	Prepare resolutions and rulemaking notices for user fee and disciplinary rules
12/19/22	D. Wilbourn	0.10	15.00	Disseminate Yellowstone landscape agreement for execution
12/21/22	M. Eckert	0.20	72.00	Revise amenity policies
12/29/22	D. Wilbourn	0.80	120.00	Prepare amendment to Poolsure contract
12/30/22	M. Eckert	0.10	36.00	Follow up on outstanding tasks
TOTAL HOURS		11.10		
TOTAL FOR SERVICES RENDERED				\$3,085.50
DISBURSEMENTS				
Travel Expenses			18.69	
TOTAL DISBURSEMENTS				<u>18.69</u>
TOTAL CURRENT AMOUNT DUE				<u>\$3,104.19</u>



12/3 Saturday 530-10p Mosquitos were awful again tonight...Like little assassins out for revenge

**Phase 1**

The only area that had any action this evening was the Gym. I did check on a vehicle that pulled into the parking lot quickly. I pulled up to check on him as the driver jumped out to check out something on the back of his vehicle. I thought it was something more serious like a hit in run issue. The driver stated that he just remembered he hadn't applied his new vehicle registration to his tag. He stated he pulled in to add his sticker so that I wouldn't pull him over. He was reminded he could have don't that at home as his vehicles new registration was updated in our computer system. The panicked look slowly faded and he was fine.

**Phase 2**

There appeared to be a Holiday Party/gathering in the party room this evening. I checked the area a few times. It was ongoing still at 930 ish. By the end of my evening the party had finally dispersed. Area found to be clear or any party leftovers. All doors found secured and bathrooms were found clear of any guest.

12/12 Monday 6-10p Looking Like Winter Wonderland with more lights on and homes decorated, it's a nice drive through the neighborhood.

**Phase 1**

The lights were on the courts still; I am guessing the malfunction of the timer was worse than expected. The area was quiet. There were a few residents in the gym. I checked the pool patio and pool area, and found it clear of any residents. I checked and turned off the lights in the restrooms.

Around 830 I rolled through the area to find roughly 4 pickup trucks and several young males out on the basketball courts. I walked over and inquired to whom resided within the neighborhood. Several hands went up. The Juveniles were informed to clean up after themselves and to behave. This is the first time in a while I have seen anyone on the courts. Reminds me of moths to a light...If you leave the lights on, they will come!

**Phase 2**

Upon arrival this evening the area was dark and empty. I checked the pool patio area and the party room. The restroom lights were on, but yet empty. It's like being at home all the lights are on and no one is inside. All areas found empty/secured. Lights were turned off and doors closed behind me.

12/15 Thursday 6-10p My last day of being 39!

**Phase 1**

There were a few vehicles in the parking lot most appeared to be overflow parking for Christmas or gatherings within the neighborhood. There were a few boys also on these courts and a few residents in the gym. I walked the pool patio area and checked the pool area. I checked both bathrooms, turned off all lights behind me. All pool areas found empty.

The light-up walkway was magical looking. I am sure Santa will approve.

Issued a trespass warning reference to SJSO22CAD278869 to a subject from Jacksonville, who wanted to play basketball. He stated he had a friend that lived in Johns Creek but was not here to play hoops with that friend. He was informed of trespassing laws and private properties.

**Phase 2**

Upon arrival there was a few vehicles in the parking lot. The pool was found to be empty and clear of any residents. The party room doors were found secured, All of them! I checked bathrooms and turned off the lights. There were kids out on the courts playing basketball.

12/24 Saturday 5-730p, Santa's Coming

**Phase 1**

Very chilly weather, some might even say Winter like on Christmas Eve. The gym had a few residents, the pool and pool patio were found empty. Checked the restrooms, turning lights off behind me. I am sure they both reactivated as I closed the door.

**Phase 2**

Due to the cooler temp's and everyone's family coming and going there was not much play time on the greenspaces. Lots of backyards were busy today, I am sure. The parking lot was being used as overflow from residents. I checked the pool, patio and the party room (THE PPP) all were clear of residents and found secured.

Drove back and forth a few times and besides traffic being all over the place it was not a bad evening.

So All I wrap up this month, I say Good Night to All and to All a Good Night.

Stay safe and have a Happy New Years. I will See you in 2023!!



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 1/1/2023

Invoice # 131295611701

Terms	Net 20
Due Date	1/21/2023
PO #	

<b>Bill To</b> Brandy Creek CDD A/P dept Brandy Creek CDD 224 John's Creek Parkway St. Augustine FL 32092	<b>Ship To</b> Brandy Creek CDD 224 John's Creek Parkway St. Augustine FL 32092
---	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,392.19

RECEIVED

JAN 20 2023

By \_\_\_\_\_

1-12-23  
Jim Masters  
*[Signature]*

1-32-572-46250  
341

Reminder - A 5% discount is still available if 2023 is paid in full by 12/31/2022. If you are interested in receiving the 5% discount please email ar@poolsure.com and ask for an annual invoice!

**Subtotal** 1,392.19  
**Shipping Cost (FEDEX GROUND)** 0.00  
**Total** 1,392.19  
**Amount Due** \$1,392.19

### Remittance Slip

**Customer**  
13BRA025  
**Invoice #**  
131295611701

**Amount Due** \$1,392.19

**Amount Paid** \_\_\_\_\_

**Make Checks Payable To**  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295611701



12/31/22	AT80987	1 of 1	377.50
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Bill to:

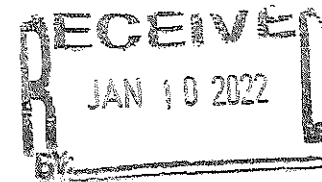
VESTA PROPERTY SERVICES  
 BRANDY CREEK CDD  
 475 WEST TOWN PL  
 SAINT AUGUSTINE FL 32092

# Statement of Account

Trans. Date	Due Date	Supplier Invoice #	Invoice #	Order No.	Qty	Rate	Amount	Tax	Net	Gross	
10112022	11102022	8067885675	3520245469	7366744322	000		.00	.00	252.55	.00	
12202022	01192023	8068659279	3525917981	7603412607	000		124.95	.00	.00	.00	
<b>TOTALS</b>							124.95	.00	252.55	.00	.00

Remit to: PO BOX 105748, ATLANTA GA 30348-5748  
 Make checks payable to STAPLES

Federal ID #: 04-3390816



For billing inquiries call 888-753-4103  
 Staples





# Order# 7366744322

Order placed: October 10, 2022

### Accounting Information

Budget Center  
FACILITIES: BILLABLE

### Billing address

BRANDY CREEK CDD  
475 WEST TOWN PL  
SAINT AUGUSTINE, FL 32092

### Shipping address

BRANDY CREEK CDD  
JENNIFER MEADOWS  
224 JOHNS CREEK PKWY  
SAINT AUGUSTINE, FL 32092

Invoice # 3520245469

INVOICE ISSUED

Items(s) Shipped

Item#	Item Description	Price	Quantity	Subtotal
812375	Scott Essential Coreless Toilet Paper, 2-Ply, White, 1000 Sheets/Roll, 36 Rolls/Carton (04007)	\$83.09	1	\$83.09
181001	Scott Pro Recycled Hardwound Paper Towels, 1-ply, 1150 ft./Roll, 6 Rolls/Carton (25702)	\$84.73	2	\$169.46

### Method of payment

Invoiced - \$252.55

Merchandise Total: \$252.55

Total Invoiced: \$252.55





# Order# 7603412607

Order placed: December 19, 2022

### Accounting Information

Budget Center  
FACILITIES: BILLABLE

### Billing address

BRANDY CREEK CDD  
475 WEST TOWN PL  
SAINT AUGUSTINE, FL 32092

### Shipping address

BRANDY CREEK CDD  
JENNIFER MEADOWS  
224 JOHNS CREEK PKWY  
SAINT AUGUSTINE, FL 32092

Invoice # 3525917981

### INVOICE ISSUED

Items(s) Shipped

Item#	Item Description	Price	Quantity	Subtotal
737994	Smead FasTab Hanging File Folders, 1/3-Cut Tab, Letter Size, Green, 20/Box (64098)	\$23.09	1	\$23.09
24388299	HP 962XL Cyan High Yield Ink Cartridge (3JA00AN#140)	\$36.89	1	\$36.89
737993	Smead FasTab Hanging File Folders, 1/3-Cut Tab, Letter Size, Red, 20/Box (64096)	\$22.69	1	\$22.69
24388301	HP 962XL Yellow High Yield Ink Cartridge (3JA02AN#140)	\$36.89	1	\$36.89
2656931	Avery Ready Index Customizable Table Of Contents Monthly Paper Divider, 12-Tab, Multicolor (11847)	\$5.39	1	\$5.39

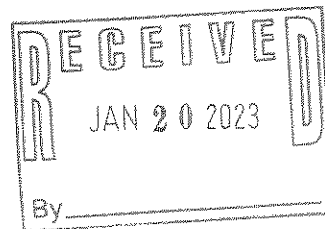
### Method of payment

Invoiced - \$124.95

1-32-572-5)  
324

Merchandise Total: \$124.95

Total Invoiced: \$124.95





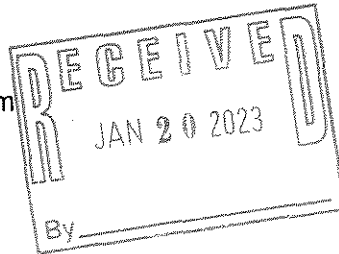
INVOICE	#90006264
INVOICE DATE	Jan 09, 2023
DUE	Net 30
AMOUNT DUE	<b>\$300.00</b>

Johns Creek  
224 Johns Creek Pkwy  
St. Augustine, FL 32092

CONTACT US  
86 Elk Grove  
St. Johns , FL 32259

(904) 716-1370  
jim.masters@vestaforyou.com

(904) 813-1401  
aaron@steamlux.com



Service completed by: Garrett Lester

### INVOICE

Services	qty	unit price	amount
Custom Job Phase 2 carpet	1.0	\$300.00	\$300.00
Subtotal			\$300.00
Total Tax			\$0.00
Duval (7%)			\$0.00
<b>Total</b>			<b>\$300.00</b>

1-32-572-464  
255

Thank you for doing business with us. We always look forward to serving you.

1-11-23  
Jim Masters  
*[Signature]*



Taylor Tree Services, Inc.  
 4600 Ave B  
 St. Augustine, FL 32095 US  
 +1 9046922008  
 taylorreeservicesinc@gmail.com

**Invoice**

**BILL TO**

Brandy Creek CDD  
 224 Johns Creek Pkwy  
 Jacksonville, FL 32092

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
16492	12/15/2022	\$700.00	12/15/2022	Due on receipt	

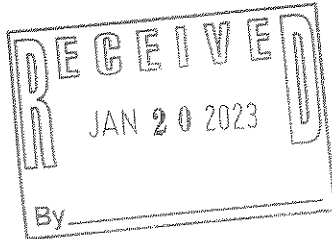
SCOPE	QTY	RATE	AMOUNT
Work address 575 Johns Creek Pkwy St. Augustine, FL Drop 5 dead trees in preserve.	1	700.00	700.00

Completed on December 12, 2023

BALANCE DUE

**\$700.00**

1-32-572-49  
201



12-19-22

Jim Mister

*[Handwritten signature]*

Our mailing address recently changed, please make changes to our vendor information and please use mailing address above. New mailing address is  
 4600 Ave B, St. Augustine, FL 32095.



**Invoice**

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

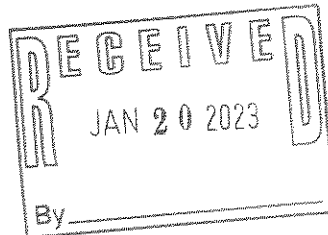
Invoice # 405475  
Date 11/30/2022  
Terms Net 30  
Due Date 12/30/2022  
Memo

**Bill To**

Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Billable Expenses			191.40
J.MASTERS - Amazon - Dog bags			191.40
Total Billable Expenses			191.40
<b>Total</b>			<b>\$191.40</b>

1-32-572-464  
286





Details for Order #113-9802976-2597802

Order Placed: November 2, 2022  
Amazon.com order number: 113-9802976-2597802  
Order Total: \$191.40

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
4 of: Roll Bags - Universal Pet Waste Bags - 10 roll Case (Total 2,000 bags) Sold by: ZW USA Inc ( <a href="#">seller profile</a> ) Condition: New	\$47.85
<b>Shipping Address:</b> James G Masters 224 JOHNS CREEK PKWY ST AUGUSTINE, FL 32092-5054 United States	
<b>Shipping Speed:</b> FREE Shipping	

Payment information	
<b>Payment Method:</b> American Express   Last digits: 1018	Item(s) Subtotal: \$191.40
<b>Billing address</b> James G. Masters 245 RIVERSIDE AVE STE 250 JACKSONVILLE, FL 32202-4944 United States	Shipping & Handling: \$25.38 Promotion applied: -\$25.38 ----- Total before tax: \$191.40 Estimated Tax: \$0.00 -----
	<b>Grand Total: \$191.40</b>

To view the status of your order, return to [Order Summary](#) .



# Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

Invoice # 405784  
Date 1/1/2023  
  
Terms Net 30  
Due Date 1/20/2023  
Memo Monthly Fees

**Bill To**

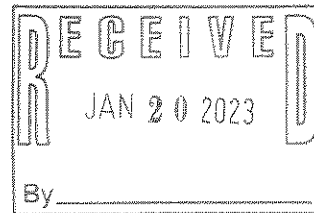
Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Field Management Services	1	6,052.92	6,052.92
Office Administrator & Events Coordinator	1	3,104.58	3,104.58
Janitorial Services	1	2,328.10	2,328.10
Pool Maintenance	1	2,607.48	2,607.48
Pet Waste Disposal Services	1	651.87	651.87

We appreciate your prompt payment.

*Z86*

**Total** \$14,744.95





# Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

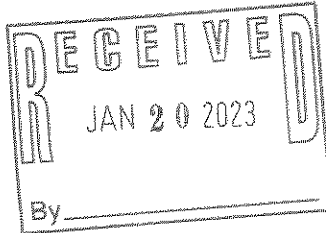
**Invoice #** 406332  
**Date** 12/31/2022  
**Terms** Net 30  
**Due Date** 1/30/2023  
**Memo** Billable Mileage

**Bill To**  
Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Christmas event	6	27.00	162.00

**Total** \$162.00

1-32-572-494  
286









**INVOICE**

INVOICE #	INVOICE DATE
JAX 479845	1/1/2023
TERMS	PO NUMBER
Net 30	

**Bill To:**

Brandy Creek CDD  
c/o Vesta Property Services  
224 Johns Creek Pkwy  
St Augustine, FL 32092

**Property Name:** Brandy Creek CDD

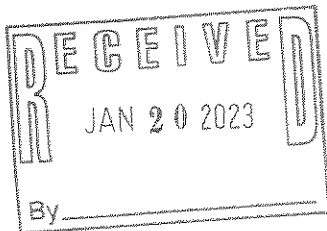
**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** January 31, 2023

**Invoice Amount:** \$10,852.77

Description	Current Amount
Monthly Landscape Maintenance January 2023	\$10,852.77



**Invoice Total**

**\$10,852.77**

1-11-23  
Jim Masters  
J. Masters  
1-32-572-461  
271

**Should you have any questions or inquiries please call (386) 437-6211.**



**YELLOWSTONE**  
LANDSCAPE

**INVOICE**

INVOICE #	INVOICE DATE
JAX 479279	12/29/2022
TERMS	PO NUMBER
Net 30	

**Bill To:**

Brandy Creek CDD  
c/o Vesta Property Services  
224 Johns Creek Pkwy  
St Augustine, FL 32092

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

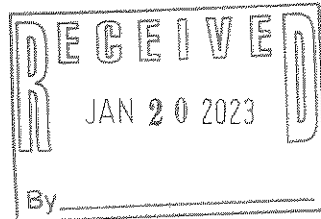
**Property Name:** Brandy Creek CDD

**Invoice Due Date:** January 28, 2023

**Invoice Amount:** \$98.00

Description	Current Amount
Irrigation repairs from light installation	
Irrigation Repairs	\$98.00

<b>Subtotal</b>	<b>\$98.00</b>
<b>Amount Paid</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$98.00</b>



1-16-23

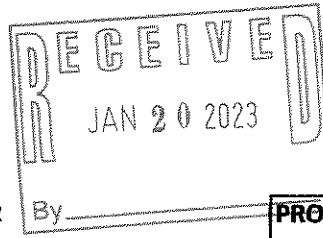
1-32-572-463  
271

Jim Masters  
[Signature]

**Should you have any questions or inquiries please call (386) 437-6211.**

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #	
1/24/23	00052	1/12/23 1223	202301 600-53800-61000	RE-STRAP CHAISE LOUNGES	*	4,020.00		
							SOUTHERN BREEZE OUTDOOR FURNISHINGS	4,020.00 000147
						TOTAL FOR BANK B	4,020.00	
						TOTAL FOR REGISTER	4,020.00	

**Southern Breeze**  
**OUTDOOR FURNISHINGS**  
 COMMERCIAL  
 SEATING AND SHADE



Invoice No: 1223  
 Date: 01/12/23  
 Terms: Due at Time of Order

1128 Carmona Place, St. Augustine, FL 32092  
 Telephone: (904) 315-3933; (904) 315-3944

By \_\_\_\_\_ **PROJECT:**  
 John's Creek

**BILLING ADDRESS:**  
 Brandy Creek CDD  
 224 John's Creek Pkwy., St. Augustine, FL 32092  
 Attn: Jim Masters

**SHIPPING ADDRESS:**  
 John's Creek  
 224 John's Creek Pkwy., St. Augustine, FL 32092  
 Attn: Jim Masters

**PAYMENT TERMS: 100% PAYMENT DUE AT TIME OF ORDER**

DESCRIPTION	STYLE	SIZE	FABRIC / FRAME	UNIT \$	QTY.	TOTAL \$
Re-strapping chaise lounges	vinyl strap	std.	tbd	\$125.00	30	\$3,750.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

**PLEASE REMIT PAYMENT TO:**  
 Southern Breeze Outdoor Furnishings, LLC  
 1128 Carmona Place St. Augustine, FL 32092  
 Attn: Laura Smith

Product Total	\$3,750.00
Freight	\$270.00
Tax	\$0.00
<b>TOTAL</b>	<b>\$4,020.00</b>

1-13-23  
 Jim Masters

PAYMENTS BY CREDIT CARD WILL BE CHARGED A 3% PROCESSING FEE

33.600.538.61  
 52