

*Brandy Creek  
Community Development District*

*March 6, 2024*

# *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 28, 2024

Board of Supervisors  
Brandy Creek Community Development District

Dear Board Members:

The Brandy Creek Community Development District Meeting is scheduled for **Wednesday, March 6, 2024 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. Approval of the Minutes of the January 10, 2024 Meeting
- IV. Ratification of Agreement for District Engineer Services
- V. Community Garden Update
- VI. Update on Poolsure Agreement
- VII. Consideration of Proposal for Capital Reserve Report Update
- VIII. Consideration of Resolution 2024-02, 2024 General Elections
- IX. Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2025 Budget
- X. Other Business
- XI. Staff Reports

- A. Attorney
- B. Engineer
- C. Manager
- D. Operations Manager
  - 1. Report
  - 2. Yellowstone Report
  - 3. Lake Doctors Report
- E. Amenity Manager - Report
- XII. Supervisor's Requests and Audience Comments
- XIII. Financial Reports
  - A. Balance Sheet & Income Statement as of January 31, 2024
  - B. Assessment Receipt Schedule
  - C. Approval of Check Registers
- XIV. Next Scheduled Meeting – May 8, 2024 at 6:30 p.m. at Phase 2 Amenity Center
- XV. Adjournment

*THIRD 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 Wednesday, January 10, 2024 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
Shawn Jolly	Supervisor
Thomas Metych	Supervisor

Also present were:

Jim Oliver	District Manager
Mike Eckert <i>by phone</i>	District Counsel
Jim Masters	Vesta/Amenity Services Group
Jennifer Meadows	Vesta/Amenity Services Group

*The following is a summary of the discussions and actions taken at the January 10, 2024 Brandy Creek Community Development District 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 with the exception of Mr. Blalock.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the November 8, 2023 Meeting**

Mr. Payne noted on Page 9, “*Mr. Brad Foran*” should be “*Mr. Brad Weeber.*”

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the Minutes of the November 8, 2023 Meeting were approved as amended.

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

#### **Consideration of Qualifications of Engineering Firms**

Mr. Oliver recalled at the last meeting, the Board approved soliciting proposals through the Request for Qualifications (RFQ) process, to fill the engineering position that was recently vacated by ETM. A notice was published and eight different firms were invited to bid. Out of those firms, four engineering firms; Alliant, Atwell, Dominion Engineering Group (DEG) and Taylor & White submitted proposals, which were provided to the Board along with a scoring sheet, with criteria that the Board approved in November. The Board would rank the firms, based on their qualifications, authorize staff to negotiate with the top ranked firm and bring a contract back to the next meeting. If negotiations were unsuccessful, staff would negotiate with the number two ranked firm. Two firms were located in Jacksonville, one was in Clay County, on the other side of the St. Johns River and one was in Orlando, although they planned to open a Jacksonville office. According to the documents, DEG was certified as a minority business as the State recognized them as a veteran owned business. Mr. Eckert advised that a firm received a minority business certification, under 287.0943 of the Florida Statutes, but would verify this along with Alliant's women's business certification for their subcontractor.

Mr. Payne liked that Alliant had a number of Professional Engineers. Ms. Little asked if Mr. Oliver worked with any of these firms. Mr. Oliver indicated that he worked with Alliant, DEG and Taylor & White. Mr. Eckert advised that he reviewed DEG and Alliant's business certifications, but since he could not determine what certification was applied to which company and a veteran business was not listed in their evaluation, he recommended that each firm receive a zero on the ranking form. Mr. Metych liked that DEG was the engineer for the Twin Creeks, Beach Walk, Grand Oaks and St. Augustine Lakes CDDs and asked if there any timeline of Atwell opening an office in this area. Mr. Oliver recalled that Atwell planned to open a Jacksonville office but did not know when. Ms. Little questioned the cost for each firm. Mr. Payne explained that cost was not a factor in an RFQ and they were basing their decision strictly on qualifications, capabilities and geographic presence, felt that there should be credence to

location and asked if Mr. Masters had experience with any of the firms. Mr. Masters confirmed that he had not worked with any of the firms.

The Board discussed the evaluation criteria and provided the following ranking: 1) **Ability and Adequacy of Professional Personnel** – Alliant: 24, Atwell: 24, DEG: 25 and Taylor & White: 24; 2) **Consultants Past Performance** - Alliant: 20, Atwell: 20, DEG: 25 (due to their strong presence in St. Johns County) and Taylor & White: 20. 3) **Geographic Location** - Alliant: 20, Atwell: 10 (since they were located in Orlando), DEG: 20 and Taylor & White: 15 (since they were located in Clay County); 4) **Willingness to Meet Time and Budget Requirements** - Alliant: 15, Atwell: 15, DEG: 15 and Taylor & White: 15, 5) **Certified Minority Business Enterprise** - Alliant: 0, Atwell: 0, DEG: 0 and Taylor & White: 0, 6) **Recent, Current and Projected Workloads** - Alliant: 5, Atwell: 5, DEG: 5 (due to their strong presence in Jacksonville) and Taylor & White: 5 and 7) **Volume of Work** – Not Applicable. Based on the Ranking Form, Mr. Payne announced that DEG received 90 points and was ranked the number one firm, Alliant was ranked number two with 84 points, Taylor & White was ranked number three with 79 points and Atwell was ranked number four with 74 points.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor ranking Dominion Engineering Group the number one firm to provide engineering services, Alliant number two, Taylor & White number three and Atwell number four and authorization for the staff to negotiate an agreement with Dominion Engineering Group or if negotiations failed, negotiating with the next ranked proposer, and bringing to the next meeting for Board consideration was approved.

**FIFTH ORDER OF BUSINESS**

**Community Garden Update**

Mr. Payne recalled at the last meeting, the Board instructed staff to work with Mr. Jolly on a plan for a community garden and to survey residents. Mr. Masters reported that a survey was conducted several weeks ago, which was repeated several days ago to get further responses. Approximately 80 residents responded, 5.95% were in favor of a community garden, but would not participate, 28.57% were in favor of a community garden and would participate, 34.52% were in favor of a community garden, but were unsure if they had the time to participate, 30.95% were not interested in a community garden, 2.52% would participate no matter what, 41.77% would participate if the fee was reasonable and 55.70% would not participate if there was a cost.



Based on the survey, Mr. Payne pointed out that 60% were not in favor of it and suggested having it as a community activity. Mr. Jolly indicated that 75% were in favor of it. Mr. Masters clarified that 24% were not in favor of it and 50% were not in favor of the cost. Mr. Payne recalled that the cost for a fence and the irrigation was \$8,000. Mr. Masters confirmed that the cost for the overall project was \$12,000, including the fence, planners, mulch, water and benches. Mr. Metych was in favor of having a community garden, but voiced concern that only 84 residents responded to the survey and many residents, such as senior citizens who loved gardening, did not utilize Facebook. Mr. Jolly liked the idea, but it was a big decision.

Ms. Little felt that it was nice to have a community garden but did not see residents buying into it and taking accountability. Mr. Metych asked what would happen if residents did not maintain it. Mr. Masters felt that the cost should be lower and if it did not work, there could be a secondary plan as there was a fence. Vesta would check in on it every day to ensure that nothing was amiss, but it was not Vesta's responsibility. Ms. Little voiced concern if the fence was installed, anyone could get access. Mr. Masters confirmed that the fence would have two gates and a lock. Residents would fill out a form stating their responsibilities and they would receive a code to the gate, but anyone could climb over it. The purpose was to keep deer and other animals out of the garden. Mr. Payne was in favor of proceeding but having continuous recruitment effort by distributing flyers or having a meeting to gauge the level of interest. If the garden did not work, Mr. Payne suggested turning it into a dog park. Mr. Jolly proposed having a gardening class when the community garden opened. Mr. Masters suggested having a meeting on a Saturday afternoon for residents who were interested in having a community garden to show support. Mr. Jolly asked if the Board could attend. Mr. Eckert advised that if more than one Board Member attended, there would be a Sunshine Law issue, unless it was advertised for any member of the public to attend and minutes were taken. *Discussion ensued and there was Board consensus for Mr. Jolly to work with the Garden Club to develop a plan and provide cost options to present to the Board at the March meeting and attend a Garden Club meeting on behalf of the Board, which would be advertised in the newspaper and via an e-blast, marquis and social media.*

**SIXTH ORDER OF BUSINESS****Update on Poolsure Agreement**

Mr. Payne recalled at the last meeting, the Board took action to pay Poolsure \$1,475.42 per month until a contract was signed and if they failed to enter into the agreement, soliciting proposals. Mr. Masters felt that Poolsure was stalling on entering into the District's standard agreement and Ms. Karen Haber with Mr. Eckert's office, was working with Poolsure and as of last week, reached an agreement. Mr. Masters was reassured by his contact at Poolsure, that they were working on it, but as of last Friday, he had not received the agreement and was looking into other pool service providers such as Hawkin's. Mr. Masters felt that Poolsure had plenty of time to respond, but if they failed to do so in the next couple of days, he would look into other avenues. Mr. Eckert proposed giving Poolsure until the end of the month. Mr. Payne agreed, but questioned what the issue was. Mr. Eckert believed that Poolsure assumed they were the only game in town as they were the only company that provided chemicals, controllers and stenner pumps. *Discussion ensued and there was Board consensus to wait until January 31<sup>st</sup>.*

**SEVENTH ORDER OF BUSINESS****Consideration of Proposal for Capital Reserve Report Update**

Mr. Payne recalled that the Board discussed at the last meeting, setting aside capital funds for certain improvements such as pickleball courts and a basketball court re-alignment. Mr. Masters prepared a five-year plan of major capital reserve expenditures, as the Capital Reserves Report was prepared in 2020, which provided educated numbers, lifespan and future costs on every single CDD asset. The monuments were in good shape and besides cleaning them, nothing further needed to be done to them. The Phase 1 and Phase 2 buildings were in good shape. The Phase 2 building was just pressure washed as there was mold on the roof. The restroom and entrance to the Phase 2 pool were also pressure washed and wood repair work was being performed in-house. After a few wood pieces were repaired, it would be painted. The Phase 1 building would be pressure washed with an outside vendor before Summer. Mr. Payne asked the surface areas would just be power washed. Mr. Masters confirmed that the entire building would be pressure washed. The biggest area were the overhangs in the breezeway. The buildings did not need to be painted for the next four years, besides touch-up painting, but the restroom doors in the Phase 1 building needed to be painted. In Phase 2, the inside of the restrooms was fine, but the doors needed to be re-painted; however, the cost would be minimal as it would be done in-house.

Mr. Masters presented the following projects for 2024/2025:

- *Repair of the Play Feature in the Splash Pool - \$65,000 to \$80,000*
  - Compact, the original suppliers of their equipment, would remove the play feature and take it back to their shop, to sandblast it, powder coat it, make fiberglass changes and replace the slide. However, due to changes made throughout the State in the last 10 or 15 years, instead of replacing mesh every two years, they were now using metal, due to kids cutting the mesh and getting trapped underneath it. They planned to look at some local properties that had play structures and taking pictures to get some ideas on the changes that they could make. The pool must be drained and re-marcited, due to damage, which would cost an additional \$15,000.

Mr. Payne questioned the timeline. Mr. Masters believed that they could make the mesh repairs, paint touchups and bracket replacements by this Summer, but after the season, they needed to look at other options. Mr. Payne proposed taking the \$65,000 to \$70,000 reserved for the pickleball court and basketball court re-alignment and using it for the play structure. Mr. Masters suggested removing the play structure, leaving the blue poles and making it a splash park.

- *Pump Replacements - \$7,000 for pump replacement or \$20,000 to \$50,000 for entire overhaul.*
  - The pump for the splash pool in the Phase 1 pump room was full of water. There was another sub-pump to drain all of the water out, but there was a leak. There may be a cracked line or the seal around the pipes needed to be re-sealed. They would replace the sub-pump, so the water would not build up again, dry out the coffin and waiting a month before turning it back on. If it did not dry out, the pump needed to be replaced. Compact could provide options to move the pump above ground, because a power failure, due to a broken line, would ruin the motors. The pumps in Phase 2 were in good shape.

Mr. Payne asked if the pumps were originally from when the community was established in 2004/2005 and if there should be a potential overhaul, to bring the coffins above ground. Mr. Masters confirmed that the pumps were installed in 2004/2005 and recommended that at least

one coffin be brought above the ground as it was at least 6 feet deep. Mr. Payne agreed with having Compact coming out and providing options.

- *Benches and Trash Cans for Pocket Park and Phase 2 Playground - \$12,000*
- *Heat Pump for Phase 1 Office Air Conditioner - \$5,000*
- *Fitness Center Floor Replacement - \$12,000 to \$15,000*
  - Contemplated for 2030/2031, but recommended for 2025/2026. The current floor looked good, but when people dropped weights, it chipped the floor. Rubber matting was recommended.
- *Fitness Center Equipment and Expansion*
  - Contemplated over the next five years. A new functional trainer was purchased with different functions for \$3,300 and the other equipment were spread out to provide less congestion, which residents were happy with.

Mr. Payne questioned the capacity. Mr. Masters felt that 16 people were sufficient. It was not busy, but teenagers were sitting on the equipment, not working out.

- *Repainting of Phase 1 Fencing*
  - Contemplated for 2025/2026 around the Amenity Center and pool, which was faded.
- *Phase 2 Pool Remarciting - \$76,000 to \$90,000*
  - Originally planned for 2022/2023, but pushed to 2026/2027.
- *Re-sealcoat Phase 1 and Phase 2 Parking Lot*
  - Planned for 2026/2027. Phase 1 parking lot would be re-stripped this year.
- *Playground Decks - \$40,000 for each Playground*
  - Contemplated for 2027/2028.
- *Phase 1 Pool Remarciting - \$110,000*
  - Contemplated for 2028/2029.
- *Pool Furniture*
  - Contemplated for 2028/2029.
- *Bulkhead - \$43,669*
  - Contemplated for 2034/2035.
- *Phase 1 Roof Repair - \$142,000*

- Contemplated for 2034/2035. The Amenity Center roof was currently in good shape, but there were gutter issues.

Mr. Payne pointed out that the purpose for this item being discussed, was to see if there were sufficient funds to build a pickleball court, reconfigure the basketball court and expand the Gym. However, based on the usage, what they currently had was sufficient as there were other uses for their capital funds. Mr. Payne recommended placing these items on hold and cleaning up the areas, focus on the capital items that were contemplated and having further discussion on the Gym expansion. Mr. Jolly pointed out that 2025/2026 was where many of the large costs were and agreed that the Gym expansion could be placed on hold, due to the unsafe concrete being repaired as well as other items, as they would not have the funds for the next two to five years. Mr. Masters suggested that their office prepare a few surveys for the community, to get feedback from residents, to see what they were in favor of. Mr. Masters would revise the Capital Reserve Report and provide it to the Board. Mr. Payne thanked Mr. Masters for presenting this. Ms. Little appreciated that Mr. Masters was conservative and obtained the best prices. Mr. Payne recalled that as of the last meeting, they had \$439,871 in reserves, but they needed to continue to reserve funds and using those funds in items where there was the best value.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Gym Expansion**

Mr. Payne questioned what the Gym expansion would involve. Mr. Masters explained that they would hire an engineering firm to perform an analysis of the Gym and they would provide the anticipated cost to expand it. Mr. Oliver indicated that he worked with CDDs who hired architects and spent \$20,000 to provide drawings and a cost estimate, but in the case of this District, it would be difficult to expand the Gym, as they must move electrical components. Mr. Jolly pointed out that by including the additional equipment and spreading everything out in the Gym, it was functional. Mr. Payne requested that this item be placed on hold.

## **NINTH ORDER OF BUSINESS**

### **Consideration of Proposals**

#### **A. Shade Structure for Playground**

Mr. Masters presented proposals from BYO Recreation in the amount of \$8,132, Southern Recreation in the amount of \$7,040 and Shade America in the amount of \$7,880, to replace the shade structure on the Phase 1 playground. Southern Recreation had an installation cost of \$850, which he verified, as BYO charged \$2,500. The material was warrantied for eight

years. Mr. Jolly asked if BYO provided the shade structures around the pool. Mr. Masters confirmed that BYO installed the shade covers around pool, as proposals were not provided by Southern Recreation. Mr. Jolly asked if the quality of the covers from BYO were better than what Southern Recreation was providing. Mr. Masters did not think it was better quality and recommended that the shade structure be replaced by Southern Recreation, as they were the original installer and their price was the best, especially their installation cost.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the proposal with Southern Recreation for a shade structure on the Phase 1 playground in the amount of \$7,040 was approved.

**B. Painting the Street/Information Signs in the Community**

Mr. Masters presented a proposal from Investment Painting of North Florida for the painting of 53 street poles in the amount of \$5,035 and recommended that the Board approve it, as they do good quality work. In addition to painting the signs, they would pressure wash them. Mr. Jolly asked if it included the green boxes. Mr. Masters would contact the utility companies to determine if there was an issue with the CDD painting them. If they permitted it, he would obtain proposals. For the boxes in residents' yards, they would send out an e-blast. Florida, Power & Light (FPL) would not paint street light posts but did not mind the CDD doing it. Mr. Jolly questioned how their light posts looked and if they would stand out if they were painted. Mr. Masters did not know, but after the mailboxes were replaced in Phase 1, the posts stood out more.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor the proposal with Investment Painting of North Florida for the painting of 53 street poles in the amount of \$5,035 was approved.

**TENTH ORDER OF BUSINESS**

**Discussion of Basketball Court and Pickleball Courts**

Mr. Payne stated that this item would not be considered, based on the prior discussion of the capital reserve items. Residents would be polled through a survey to see if it was favorable.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Memorandum Regarding Ethics Training**

Mr. Eckert presented a Memorandum on the ethics training and requested that the Board review it and provide any questions. Numerous options were available to the Board online. Mr. Payne asked if there was date to complete the training by. Mr. Eckert indicated that the ethics training must be completed by December 31, 2024.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager**

Mr. Oliver recalled that Mr. Payne questioned before the meeting, when their seats expired and indicated that Mr. Payne, Ms. Little and Mr. Metych’s seats expired in 2026 and Mr. Blalock and Mr. Jolly’s seats expired in November of 2024. Information regarding the qualifying period, would be provided to the Board, but it was typically during the second week of June. Mr. Payne appreciated the information.

**D Operations Manager**

**1. Report**

**2. Yellowstone Report**

**3. Lake Doctors Report**

Mr. Masters presented the Operations Manager, Yellowstone and Lake Doctors Reports. At the last meeting, Mr. Blalock had questions about whether they were getting a good deal with their landscaping company, whether staff was happy with them and if they should be looking at other companies. Mr. Masters contacted a landscaping company that Mr. Blalock provided, the day after the meeting, as well as two other landscape companies, to get a feel as to what was out there. In order to provide a courtesy proposal, the company would pull their records to see what they were paying for landscaping and ride around the property. One company refused to provide a proposal, unless they were serious about switching companies and the other company did not feel that they could do any better, as that the property looked good. Mr. Payne pointed out that he

and Mr. Masters were in constant communication, verbally and in person and had periodic meetings. In his opinion, the services that Mr. Masters was providing was good and he had no concerns. Ms. Little appreciated the opportunity to participate in the landscape meetings.

**E. Amenity Manager - Report**

Ms. Meadows presented the Amenity Manager's Report. It was a quiet couple of months. The Cookies with Santa event was a great event. The weather was neither hot nor cold. It was a nice evening, with many families attending. There was the annual snowball fight, which was a hit with the kids along with the Grinch. Everyone had a great time. At the Chairman's suggestion, they had a Root Beer Float Day, which was actually a Root Deer Float Day, to keep it seasonal. Residents enjoyed it. Upcoming events were the cornhole tournament on January 20<sup>th</sup>. There would be a singles, doubles and kids group. If it succeeded, they would bring it back in the Spring. There would also be a king and princess dance in February. The theme was boots and bling. In March, there would be an Easter Eggstravaganza. Mr. Payne indicated that he attended some of the events and they were well attended and appreciated the effort and taking his ideas and the creativity, especially Ms. Meadows dressing up as the Grinch. Ms. Little liked seeing the kids happy.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Payne noted continuous discussion with the Phases 1 and 2 POAs regarding a contribution to their social events. The Phase 2 POA may not have a problem with it, but the Phase 1 POA wanted the CDD to pay for it and raise the CDD fee to recoup the cost. However, Mr. Payne pointed out if the POAs did not want to contribute, the Board would find a way to fund it through the CDD budget without raising fees, but if the POAs wanted to contribute, the CDD would not define an amount. Mr. Masters recalled that the Phase 1 POA contributed \$3,500 and the Phase 2 POA contributed \$1,500, but last week, Ms. Meadows suggested asking the POAs if they wanted to sponsor an event. Mr. Payne liked this idea. Mr. Jolly asked if it was standard practice for POAs to contribute. Mr. Payne confirmed that it was not a standard practice, but years ago, the POAs paid for social events and the CDD took it over. However, recently the POAs had financial constraints, due to their attorney requiring that they increase their insurance to cover certain liabilities that were already covered by the CDD, which



quadrupled their insurance costs. As a result, they no longer wanted to contribute and Mr. Payne requested that Mr. Masters and Ms. Masters coordinate with the POAs. Regarding the insurance, Mr. Payne would stress the fact that there was no need to increase their insurance as the POA did not own property.

**FOURTEENTH ORDER OF BUSINESS                      Financial Reports**

**A.        Balance Sheet & Income Statement as of November 30, 2023**

Mr. Oliver presented the November 30, 2023 Balance Sheet and Income Statement. There were no unusual variances and the balance of the Capital Reserve Fund was \$438,000.

**B.        Assessment Receipt Schedule**

Mr. Oliver presented the Assessment Receipt Schedule, showing that the District was 15% collected. Additional contributions were expected in January and February.

**C.        Approval of Check Registers**

Mr. Oliver noted that there were the general utilities and activities and no abnormalities. All checks were reasonable.

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor the October 1, 2023 through November 30, 2023 Check Register in the amount of \$112,641.26 was approved.

**FIFTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 6, 2024  
at 6:30 p.m. at Phase 2 Amenity Center**

Mr. Payne stated the next meeting was scheduled for March 6, 2024 at 6:30 p.m. at the Phase 2 Amenity Center.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the meeting was adjourned at 8:49 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*FOURTH ORDER OF BUSINESS*

**AGREEMENT BETWEEN BRANDY CREEK COMMUNITY DEVELOPMENT  
DISTRICT AND DOMINION ENGINEERING GROUP, INC. FOR PROFESSIONAL  
ENGINEERING SERVICES**

THIS AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES (the “**Agreement**”) is made and entered into as of the 23 day of January, 2024, by and between:

**Brandy Creek Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in the St. Johns County, Florida, with a mailing address of 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (the “**District**”); and

**Dominion Engineering Group, Inc.**, a Florida corporation, with a mailing address of 4348 Southpoint Boulevard, Suite 201, Jacksonville, Florida 32216 (the “**Engineer**”).

**RECITALS**

**WHEREAS**, the District is a local unit of special purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District is authorized to plan, acquire and/or maintain improvements, facilities and services in conjunction with the development and maintenance of the lands within the District; and

**WHEREAS**, pursuant to Sections 190.033 and 287.055, *Florida Statutes*, the District solicited qualifications from qualified firms and individuals to provide professional engineering services to the District on a continuing basis; and

**WHEREAS**, Engineer submitted a proposal to serve in this capacity; and

**WHEREAS**, the District's Board of Supervisors (the “**Board**”) ranked Engineer as the most qualified firm to provide professional engineering services for the District and authorized the negotiation of a contract pursuant to Section 287.055, *Florida Statutes*; and

**WHEREAS**, the District intends to employ Engineer to perform engineering, construction administration, environmental management and permitting, financial and economic studies, as defined by a separate work authorization or work authorizations; and

**WHEREAS**, the Engineer shall serve as District’s professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of these services.

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties hereto and the payments by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

**ARTICLE 1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and are incorporated by reference herein as a material part of this Agreement.

**ARTICLE 2. SCOPE OF SERVICES.**

**A.** The Engineer will provide general engineering services for the District, including:

1. Preparation of any necessary reports and attendance at meetings of the Board.
2. Assisting in meeting with necessary parties involving bond issues, special reports, feasibility studies or other tasks.
3. Providing professional engineering services, including but not limited to, review and execution of documents under the District's Trust Indentures and monitoring of District projects.
4. Any other items requested by the Board.

**B.** Engineer shall, when authorized by the Board, provide general services related to construction of any District projects, including but not limited to:

1. Periodic visits to the site, or full-time construction management of District projects, as directed by District.
2. Processing of contractors' pay estimates.
3. Preparation of, and/or assistance with, the preparation of work authorizations, requisitions, change orders and acquisitions for review by the District Manager, District Counsel, and the Board.
4. Final inspection and requested certificates for construction, including the final certificate of construction.
5. Consultation and advice during construction, including performing all roles and actions required of any construction contract between District and any contractor(s) in which Engineer is named as owner's representative or "Engineer."
6. Any other activity related to construction as authorized by the Board.

- C. With respect to maintenance of the facilities, Engineer shall render such services as authorized by the Board.

**ARTICLE 3. METHOD OF AUTHORIZATION.** Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a work authorization which shall include the scope of services, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized and shall be in a form similar to the form set for in **Exhibit A** hereto (“**Work Authorization**”). Authorization of services or projects under this Agreement shall be at the sole option of the District.

**ARTICLE 4. COMPENSATION.** It is understood and agreed that the payment of compensation for services under this Agreement shall be stipulated in each Work Authorization. One of the following methods will be utilized:

- A. **Lump Sum Amount** – The District and Engineer shall mutually agree to a lump sum amount for the services to be rendered payable monthly in direct proportion to the work accomplished. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in Section 287.017 of the Florida Statutes for CATEGORY FOUR, the District shall require the Engineer to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The price for any lump sum Work Authorization, and any additions thereto, will be adjusted to exclude any significant sums by which the District determines the Work Authorization was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such adjustments must be made within one (1) year following the completion of the work contemplated by the lump sum Work Authorization.
- B. **Hourly Personnel Rates** – For services or projects where the scope of services is not clearly defined or recurring services or other projects where the District desires the use of the hourly compensation rates, the rates outlined in **Exhibit B**, attached hereto and incorporated by this reference, shall apply. The District and Engineer may agree to a “not to exceed” amount when utilizing hourly personnel rates for a specific work authorization.

**ARTICLE 5. REIMBURSABLE EXPENSES.** Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the services for the incidental expenses as listed as follows:

- A. Expenses of transportation and living when traveling in connection with a project and fees paid for securing approval of authorities having jurisdiction over the project. All expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District’s travel policy.
- B. Expense of reproduction, postage and handling of drawings and specifications.

**ARTICLE 6. TERM OF AGREEMENT.** It is understood and agreed that the term of this Agreement will be from the time of execution of this Agreement by the parties hereto until terminated in accordance with its terms.

**ARTICLE 7. SPECIAL CONSULTANTS.** When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis. Engineer's time and expenses associated with the retention and coordination of special consultants shall be paid by the District.

**ARTICLE 8. BOOKS AND RECORDS.** Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder, or such further time as required under Florida law. The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

**ARTICLE 9. OWNERSHIP OF DOCUMENTS.**

- A.** Upon payment of all applicable compensation as properly invoiced and paid pursuant to Article 4, all rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement (the "**Work Product**") shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.
- B.** Upon payment of all applicable compensation as properly invoiced and paid pursuant to Article 4, the Engineer shall deliver all Work Product to the District upon completion thereof, unless it is necessary for the Engineer in the District's sole discretion to retain possession for a longer period of time. Notwithstanding the foregoing, the Engineer agrees that delivery of any Work Product necessary to proceed with the ongoing work of the District shall not be withheld or unreasonably delayed solely based upon the timing of the invoicing or payment. Upon early termination of the Engineer's services hereunder, the Engineer shall deliver to the District all such Work Product, whether complete or not. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used in whole without the District's prior express written consent. The Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the District.
- C.** The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials

or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. The Engineer hereby assigns to the District any and all rights the Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise, the preparation of such copyrightable or patentable materials or designs.

**ARTICLE 10. REUSE OF DOCUMENTS.** All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. Such documents are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer. All documents including drawings, plans and specifications furnished by Engineer to District are subject to reuse in accordance with Section 287.055(10), *Florida Statutes*.

**ARTICLE 11. ESTIMATE OF COST.** Since Engineer has no control over the cost of labor, materials, or equipment or over a contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer's opinions of probable cost provided as a service hereunder are to be made on the basis of its experience and qualifications and represent Engineer's best judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by Engineer. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

**ARTICLE 12. INSURANCE.**

A. Subject to the provisions of this Article, the Engineer shall, at a minimum, maintain throughout the term of this Agreement the following insurance:

1. Workers' Compensation Insurance in accordance with the laws of the State of Florida.
2. Commercial General Liability Insurance, including but not limited to, bodily injury (including contractual), property damage (including contractual), products and completed operations, and personal injury with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) per occurrence, and not less than Two Million Dollars and No Cents (\$2,000,000.00) in the aggregate covering all work performed under this Agreement.



3. Automobile Liability Insurance, including without limitation bodily injury and property damage, including all vehicles owned, leased, hired, and non-owned vehicles with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) combined single limit covering all work performed under this Agreement.
  4. Professional Liability Insurance for Errors and Omissions, with limits of not less than One Million Dollars and No Cents (\$1,000,000.00).
- B. All insurance policies, except for the Professional Liability Insurance, secured by Engineer pursuant to the terms of this Agreement shall be written on an “occurrence” basis to the extent permitted by law.
- C. The District and the District’s officers, supervisors, agents, staff, and representatives shall be named as additional insured parties, except with respect to the Worker’s Compensation Insurance and Professional Liability Insurance for which only proof of insurance shall be provided. The Engineer shall furnish the District with the Certificate of Insurance evidencing compliance with the requirements of this Section. No certificate shall be acceptable to the District, unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the state of Florida.
- D. If the Engineer fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Engineer shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District’s obtaining the required insurance.

**ARTICLE 13. CONTINGENT FEE.** The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

**ARTICLE 14. AUDIT.** Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. The Engineer agrees that the District or any of its duly authorized representatives shall have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement for a period of four (4) years or longer as required by law. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to

constitute allowable costs. All required records shall be maintained until either (a) the completion of an audit and resolution of all questions arising therefrom, or (b) three years after the expenditure of all funds under this Agreement, or (c) the public record retention period established by the District's records retention policy, whichever comes later.

**ARTICLE 15. COMPLIANCE WITH GOVERNMENTAL REGULATIONS.** In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by the Engineer, shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction. If the Engineer fails to notify the District in writing within ten (10) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Engineer or any of its agents, servants, or employees, or fails to comply with any requirement of such agency within ten (10) days after receipt of any such notice, order request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

**ARTICLE 16. COMPLIANCE WITH PROFESSIONAL STANDARDS.** In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by Engineer, shall maintain the generally accepted professional standard of care, skill, diligence, and professional competency for such work and/or services consistent with industry standards used by members of the Engineer's profession practicing under similar circumstances. Any designs, drawings, reports, or specifications prepared or furnished by Engineer that contain errors, conflicts, or omissions will be promptly corrected by Engineer at no cost to the District.

**ARTICLE 17. INDEMNIFICATION.**

- A. The Engineer agrees, to the fullest extent permitted by law (except against professional liability claims), to indemnify, defend, and hold harmless the District and the District's officers, supervisors, agents, staff, and representatives (together, the "**Indemnitees**"), from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Engineer and other persons employed or utilized by the Engineer in the performance of this Agreement, including without limitation the Engineer's contractors, subcontractors, and sub-subcontractors. To the extent a limitation on liability is required by Section 725.06 of the Florida Statutes or other applicable law, liability under this section shall in no event exceed the sum of One Million Dollars and No Cents (\$1,000,000.00) and Engineer shall carry, at his own expense, insurance in a company satisfactory to District to cover the aforementioned liability. Engineer agrees such limitation bears a reasonable commercial relationship to the Agreement and was part of the project specifications or bid documents.

- B. The Engineer agrees and covenants that nothing in this Agreement shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to Section 768.28, *Florida Statutes*, or other law, and nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.
- C. In the event that any indemnification, defense, or hold harmless provision of this Agreement is determined to be unenforceable, the provision shall be reformed in accordance with the mutual intent of the Engineer and the District to provide indemnification, defense, and hold harmless provisions to the maximum effect allowed by Florida law and for the benefit of the Indemnitees.
- D. Neither District nor Engineer shall be liable to the other party in any circumstances for any indirect, economic, special or consequential loss or damage, including but not limited to, loss of revenue, loss of production or loss of profit.

**ARTICLE 18. EMPLOYMENT VERIFICATION.** The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

**ARTICLE 19. INDEPENDENT CONTRACTOR.** In all matters relating to this Agreement, the District and the Engineer agree and acknowledge that the Engineer shall serve as an independent contractor of the District. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any Federal or State unemployment, insurance laws, or any other potentially applicable laws. The Engineer agrees to assume all liabilities or obligations by any one or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District, unless set forth differently herein or authorized by vote of the Board.

**ARTICLE 20. CONTROLLING LAW.** The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue for all proceedings with respect to this Agreement shall be St. Johns County, Florida.

**ARTICLE 21. NOTICE.** All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

- A. **If to Engineer:** Dominion Engineering Group, Inc.  
4348 Southpoint Boulevard, Suite 201  
Jacksonville, Florida 32216  
Attn: William Schaefer

4349  
**If to District:** Brandy Creek  
Community  
Development District  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
Attn: District Manager

**With a copy to:**

Kutak Rock LLP  
107 West College Avenue  
Tallahassee, Florida 32301  
Attn: District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Engineer may deliver Notice on behalf of the District and the Engineer. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

**ARTICLE 22. PUBLIC RECORDS.** Engineer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Engineer agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Engineer acknowledges that the designated public records custodian for the District is **Jim Oliver** ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Engineer shall 1) keep and maintain public records required by the District to perform the Services; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Engineer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Engineer's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Engineer, the Engineer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats (latest editions).

**IF THE ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, [JOLIVER@GMSNF.COM](mailto:JOLIVER@GMSNF.COM), OR 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.**

**ARTICLE 23. NO THIRD PARTY BENEFITS.** Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

**ARTICLE 24. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**ARTICLE 25. ASSIGNMENT.** Except as provided otherwise in this Agreement, neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Any purported assignment without such written consent is void. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate and consistent with this Agreement.

**ARTICLE 26. CONSTRUCTION DEFECTS.** ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, *FLORIDA STATUTES*.

**ARTICLE 27. AMENDMENT.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Engineer.

**ARTICLE 28. ARM'S LENGTH TRANSACTION.** This Agreement reflects the negotiated agreement of the District and the Engineer, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement.

**ARTICLE 29. INDIVIDUAL LIABILITY.** UNDER THIS AGREEMENT, AND PURSUANT TO THE REQUIREMENTS OF SECTION 558.0035, *FLORIDA STATUTES*, THE REQUIREMENTS OF WHICH ARE EXPRESSLY INCORPORATED HEREIN, AN INDIVIDUAL EMPLOYEE OR AGENT OF THE ENGINEER MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**ARTICLE 30. TERMINATION.** The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days' written notice. At such time as the Engineer receives

notification of the intent of the District to terminate the Agreement, the Engineer shall not perform any further services, unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

**ARTICLE 31. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

**ARTICLE 32. ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Engineer is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorney's fees, paralegal fees, expert witness fees, and costs at all judicial levels.

**ARTICLE 33. ACCEPTANCE.** Acceptance of this Agreement is indicated by the signatures of the authorized representatives of the District and the Engineer in the spaces provided below.

**ARTICLE 34. COUNTERPARTS.** This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

**ARTICLE 35. E-VERIFY.** The Engineer shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Engineer shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Engineer has knowingly violated Section 448.09(1), *Florida Statutes*. By entering into this Agreement, the Engineer represents that no public employer has terminated a contract with the Engineer under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

**ARTICLE 36. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES.** The Engineer agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

**ARTICLE 37. SCRUTINIZED COMPANIES STATEMENT.** Engineer certifies it: (i) is not in violation of Section 287.135, *Florida Statutes*; (ii) is not on the Scrutinized Companies with Activities in Sudan List; (iii) is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; (iv) does not have business operations in Cuba or Syria; (v) is not

on the Scrutinized Companies that Boycott Israel List; and (vi) is not participating in a boycott of Israel. If the Engineer is found to have submitted a false statement with regards to the prior sentence, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, has engaged in business operations in Cuba or Syria, and/or has engaged in a boycott of Israel, the District may immediately terminate the Contract.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on the day and year first above written.

**Attest:**

**BRANDY CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

DocuSigned by:  
*Jim Oliver*  
D1BA5E5E7410418...  
Secretary / Assistant Secretary

DocuSigned by:  
*Meredith Payne*  
E90B6B0C57E452  
Chairperson / Vice Chairperson,  
Board of Supervisors

**DOMINION ENGINEERING GROUP, INC.  
A Florida corporation**

*Michelle DeBernardis*  
Witness

*W. Schaefer*  
By: William Schaefer, P.E.  
Its: President

- EXHIBIT A:** Form of Work Authorization
- EXHIBIT B:** Rate Schedule

**Exhibit B**  
**Rate Schedule**



**EXHIBIT B - Rate Schedule**

**Dominion Engineering Group, LLC Hourly Rate Schedule - 2023**

<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>
Principal	\$ 205 /Hr.
Professional Engineer	\$ 145 /Hr.
Engineer	\$ 125 /Hr.
Senior Engineering Designer	\$ 130 /Hr.
Cadd Technician	\$ 70 /Hr.
Administrative Support	\$ 85 /Hr.

*SEVENTH ORDER OF BUSINESS*



community  
advisors, LLC

Reserve Study Professionals





February 26, 2024

Mr. Jim Oliver  
Partner  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Re: Level II Reserve Study Update for Brandy Creek CDD

Dear Mr. Oliver:

Thank you for the opportunity to submit a Reserve Study Update with Site Visit proposal for your District. We only update Reserve Studies that we have initially performed to ensure accuracy and consistency in our work product. We store your project in our electronic database which provides quick access to begin your update therefore reducing time and cost.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*  
President & Reserve Analyst



# Scope of Work for The District

## What is Included in

- ❖ Limited to component inventory established in previous reserve study dated July 7, 2020, prepared by Community Advisors. Components added since our initial site visit may cause additional cost depending on the quantity. Photos only included for new components. Report will be updated for component remaining life, replacement cost and funding plan generated.
- ❖ One revision with limited adjustments is included for your report after your review within 90 days of issue. Additional revisions are invoiced at \$350.00 per issue. One site visit with meeting is included. Additional site visits are invoiced at \$500 plus travel expense each.

## **Terms of Service**

### Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed ladder access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

### Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal.

### Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow with 30-year cash flow projection or Component Funding Projection year one only.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

### Payment Agreement & Terms

- To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. Returned checks will be invoiced at \$25.00 each.

- ❖ Our financial analysis is based on information provided by this client which we assume is accurate. Your report is a guide to be used for future capital component replacement planning, not a complete property inspection analysis. This agreement for consulting services is accepted this date:

Professional Fee: \$1,500.00      Deposit Required: -0-

Delivery of Draft Report is typically 4-6 weeks after completion of site visit

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Partial Client List

## Community Development Districts

Tolomato, (Nocatee)  
Amelia Concourse  
Tisons Landing  
Amelia Walk  
South Village  
Sampson Creek  
Middle Village  
Ridgewood Trails  
Glen St. Johns  
Bartram Springs  
Rivers Edge  
Aberdeen  
Durbin Crossing  
St. Johns Forrest  
Dunes Utility  
Double Branch  
Pine Ridge  
Brandy Creek  
Turnbull Creek  
Arlington Ridge  
Magnolia West  
Trails  
Southaven  
Madeira  
Beach  
Armstrong

## Communities

Hammock Dunes Communities  
Queens Harbour - Jacksonville, FL  
The Georgia Club - Statham, GA  
Corolla Light POA - Corolla, NC  
The Landings - Skidaway Island, GA  
Beresford Hall Assembly - North Charleston, SC  
Cumberland Harbour - St. Mary's, GA  
Villas of Nocatee - Jacksonville, FL  
Vizcaya HOA - Jacksonville, FL  
Cimarrone POA - St. Johns, FL  
Deercreek Country Club Owners Association - Jacksonville, FL  
Deerwood Country Club - Jacksonville, FL  
Coastal Oaks - Ponte Vedra, FL  
Preserve at Summer Beach - Fernandina Beach, FL  
Amelia Park Neighborhood - Fernandina Beach, FL  
Amelia Oaks - Fernandina Beach, FL  
Coastal Oaks Amelia - Fernandina Beach, FL  
Oyster Bay POA - Fernandina, FL  
Oyster Bay Yacht Club - Fernandina, FL  
Ocean Breeze HOA - Fernandina Beach, FL  
The Enclave at Summer Beach - Fernandina Beach, FL  
RiverPlace at Summer Beach - Fernandina Beach, FL  
Amelia National - Fernandina, FL

## **Condominiums**

Carlton Dunes - Amelia Island, FL  
Spyglass Villas - Amelia Island, FL  
Ocean Club Villas - Amelia Island, FL  
Sand Dollar Condominium - Amelia Island, FL  
Captain's Court - Amelia Island, FL  
Dunes Club Villas - Amelia Island, FL  
Villas at Summer Beach - Amelia Island, FL  
Beachwood Villas - Amelia Island, FL  
Coastal Cottages - Amelia Island, FL  
Harrison Cove - Amelia Island, FL  
Marina San Pablo - Jacksonville, FL  
Latterra at World Golf - St. Augustine, FL  
Cumberland On Church - Nashville, TN  
Surf Club III - Palm Coast, FL  
The Peninsula - Jacksonville, FL  
The Plaza at Berkman Plaza - Jacksonville, FL  
1661 Riverside - Jacksonville, FL  
Seascape - Jacksonville Beach, FL  
Southshore Condominium - Jacksonville Beach, FL  
Ocean Villas at Serenata Beach - St. Augustine, FL  
Watermark - Jacksonville Beach, FL  
Oceanic Condominium - Jacksonville Beach, FL  
Ocean 14 Condominium - Jacksonville Beach, FL  
Serena Point Condominium - Jacksonville Beach, FL  
Oceania Condominium - Jacksonville Beach, FL

## **Active Adult Communities**

Del Webb Ponte Vedra - Ponte Vedra, FL  
Stone Creek by Del Webb - Ocala, FL  
Villages of Seloy - St. Augustine, FL  
Cascades at World Golf Village - St. Augustine, FL  
The Haven at New Riverside - Bluffton, SC  
Artisan Lakes - Jacksonville, FL

## **Religious/Schools**

St. Mark's Episcopal Church - Brunswick, GA  
Memorial Presbyterian - St. Augustine, FL  
Grace Mem. Presbyterian - St. Augustine, FL  
Trinity Episcopal Church - St. Augustine, FL  
St. Mark's Towers - Brunswick, GA  
Isle of Faith Methodist - Jacksonville, FL  
Deermeadows Baptist - Jacksonville, FL  
Frederica Academy - St. Simons Island, GA  
Fishburne Military School - Waynesboro, VA  
The Greenwood School - Jacksonville, FL

# Reserve Analyst & Inspector's Credentials

## Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

**Education** - Virginia Polytechnic Institute & State University - BS

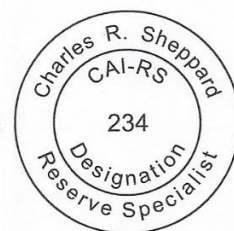
**License** - Certified General Contractor, Certified Home Inspector - Florida

### Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI





*EIGHTH ORDER OF BUSINESS*

## RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the St. Johns County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

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

1. **GENERAL ELECTION SEATS.** Seat 2, currently held by Clarence Blalock and Seat 4, currently held by Shawn Jolly are scheduled for the General Election beginning in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District’s General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District’s Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 6th day of March 2024.

**BRANDY CREEKCOMMUNITY  
DEVELOPMENT DISTRICT**

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CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

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SECRETARY/ASSISTANT SECRETARY

**EXHIBIT A**

**NOTICE OF QUALIFYING PERIOD FOR CANDIDATES  
FOR THE BOARD OF SUPERVISORS OF THE  
BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Brandy Creek Community Development District (“District”) will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at 4455 Avenue A, St. Augustine, Florida 32095; Ph: (904) 823-2238. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Brandy Creek Community Development District has two (2) seats up for election, specifically seats 2 and 4. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

For additional information, please contact the St. Johns County Supervisor of Elections.

**Publish on or before May 27, 2024.**

*ELEVENTH ORDER OF BUSINESS*

*D.*

*1.*



# Brandy Creek CDD

## *Field Operation Manager's Report*

**Date of report: March 6, 2024**

**Submitted by: Jim Masters**

### **YELLOWSTONE / LANDSCAPING:**

- Off-season landscaping services (every other week) continues through March 31<sup>st</sup>. Beginning April 1<sup>st</sup> services will be two days every week.
- (Service reports attached for more details)
- We will receive our annual mulching community-wide the second week of April. (This is not provided by Yellowstone; U.S. Mulching)

### **LAKE DOCTORS:**

- The ponds are inspected twice a month and Lake Doctors will come out additionally based on pond conditions.
- (Service reports attached)
- Pond inspection to be completed by new engineering firm. (Discussion)

### **JOHNS CREEK SHERIFF DEPUTY REPORTS:**

- Included are the hours and reports from our Deputy Lauren LeDoux.

### **PHASE 1 SPLASH POOL LEAK UPDATE**

- (Discussion)



### **PROJECTS UNDERWAY/COMPLETED:**

- Wood repair completed at the phase 2 pool entrance.
- New gate hinges installed at the phase 2 pool.
- Phase 2 bathroom doors have been cleaned and repainted.
- Phase 2 monument cleaned.
- Both phase 1 and phase 2 pool deck and chairs have been cleaned and ready for season.
- Phase 1 buildings, roof, and playground area pressure washed.
- Roots removed (17 areas) at the phase 1 athletic field track. (outside vendor - \$850)
- New playground cover for phase 1 will be installed during the month of March.
- Street sign pole painting throughout the community will start on March 11.
- Ordered 6 replacement benches for the middle playground and the phase 2 playground. (Cost - \$6,361).
- Ordered 3 spring riders for replacement at middle playground and phase 1 playground. (Cost - \$2,100)
- Will inspect Splash feature for safety issues and touch up paint for season.

### **REGULAR SERVICES:**

- Regular services and cleaning done according to contract
- Fitness Center cleaned four days per week
- Restrooms cleaned three times per week
- Pools are skimmed Monday through Friday and are vacuumed two days a week (off season schedule).
- Pool filter grids are cleaned two times per week
- 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.

2-16-24

**From:** Lamb, Nicholas <nlamb@yellowstonelandscape.com>  
**Sent:** Friday, February 16, 2024 3:15 PM  
**To:** Jim Masters <jmasters@vestapropertyservices.com>  
**Subject:** Landscape Update

Good afternoon, Jim. Our maintenance team was onsite this past week performing our normal biweekly service visit. The crew focused on leaf removal, which needed to be addressed, in addition to weed control, removing all debris and raising the tree canopies as needed. During our next service visit the crew will be mowing the Bermuda grass at the entrances. They will also continue to raise the canopies of the magnolias and other trees throughout the community. Leaf removal will need to be done over the next few visits so they will continue to work on that.

There are no irrigation updates currently.

Chem/Fert discovered mole crickets in the Bermuda at the beginning of the week and treated the turf accordingly; fortunately, they were not bad. Because of this I had the maintenance team skip mowing these areas for the time being.

The overgrowth cutback has been completed, I just need to put eyes on it and make sure the entrance sign is visible from the main highway.

**Nick Lamb** | *Account Manager*  
Yellowstone Landscape – Jacksonville Branch  
2663 Robert Street, Jacksonville, FL 32207  
Phone/Cell: (615)920-4250 | [www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

Yellowstone

**From:** Lamb, Nicholas <nlamb@yellowstonelandscape.com>  
**Sent:** Friday, February 9, 2024 4:02 PM  
**To:** Jim Masters <jmasters@vestapropertyservices.com>  
**Subject:** Landscape Update

2-9-24

Good afternoon, Jim. Although we did not service the property this week, I wanted to send a quick update. I drove the entire community a couple of days ago and noticed leaves in several areas (mainly in phase 2 at the white fences and at both amenities centers). I will have the maintenance team remove those in addition to mowing the entrances, removing the Spanish moss from the trees as far as we can reach and weed control. The crew will also be working on raising the canopy of the magnolias, just about 3-4 feet from the ground. They will also start raising the canopy on the trees in the island on Ambience Way. There is a palm that is encroaching on the sidewalk at phase 2 amenities center, going up the handicap ramp to the right. I will have them trim this as well and apologize it has not been done thus far. They will also be cutting back the overgrowth at the entrance to phase 2, just not sure what day yet (might be Friday) but will keep you posted. Let me know if you have any questions or concerns. Thanks, and have a great weekend..

**Nick Lamb** | *Account Manager*  
Yellowstone Landscape – Jacksonville Branch  
2663 Robert Street, Jacksonville, FL 32207  
Phone/Cell: (615)920-4250 | [www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

Yellowstone

**From:** Lamb, Nicholas <nlamb@yellowstonelandscape.com>  
**Sent:** Friday, February 2, 2024 11:39 AM  
**To:** Jim Masters <jmasters@vestapropertyservices.com>  
**Subject:** Landscape Update

2-2-24

You don't often get email from [nlamb@yellowstonelandscape.com](mailto:nlamb@yellowstonelandscape.com). [Learn why this is important](#)

Good morning, Jim. Our maintenance team was onsite this week and continued to focus on the ornamental grass cutbacks, weed control, debris removal and mowing/edging as needed. They also made sure the curbs were clear of debris and removed leaves throughout the community as needed. I have had them remove some dead shrubs over the last couple of weeks as well. We will continue to focus on raising the tree canopies, weed control, and removing all sucker growth from trees and palms. I was able to get the measurements I need for those islands so I am hoping to have the proposals to you at the beginning of next week. Let me know if you have any questions or concerns. Thanks, and have a great weekend..

**Nick Lamb** | *Account Manager*  
Yellowstone Landscape – Jacksonville Branch  
2663 Robert Street, Jacksonville, FL 32207  
Phone/Cell: (615)920-4250 | [www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

Yellowstone  
Landscape Report

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**From:** Lamb, Nicholas <nlamb@yellowstonelandscape.com>  
**Sent:** Thursday, January 25, 2024 2:32 PM  
**To:** Jim Masters <jmasters@vestapropertyservices.com>  
**Subject:** Landscape Update

1-25-24

You don't often get email from [nlamb@yellowstonelandscape.com](mailto:nlamb@yellowstonelandscape.com). [Learn why this is important](#)

Good afternoon, Jim. Our maintenance team was onsite this week performing the biweekly service which included cutting back ornamental grasses, weed and leaf removal, pruning shrubs as needed and mowing as needed throughout the community. I also had the crew address detail items in the pool area of phase 1 and 2 and will ensure that was complete. I will be onsite tomorrow or Monday getting some measurements of the areas we discussed during our ride around the property and will start sending you those proposals next week. My goal is to have them all to you no later than February 9. Regarding the irrigation repairs, I have let the Irrigation Manager know that those repairs are approved and will let you know when they are completed; it will more than likely be next week at some point. Let me know if you have any questions or concerns. Have a great rest of your week!

**Nick Lamb** | Account Manager  
Yellowstone Landscape – Jacksonville Branch  
2663 Robert Street, Jacksonville, FL 32207  
Phone/Cell: (615)920-4250 | [www.yellowstonelandscape.com](http://www.yellowstonelandscape.com)

Landscape Report

Yellowstone

Jan 2024



**YELLOWSTONE**  
LANDSCAPE

**Brandy Creek CDD:  
December 2023 into January 2024 - Landscape Report**

**Irrigation Maintenance:**

- The December irrigation inspection was completed on 12/6/23
- The inspection was completed and repairs will include replacing 2 rotary heads, repairing a main line leak at a valve on Huffner Hill and replacing a node (battery operated timer)
- With the cooler temperatures, the irrigation watering schedule has been adjusted accordingly.
- \*I have passed the approval for the irrigation repairs on to the Irrigation Manager and will keep you posted regarding the time frame for completion. I expect January's irrigation inspection to be done in the next couple of weeks, and once complete I will send it for your review.

**Fungus/Pest/Fertilizer applications:**

- Our chem / fert team completed the lawn treatment on 12/20/23
  - o This included pre and post emergent, fungicide, weed control and insect control
- The jasmine at Phase 2 entrance will continue to be treated to reduce the weeds and was treated in December. Fertilizer is also regularly applied to the jasmine to get it to fill in and push out the weeds.
- The schillings (shrubs) in phase 2 were treated with fertilizer as I noticed they were not in great shape. We will continue to monitor all of the above.

**Maintenance:**

- The landscape maintenance schedule has shifted to our winter schedule at the beginning of November and will continue through the end of March. We will still be servicing on Monday and Tuesday, but will be every other week.
- The maintenance crew will be mowing as needed.
- While we may not be mowing as often, we will use that time to detail the landscape beds and clean up leaf debris, especially from the Magnolia Trees and oaks.
- The service team will be onsite the first week of January, specifically 1/2/24 and 1/3/24, and they will be mowing the "main entrance" as well as cutting back the limbs of the crepe myrtle that are encroaching on the pergola at the gate of phase 2 pool. They will also be addressing any weeds and leaves.

**Special Projects:**

- The new annual flowers are looking great. We will be making a fertilizer application once a month to promote growth and blooming of the flowers.
- The next annual flower rotation will be in the spring of 2024.

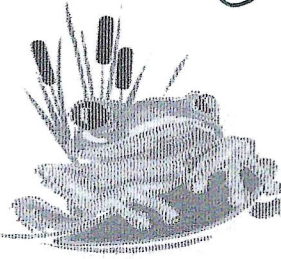
- The crew will be continuing to cut back the ornamental grasses and removing the dead shrubs and sections of dead in plant material as needed.
- Tree work will also be a focus during the winter. This includes limbing up the Oak trees and cleaning up the Crape Myrtles, especially in Phase 2.
- \*\*The oak tree that has lost the majority of its foliage at the pond prior to the phase 1 amenity center is actually a willow oak (a technician assessed it on Tuesday, January 2. Willow Oaks always lose their leaves this time of year so no need for concern.
- The service team will be onsite again today and they will be mowing the "main entrance" as well as cutting back the limbs of the crepe myrtle that are encroaching on the pergola at the gate of phase 2 pool.

Nick Lamb  
Account Manager



3.

2-27-24



The Lake Doctors, Inc.  
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

### Completed Work Order Information

**Account #:** 709617      **BRANDY CREEK CDD-JOHNS CREEK**  
**Site Information:**      **JOHNS CREEK PKWY, ST AUGUSTINE, FL , ST. AUGUSTINE, FL**  
**Customer Billing Information:** 224 Johns Creek Parkway Pkwy , St. Augustine FL 32092-

**Service Branch Information:** 11621 Columbia Park Dr W  
(904) 262-5500

**Lake Doctors Corporate HQ:** 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256  
AR@lakedoctors.com      www.lakedoctors.com

**Event Name:** Water Management - Twice per  
**Work Order Number:** 1853626  
**Completed Date:** 2/27/2024  
**Target Pests (if applicable):**

**Thank you for  
your business!**

Treated ponds for algae.

### Service Notes & Observations

#### Environmental Conditions

**Weather:** Sunny  
**Temperature:** 77.09  
**Wind Direction:** North-East  
**Wind Speed:** 4  
**Humidity:** 45.0000

Treated for Algae

**Services Completed by:**

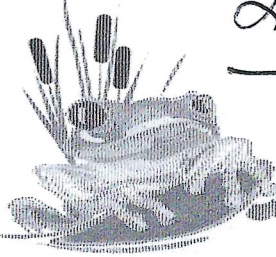
**Customer Signature (if needed):**

Eric Wood  
904-626-1887 | eric.wood@lakedoctors.com



American Owned  
& Operated

2-8-24



The Lake Doctors, Inc.  
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

### Completed Work Order Information

**Account #:** 709617      **BRANDY CREEK CDD-JOHNS CREEK**  
**Site Information:**      **JOHNS CREEK PKWY, ST AUGUSTINE, FL , ST. AUGUSTINE, FL**  
**Customer Billing Information:** 224 Johns Creek Parkway Pkwy , St. Augustine FL 32092-

**Service Branch Information:** 11621 Columbia Park Dr W  
(904) 262-5500

**Lake Doctors Corporate HQ:** 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256  
AR@lakedoctors.com      www.lakedoctors.com

**Event Name:** Water Management - Twice per  
**Work Order Number:** 1852855  
**Completed Date:** 2/8/2024  
**Target Pests (if applicable):**

**Thank you for  
your business!**

### Service Notes & Observations

Treated ponds for algae and underwater weeds.

#### Environmental Conditions

**Weather:** Overcast  
**Temperature:** 68.11  
**Wind Direction:** North  
**Wind Speed:** 1.01  
**Humidity:** 63.000

Treated for Algae & Invasive Aquatic Weeds

**Services Completed by:**

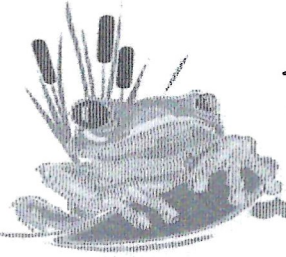
**Customer Signature (if needed):**

Eric Wood  
904-626-1887 | eric.wood@lakedoctors.com



American Owned  
& Operated

1-25-24



# The Lake Doctors, Inc.

Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

## Completed Work Order Information

**Account #:** 709617      **BRANDY CREEK CDD-JOHNS CREEK**  
**Site Information:**      **JOHNS CREEK PKWY, ST AUGUSTINE, FL , ST. AUGUSTINE, FL**  
**Customer Billing Information:** 224 Johns Creek Parkway Pkwy , St. Augustine FL 32092-

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**Service Branch Information:** 11621 Columbia Park Dr W  
(904) 262-5500

**Lake Doctors Corporate HQ:** 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256  
AR@lakedoctors.com      www.lakedoctors.com

**Event Name:** Water Management - Twice per  
**Work Order Number:** 1845508  
**Completed Date:** 1/25/2024  
**Target Pests (if applicable):**

**Thank you for your business!**

## Service Notes & Observations

Treated ponds for algae and underwater weeds.

<u>Environmental Conditions</u>	
<b>Weather:</b>	Partly Cloudy
<b>Temperature:</b>	80.82
<b>Wind Direction:</b>	South
<b>Wind Speed:</b>	5.01
<b>Humidity:</b>	67.0000

Treated for Algae & Invasive Aquatic Weeds

**Services Completed by:**

**Customer Signature (if needed):**

Eric Wood  
904-626-1887 | eric.wood@lakedoctors.com



American Owned & Operated

*E.*

*1.*



## ***Amenities Manager Report***

**March 6, 2024**

*Submitted by Jennifer Meadows*

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### **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:**

#### **Fit-n-Fab:**

- Fit-n-Fab continues to meet Monday and Wednesday nights at 5:30pm at phase 2.

#### **Food Trucks:**

- Food Trucks continue to be a success.

### **Resident Rental Count:**

- Phase 1 Breezeway (January 2024 – February 2024) - 2
- Phase 2 Room Rental (January 2024 – February 2024) - 8
- Phase 2 Pergola (January 2024 – February 2024) - 0



## Special Events:

### Recent Events:

- On Saturday, January 20 we held our first Cornhole Tournament. What a beautiful day it turned out to be. It was cool, but the sun was shining, which made the day perfect for some friendly competition. We had about 11 teams for the double's tournament, which lasted roughly an hour and half. We did double elimination which helped give everyone a chance to play a bit more. Midway through the game, we offered complimentary fresh grilled hotdogs, a bag of chips, and a drink for anyone who needed the boost! It was truly a great start to something we hope can be a regular community activity. It really had a great community gathering vibe that many people imagine when they picture themselves moving into a neighborhood. \*Photos included below\*
- Our favorite annual Daddy Daughter Dance returned this year with a new theme – Boots and Bling! On Saturday, February 17, despite the fact it was raining cats and dogs, our cowboys and cowgirls put on their finest western attire and joined us for a night of fun! The exciting thing about this event is you never know what the kids will be interested in doing and it becomes a bit of a mystery to us all. Some years, the kids want to do nothing but dance their little hearts out. This year, they wanted to play games. Either way, we always adapt and wind up having a great time with great memories! \*Photos included below\*
- Spring is around the corner which means our annual egg hunt is nearly here! The egg hunt is scheduled for Saturday, March 23 from 10am-12pm. The eggs are full of fun surprises that I personally stuff (don't worry, I actually enjoy this very much). We will also have an obstacle course for the kids to enjoy while waiting for their turn to hunt for eggs and of course, it wouldn't be an egg hunt without our Easter Bunny! We are looking forward to this event and hope that it is a rain-free day!

### Future Events:

- Community Yard Sale – Saturday, March 9
- Mom and Son Event – Saturday, April 13
- Cornhole Tournament - April





# Boots and Bling





Johns Creek Cornhole Tournament

JANUARY  
2024

The community that plays together, stays together



2.

**BRANDY CREEK CDD**

1-3 through 1-28 -2024

Officer's Name	SSN	Officer's Department
Lauren LeDoux [REDACTED]	On file	ST. JOHNS CO. SO

Day	Date	Start Time	End Time	Hours Worked	Sheriff's Office Report #
Wednesday	1/3	820	1120p	3	SJSO24CAD002069
Thursday	1/18	345	745p	4	SJSO24CAD012872
Sunday	1/21	8	11p	3	SJSO24CAD015099
Monday	1/22	245	6p	3.25	SJSO24CAD015610
Sunday	1/28	8	945p	1.75	SJSO24CAD020703
					SJSO24CAD
<b>BLANK</b>					SJSO24CAD
			<b>Total:</b>	<b>15</b>	
<b>TOTAL HOURS: 18 HOURS AT \$55.00 AN HOUR</b>					
<b>TOTAL :</b>					
<b>HOURS SUBMITTED TO BERNADETTE</b>					

ACTIVITY	
Citations:	Parking Tickets:
Warnings:	Field Contacts:
Arrests:	Reports:
<p><b>**Daniel Moroz has a membership card for this property</b></p> <p><b>** FL Tag-DNJP18 on a silver Mini Van</b></p>	

1/3/2024 Happy New Year, So excited for 2024!!

PHASE 1

Upon arrival, the parking lot there was a slue of vehicles in the parking lot and a ton of people on the courts. Before I could finish getting back all the information the entire group walked off the court and to their vehicles. I had two vehicles come back to Johns Creek. So, I am not sure if it was me, or maybe the weather as it started to rain after I parked.

PHASE 2

As I arrived to the community, I observed a few vehicles (different from the other day) parked in the parking lot, there was no one seen outside. I did not observe anyone inside the vehicles, so I assume once again these are friends or family of those close by. The whole area was empty as it should be due to weather or the timeframe of day.

1/18/2024 Rain and cold equals whatever we call winter.

PHASE 1

Upon arrival there was no one in the area. Juveniles came and went from the courts. There was very little traffic in the parking lot. The few vehicles I did see were residents. There was one vehicle with a subject who was standing outside smoking. When I inquired if he resided within the neighborhood, he stated he worked at Hurricanes and was on a break. Once I explained this was not public property he apologized and exited.

PHASE 2

Upon arrival into the neighborhood, there was one subject on the courts and no vehicles in the parking lot. The pool area was clear of any resident/guest. I checked the party room and found one door unsecured, which is not abnormal. There was a meeting at 630 this evening. Upon one of my checks there was a vehicle in the parking lot and a subject out on the courts in the rain. I ran the registration to which returned for a Jacksonville address. I walked out to the courts where I made contact with a male subject. He was unaware he couldn't play here as he has friends within the neighborhood. He was given the facts about laws and trespassing and all neighborhoods. He was issued a trespass warning and left without any further issues. Reference to SJSO24CAD012968

1/21/24 Coldest days yet for Floridians, I am living up the not sweating!

PHASE 1

The area was quiet and only one vehicle in the parking lot upon arrival. The court lights were on, but no one was outside. At 10 pm the lights on the courts shut off and three males were out on the courts shooting hoops, they were provided extra light to gather their belongings. They left without any issues.

PHASE 2

The parking lot had two vehicles, both registered to a resident. There was only one person on the courts upon arrival and the pool area was dark and quiet. Upon the 9p drive by check there was no one outside or any vehicles in the parking lot any longer.

1/22/24 Afternoon site visit, watching for buses.

PHASE 1

The parking lot was busy with vehicles. Warmer temperatures have residents out and about. In between the times I followed the buses around the neighborhood, for both elementary and high school students. No issues observed today while following them around. Around the 5pm mark the parking lot became very busy lots of residents in and out. I observed a vehicle pull into the parking lot and park right on top of the palm bushes in the front of the parking lot. I made contact with a young man who stated he did not reside within the community however he was working. I inquired where he was working, and he stated TruGreen. He was an employee and was documenting things in his car.

I conducted a golf cart stop in the parking lot; they were new to the area from Nocatee. They were educated, I gave out stickers.

PHASE 2

Upon arrival I met with Jim to catch up on any news. There was a resident and a baby at the pool patio tables. The pool was empty.

Upon last checking of the area, the parking lot had several vehicles in it. The courts were busy with young juveniles playing basketball. All the tags came back to the neighborhood! Lazy animals.

1/28/2024 SUNDAY FUNDAY AND ITS NOT RAINING 8-945p

#### PHASE 1

There were no vehicles upon arrival in the parking lot, and no one was observed outside. The gym had a few residents inside. There was a vehicle the pulled in to park and once out of the vehicle the driver made a lap around the building. I inquired if he was lost or needed something or maybe just getting steps in. He stated he was new to this neighborhood, that he had just moved here. I showed him the door and he used a keycard to gain entry. I ran his tag and his license, which came back to a Jacksonville address. I added him to my Call for working this evening in the event he hasn't transferred his address to the new house. If I see him again, I will request an update. Since he stated he was a new resident I did not hackle him.

#### PHASE 2

Upon checking the amenity center the fence was open, xmas string lights were used to secure it back from the gate. The doors to the party room were found secured, the door stopper was left outside the room.

The pool deck and the restrooms were clear of any guest/residents. The parking lot was full, as it appeared to be guest of a local resident nearby the pool used as overflow.

The gate was unlatched and then secured to the locking mechanism.

**BRANDY CREEK CDD**

2-6 through 2-17 - 2024

Officer's Name	SSN	Officer's Department
Lauren LeDoux [REDACTED]	On file	ST. JOHNS CO. SO

Day	Date	Start Time	End Time	Hours Worked	Sheriff's Office Report #
Tuesday	2/6	245	615	3.5	SJSO24CAD027664
Monday	2/12	235	605p	3.5	SJSO24CAD032466
Tuesday	2/13	235	345p	1.25	SJSO24CAD033275
Wednesday	2/14	830	11	2.5	SJSO24CAD034396
Thursday	2/15	235	345p	1.25	SJSO24CAD035050
Saturday	2/17	905P	1205A	3	SJSO24CAD36821
BLANK					SJSO24CAD
			<b>Total:</b>	<b>15</b>	
<b>TOTAL HOURS: 15 HOURS AT \$55.00 AN HOUR</b>					
<b>TOTAL :</b>					
<b>HOURS SUBMITTED TO BERNADETTE</b>					

ACTIVITY	
Citations:	Parking Tickets:
Warnings:	Field Contacts:
Arrests:	Reports:
<p><b>**Daniel Moroz has a membership card for this property</b>  <b>** FL Tag-DNJP18 on a silver Mini Van</b></p>	

2/6/24 Tuesday

**PHASE 1**

The area was pretty calm most of the afternoon, unsure if everyone else is on the same page as me or not but the pollen is out and causing us to be mouth breathers. I ran the vehicles that came in and out the parking lot, the majority of them returned to the neighborhood. The other nonresidents left the parking lot, after rolling through it.

I followed a bus today, watching for traffic within the neighborhood. No violations were observed, except for the bus not yielding to the traffic when vehicles were parked along the roadway.

There were kids climbing on the wall next to the basketball courts throwing basketballs towards the net, they were told to get down. There were two non-residents whose tags came back to a PVB address, and the driver told me his girlfriend lived here but she was inside the gym. I explained without her outside here you can't use these facilities. He was respectful. She came out of the gym and went over to hang out with him and his friend. His information was added to the Cad I worked on today in the event I need to trespass him.

Another vehicle pulled into the parking lot and parked next to the dumpster area, their registration came back to silverleaf area. I contacted the driver and passenger who were capturing Pokémon. I explained the laws and the private property laws. They exited the property without any further issues, and we all had a laugh.

**PHASE 2**

Pool area was closed today, checked on the surrounding area,

There is an HOA meeting this evening, I have checked the surrounding area of the pool and patio. There was no one outside the pool area. The party room was found secured. Lots of little residents outside playing in the greenspaces

2/12/2024 Monday

**PHASE 1**

Upon arrival and before the weather turns nasty. I followed the buses around the neighborhood to make sure there was no laws being broken and watching for small children as there was not a lot of parents watching them. No infractions observed today.

With Phase 1 pool closed today there was no one in or around the patio. There were a few residents inside the gym.

The tennis courts/Pickleball groups were basically waiting for the courts.

**PHASE 2**

I rode the area after buses to check the areas. There weren't a lot of people outside yet. There was a ladies meeting for the fitness class around 5p lots of kids and families out and about.

2/13/2024 Tuesday Just a quick visit to make sure middle schoolers are behaving.

**PHASE 1**

Upon arrival there were a few vehicles in the parking lot.

**PHASE 2**

As I drove through the neighborhood there was lots of families still moving around. There was a large yard waste truck in the parking lot, but they left shortly as I was pulling into the parking lot. There was no one at the park or in the pool area.



**2/14/2024** Wednesday the Day of Love!!

**PHASE 1**

Everyone must have been at dinner and elsewhere as they were not in the gym upon arrival. Only a few residents came up to the amenity center.

The lights shut off around 10pm there wasn't anyone up here today.

**PHASE 2**

I checked on a male playing basketball by himself. I ran a tag from then the only vehicle in the parkin lot. The young male stated he resided here and while I have seen him many times I usually see him getting dropped off.

I checked the pool and patio areas. The party room was found secured. No other residents were found within the fenced area.

**2/15/2025** Thursday (This days details did not save)

**PHASE 1**

Upon arrival there was no one or any vehicles in the parking lot minus Jims Vehicle. The gym had one resident. I was parked for most of the time when not following buses near the pump stations. Since they provide the best spot to back up into.

**PHASE 2**

As I approached the parking lot there were a few parked vehicles, but no drivers observed. The area was still quiet as middle schoolers had just gotten home.

I followed buses today in and around Johns Creek.

I did not observe any violations on this date with the bus and there was a substantial number of vehicles parked along the roadway.

**2/17/2024** Saturday Night Live, Im your host Deputy LeDoux

**PHASE 1**

Upon arrival it was raining and has been raining for most of the day. There was one resident and his younger son, who was watching some baseball thing while his father rode the bicycle.

The patio and restrooms were clear of any guest or residents. No one was out in the green spaces or on the courts due to the weather.

**PHASE 2**

*THIRTEENTH ORDER OF BUSINESS*

*A.*

***Brandy Creek***  
***Community Development District***

***Unaudited Financial Reporting***  
***January 31, 2024***



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**Brandy Creek**  
**Community Development District**  
**Combined Balance Sheet**  
**January 31, 2024**

	<i>General Fund</i>	<i>Capital Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Cash - Wells Fargo	\$ -	\$ 299,477	\$ -	\$ 299,477
Cash - Hancock Bank	60,823	-	-	60,823
Assessment Receivable	-	-	-	-
Due From Debt Service	-	-	-	-
Due From Other	-	-	-	-
Due From Capital Reserve	-	-	-	-
Due From General Fund	-	-	5,130	5,130
Due from Other Gov'ts	-	-	-	-
<b>Investments:</b>				
State Board of Administration (SBA)	1,572	100,133	-	101,706
Custody Acct - General Account	769,281	-	-	769,281
Custody Acct - Capital Reserve	-	39,890	-	39,890
<b>Series 2013A</b>				
Interest	-	-	-	-
Reserve	-	-	32,113	32,113
Revenue	-	-	296,551	296,551
Redemption	-	-	-	-
<b>Series 2015</b>				
Reserve	-	-	90,571	90,571
Revenue	-	-	163,504	163,504
Redemption	-	-	-	-
Prepaid Expenses	-	-	-	-
Deposits	2,000	-	-	2,000
<b>Total Assets</b>	<b>\$ 833,676</b>	<b>\$ 439,500</b>	<b>\$ 587,869</b>	<b>\$ 1,861,045</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 4,055	11,086	\$ -	\$ 15,141
Accrued Expenses	7,628	-	-	7,628
Due to Debt Service	5,130	-	-	5,130
Due to Capital Reserve Fund	-	-	-	-
Deferred Revenue	-	-	-	-
Due to General Fund	-	-	-	-
Due to Other	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 16,813</b>	<b>\$ 11,086</b>	<b>\$ -</b>	<b>\$ 27,899</b>
<b>Fund Balance:</b>				
Nonspendable:				
Deposits	\$ 2,000	\$ -	\$ -	\$ 2,000
Restricted for:				
Debt Service	-	-	587,869	587,869
Assigned for:				
Capital Reserve Fund	-	428,414	-	428,414
Unassigned	814,863	-	-	814,863
<b>Total Fund Balances</b>	<b>\$ 816,863</b>	<b>\$ 428,414</b>	<b>\$ 587,869</b>	<b>\$ 1,833,146</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 833,676</b>	<b>\$ 439,500</b>	<b>\$ 587,869</b>	<b>\$ 1,861,045</b>

**Brandy Creek**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted Budget	Prorated Budget Thru 01/31/24	Actual Thru 01/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 857,020	\$ 714,752	\$ 714,752	\$ -
Interest Income	2,400	800	2,741	1,941
Rental/Miscellaneous Income	6,000	2,000	2,220	220
Cost Sharing Revenue	11,158	3,719	11,155	7,436
Special Events Revenue	1,500	500	-	(500)
<b>Total Revenues</b>	<b>\$ 878,078</b>	<b>\$ 721,771</b>	<b>\$ 730,868</b>	<b>\$ 9,097</b>
<b>Expenditures:</b>				
<b>General &amp; Administrative:</b>				
Supervisor Fees	\$ 6,000	\$ 2,000	\$ 1,800	\$ 200
PR-FICA	459	153	138	15
Engineering	7,000	2,333	-	2,333
Attorney	25,000	8,333	6,523	1,811
Annual Audit	3,685	-	-	-
Assessment Administration	5,300	5,300	5,300	-
Arbitrage Rebate	600	600	600	-
Trustee Fees	8,000	5,853	5,853	-
Management Fees	56,316	18,772	18,772	-
Information Technology	1,625	542	542	-
Telephone	550	183	18	165
Postage & Delivery	1,000	333	186	147
Insurance General Liability/Public Officials	10,401	10,401	9,181	1,220
Printing & Binding	1,000	333	95	239
Legal Advertising	1,420	473	256	218
Other Current Charges	1,400	467	602	(136)
Office Supplies	200	67	206	(139)
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 130,131</b>	<b>\$ 56,319</b>	<b>\$ 50,246</b>	<b>\$ 6,073</b>

**Brandy Creek**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted Budget	Prorated Budget Thru 01/31/24	Actual Thru 01/31/24	Variance
<b><i>Operations &amp; Maintenance</i></b>				
<b>Field Expenditures</b>				
Insurance	\$ 34,542	\$ 34,542	\$ 35,376	\$ (834)
Facility Administration/Events Coordinator	38,186	12,729	12,729	-
Facility Staffing (Contingency)	5,000	1,667	-	1,667
Pool Monitors	39,111	-	-	-
Field Operations Manger	74,451	24,817	24,817	-
Mobile App	2,500	833	-	833
Office Supplies/Mailings/ Printing	1,900	633	25	608
Pool Maintenance Service (Vesta)	32,072	10,691	12,713	(2,022)
Pool Chemicals (Poolsure)	19,000	6,333	5,652	681
Permit Fees	925	-	-	-
Landscape Maintenance	134,140	44,713	43,737	977
Landscape Contingency	25,000	4,848	4,848	-
Irrigation Maintenance	10,000	3,333	681	2,653
Sign Repairs	2,500	833	1,116	(283)
Lake Maintenance	11,138	3,713	3,712	1
General Facility Maintenance	25,000	8,333	12,252	(3,919)
Pet Waste Disposal	8,018	2,673	2,673	-
Streetlighting	42,834	14,278	12,649	1,629
Telephone	2,700	900	146	754
Cable	2,300	767	720	47
Electric	32,000	10,667	8,594	2,072
Water/Sewer/Irrigation	48,000	16,000	14,542	1,458
Security (RollKall)	11,000	3,667	3,749	(83)
Security Camera Lease & Maintenance	3,000	1,000	-	1,000
Security - License Plate Reader System	11,000	3,667	-	3,667
Refuse Service	3,800	1,267	1,365	(99)
Janitorial	28,636	9,545	9,545	-
Community Web Site Services	900	300	300	-
Special Events	12,000	4,092	4,092	-
Recreation Passes	1,200	333	333	-
Performance Incentive	7,500	7,500	8,352	(852)
Capital Reserve - Transfer Out	77,594	-	-	-
<b>Total Operations &amp; Maintenance</b>	<b>\$ 747,948</b>	<b>\$ 234,673</b>	<b>\$ 224,717</b>	<b>\$ 9,956</b>
<b>Total Expenditures</b>	<b>\$ 878,078</b>	<b>\$ 290,993</b>	<b>\$ 274,964</b>	<b>\$ 16,029</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 0</b>		<b>\$ 455,904</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 360,959</b>	
<b>Fund Balance - Ending</b>	<b>\$ 0</b>		<b>\$ 816,863</b>	



**Brandy Creek**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ 56,346	\$ 126,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,849
Interest Income	503	533	646	-	-	-	-	-	-	-	-	-	1,682
Rental/Miscellaneous Income	620	850	360	-	-	-	-	-	-	-	-	-	1,830
Cost Sharing Revenue	11,155	-	-	-	-	-	-	-	-	-	-	-	11,155
Special Events Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 12,279</b>	<b>\$ 57,729</b>	<b>\$ 127,509</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 197,516</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
FICA Expense	-	77	-	-	-	-	-	-	-	-	-	-	77
Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-
Arbitrage	-	600	-	-	-	-	-	-	-	-	-	-	600
Trustee	5,853	-	-	-	-	-	-	-	-	-	-	-	5,853
Assessment Roll	5,300	-	-	-	-	-	-	-	-	-	-	-	5,300
Attorney	715	2,177	938	-	-	-	-	-	-	-	-	-	3,829
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees	4,693	4,693	4,693	-	-	-	-	-	-	-	-	-	14,079
Computer Time	135	135	135	-	-	-	-	-	-	-	-	-	406
Telephone	-	7	11	-	-	-	-	-	-	-	-	-	18
Postage	21	136	22	-	-	-	-	-	-	-	-	-	179
Insurance	9,181	-	-	-	-	-	-	-	-	-	-	-	9,181
Printing & Binding	11	12	35	-	-	-	-	-	-	-	-	-	58
Legal Advertising	-	256	-	-	-	-	-	-	-	-	-	-	256
Other Current Charges	125	138	151	-	-	-	-	-	-	-	-	-	414
Office Supplies	1	0	205	-	-	-	-	-	-	-	-	-	206
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 26,210</b>	<b>\$ 9,231</b>	<b>\$ 6,190</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,631</b>

**Brandy Creek**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Operations &amp; Maintenance</b>													
Insurance	\$ 35,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,376
Facility Administration/Events Coordinator	3,182	3,182	3,182	-	-	-	-	-	-	-	-	-	9,546
Facility Staffing (Contingency)	-	-	-	-	-	-	-	-	-	-	-	-	-
Pool Monitors	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Operations Manger	6,204	6,204	6,204	-	-	-	-	-	-	-	-	-	18,613
Mobile App	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies/Mailings/ Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
Pool Maintenance Service (Vesta)	2,673	4,437	2,931	-	-	-	-	-	-	-	-	-	10,040
Pool Chemicals (Poolsure)	1,392	1,392	1,392	-	-	-	-	-	-	-	-	-	4,177
Permit Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Landscape Maintenance	10,853	10,853	10,853	-	-	-	-	-	-	-	-	-	32,558
Landscape Contingency	-	1,750	3,000	-	-	-	-	-	-	-	-	-	4,750
Irrigation Maintenance	-	681	-	-	-	-	-	-	-	-	-	-	681
Sign Repairs	-	1,065	51	-	-	-	-	-	-	-	-	-	1,116
Lake Maintenance	928	928	928	-	-	-	-	-	-	-	-	-	2,784
General Facility Maintenance	4,753	4,955	2,487	-	-	-	-	-	-	-	-	-	12,196
Pet Waste Disposal	668	668	668	-	-	-	-	-	-	-	-	-	2,004
Streetlighting	3,162	3,162	3,162	-	-	-	-	-	-	-	-	-	9,486
Telephone	-	-	97	-	-	-	-	-	-	-	-	-	97
Cable	180	180	180	-	-	-	-	-	-	-	-	-	540
Electric	2,196	2,119	2,100	-	-	-	-	-	-	-	-	-	6,415
Water/Sewer/Irrigation	3,591	3,366	4,334	-	-	-	-	-	-	-	-	-	11,291
Security (RollKall)	1,081	910	-	-	-	-	-	-	-	-	-	-	1,991
Refuse Service	342	344	343	-	-	-	-	-	-	-	-	-	1,029
Janitorial	2,386	2,386	2,386	-	-	-	-	-	-	-	-	-	7,159
Community Web Site Services	150	-	150	-	-	-	-	-	-	-	-	-	300
Special Events	662	409	1,495	-	-	-	-	-	-	-	-	-	2,566
Recreation Passes	333	-	-	-	-	-	-	-	-	-	-	-	333
Performance Incentive	-	8,352	-	-	-	-	-	-	-	-	-	-	8,352
Capital Reserve - Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Operations &amp; Maintenance</b>	<b>\$ 80,113</b>	<b>\$ 57,343</b>	<b>\$ 45,943</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183,399</b>
<b>Total Expenditures</b>	<b>\$ 106,323</b>	<b>\$ 66,574</b>	<b>\$ 52,134</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,031</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (94,045)</b>	<b>\$ (8,845)</b>	<b>\$ 75,375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (27,515)</b>
<b>Net Change in Fund Balance</b>	<b>\$ (94,045)</b>	<b>\$ (8,845)</b>	<b>\$ 75,375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (27,515)</b>

**Brandy Creek**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted Budget	Prorated Budget Thru 01/31/24	Actual Thru 01/31/24	Variance
<b>Revenues</b>				
Capital Reserve Transfer In	\$ 77,594	\$ -	\$ -	\$ -
Interest	2,400	800	2,570	1,770
<b>Total Revenues</b>	<b>\$ 79,994</b>	<b>\$ 800</b>	<b>\$ 2,570</b>	<b>\$ 1,770</b>
<b>Expenditures:</b>				
Capital Outlay - Equipment/Facilities	\$ 30,000	\$ 10,000	\$ 9,751	\$ 249
Other Current Charges	450	150	-	150
Repair and Replacement	22,050	7,350	4,725	2,625
<b>Total Expenditures</b>	<b>\$ 52,500</b>	<b>\$ 17,500</b>	<b>\$ 14,476</b>	<b>\$ 3,024</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 27,494</b>		<b>\$ (11,906)</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 27,494</b>		<b>\$ (11,906)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 459,090</b>		<b>\$ 440,320</b>	
<b>Fund Balance - Ending</b>	<b>\$ 486,584</b>		<b>\$ 428,414</b>	

**Brandy Creek**  
**Community Development District**  
**Debt Service Fund Series 2013A**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted Budget	Prorated Budget Thru 01/31/24	Actual Thru 01/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 318,983	\$ 266,039	\$ 266,039	\$ -
Interest Income	3,500	1,167	1,733	567
<b>Total Revenues</b>	<b>\$ 322,483</b>	<b>\$ 267,206</b>	<b>\$ 267,772</b>	<b>\$ 567</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 46,946	\$ 46,946	\$ 46,946	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	46,946	-	-	-
Principal - 5/1	225,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 318,891</b>	<b>\$ 46,946</b>	<b>\$ 51,946</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 3,592</b>	<b>\$ 220,260</b>	<b>\$ 215,827</b>	<b>\$ (4,433)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 3,592</b>	<b>\$ 220,260</b>	<b>\$ 215,827</b>	<b>\$ (4,433)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 79,347</b>		<b>\$ 116,110</b>	
<b>Fund Balance - Ending</b>	<b>\$ 82,939</b>		<b>\$ 331,937</b>	

**Brandy Creek**  
**Community Development District**  
**Debt Service Fund Series 2015**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2024**

	Adopted Budget	Prorated Budget Thru 01/31/24	Actual Thru 01/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 180,950	\$ 150,916	\$ 150,916	\$ -
Interest Income	3,000	1,000	2,124	1,124
<b>Total Revenues</b>	<b>\$ 183,950</b>	<b>\$ 151,916</b>	<b>\$ 153,040</b>	<b>\$ 1,124</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 34,324	\$ 34,324	\$ 34,324	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	33,951	-	-	-
Principal - 5/1	110,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 178,274</b>	<b>\$ 34,324</b>	<b>\$ 39,324</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,676</b>	<b>\$ 117,593</b>	<b>\$ 113,716</b>	<b>\$ (3,876)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 5,676</b>	<b>\$ 117,593</b>	<b>\$ 113,716</b>	<b>\$ (3,876)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 49,053</b>		<b>\$ 142,215</b>	
<b>Fund Balance - Ending</b>	<b>\$ 54,729</b>		<b>\$ 255,932</b>	

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

**Series 2013 Special Assessment Refunding Bonds**

Interest Rate:	6.35%
Maturity Date:	5/1/2034
Reserve Fund Definition	10% Max Annual
Reserve Fund Requirement	\$31,569
Reserve Fund Balance	32,113
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)
Less: May 1, 2023	(\$215,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2023 (Prepayment)	(\$5,000)

**Current Bonds Outstanding** **\$2,625,000**

**Series 2015 Special Assessment Bonds**

Interest Rate:	3.70%
Maturity Date:	5/1/1936
Reserve Fund Definition	50% Max Annual
Reserve Fund Requirement	\$89,162
Reserve Fund Balance	90,571
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)
Less: May 1, 2023	(\$105,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2023 (Prepayment)	(\$5,000)

**Current Bonds Outstanding** **\$1,810,000**

*B.*

**Brandy Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Special Assessment Receipts - St Johns County  
Fiscal Year 2024

ASSESSED	#UNITS ASSESSED	SERIES 2003 / 2013 DEBT ASMNT	SERIES 2006 / 2015 DEBT ASMT	FY23 O&M ASMT	TOTAL ASSESSED
<b>NET ASSESSMENTS TAX ROLL</b>	<b>583</b>	<b>318,983.07</b>	<b>180,950.00</b>	<b>856,993.68</b>	<b>1,356,926.75</b>

	DATE	SERIES 2003 / 2013 DEBT	SERIES 2006 / 2015 DEBT	O&M	TOTAL
1	11/3/2023	828.30	469.87	2,225.35	3,523.52
2	11/17/2023	11,423.37	6,480.15	30,690.53	48,594.06
3	11/22/2023	8,721.09	4,947.23	23,430.47	37,098.79
4	12/14/2023	25,953.54	14,722.70	69,727.90	110,404.14
5	12/21/2023	21,132.04	11,987.60	56,774.25	89,893.89
6	1/9/2024	197,163.49	111,845.23	529,707.95	838,716.67
INTEREST	1/11/2024	817.08	463.51	2,195.20	3,475.79
7	2/12/2024	43,475.41	24,662.36	116,802.92	184,940.70
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>TOTAL RECEIVED</b>		<b>\$ 309,514.34</b>	<b>\$ 175,578.66</b>	<b>\$ 831,554.57</b>	<b>\$ 1,316,647.56</b>

	SERIES 2003 / 2013 DEBT	SERIES 2006 / 2015 DEBT	O&M	TOTAL
<b>BALANCE DUE</b>	<b>\$ 9,468.73</b>	<b>\$ 5,371.34</b>	<b>\$ 25,439.11</b>	<b>\$ 40,279.19</b>
<b>PERCENT COLLECTED</b>	<b>97.03%</b>	<b>97.03%</b>	<b>97.03%</b>	<b>97.03%</b>



*C.*

**Brandy Creek**  
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024  
Check Register

<i>Fund</i>	<i>Date</i>	<i>check #'s</i>	<i>Amount</i>	<i>Amount</i>
<b>General Fund</b>				
	12/1/23 - 12/31/23	2385-2400	\$ 29,270.44	
	1/1/24 - 1/31/24	2401-2427	60,527.92	
				\$ 89,798.36
<b>Capital Reserve Fund</b>				
	12/1/23 - 12/31/23	159	\$ 3,390.00	
	1/1/24 - 1/31/24	160	2,265.00	
				\$ 5,655.00
<b>Utilities and Autopayments</b>				
	12/01/23	JEA	\$ 4,333.67	
	12/07/23	Republic Services	342.55	
	12/26/23	HWB Credit Card	491.94	
	12/28/23	FPL	5,261.93	
	01/02/24	RollKall Technol	545.73	
	01/04/24	JEA	3,251.11	
	01/04/24	AT&T	49.57	
	01/08/24	Republic Services	336.33	
	01/23/24	HWB Credit Card	1,271.69	
	01/24/24	Florida High Speed Internet	125.00	
	01/25/24	IRS FICA Payment	122.40	
	01/25/24	FPL	5,341.71	
	01/30/24	RollKall Technol	1,212.75	
		TOTAL UTILITIES PAID ONLINE OR AUTOPAY	\$	22,686.38
<b>TOTAL</b>				<b>\$ 118,139.74</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	CHECK #
12/04/23	00395	11/21/23	1216	202311	320	57200	46200		REPLACE POOL FILTERS C BUSS ENTERPRISES, INC	*	1,764.00	1,764.00	002385
12/04/23	00378	10/31/23	10312023	202311	310	51300	48000		NOV MEETING NTCE #9442608 CA FLORIDA HOLDINGS,LLC	*	68.00	68.00	002386
12/04/23	00021	11/29/23	24862	202311	310	51300	31200		SERIES 2015 FYE 9/30/23 GRAU & ASSOCIATES	*	600.00	600.00	002387
12/04/23	00274	11/24/23	11242023	202312	320	57200	49400		SANTA EVENT 12/9/23 PATRICK MULLEN	*	450.00	450.00	002388
12/04/23	00397	10/05/23	1004	202310	320	57200	46600		REPLACE CHAIR STRAPS THE POOL AND PATIO SHOP LLC	*	1,945.00	1,945.00	002389
12/04/23	00048	11/14/23	11142023	202311	310	51300	42000		2023 NON AD VALOREM NTCE ST. JOHNS COUNTY TAX COLLECTOR	*	118.30	118.30	002390
12/04/23	00324	6/28/23	35413209	202306	320	57200	46600		PAPER TOWELS	*	186.34		
		6/28/23	35413209	202306	320	57200	46600		TOILET PAPER	*	76.99		
		6/28/23	35413209	202306	310	51300	51000		COPY PAPER	*	31.01		
									STAPLES			294.34	002391
12/04/23	00201	11/18/23	17820	202309	320	57200	49000		DROP 2 TREES IN PRESERVE TAYLOR TREE SERVICES, INC	*	1,800.00	1,800.00	002392
12/04/23	00286	11/21/23	415224	202311	320	57200	46600		PRESSURE WASH SERVICES VESTA PROPERTY SERVICES, INC.	*	1,280.00	1,280.00	002393
12/04/23	00044	11/20/23	11202023	202311	320	57200	42000		NOV INTERNET WAVEFLY	*	54.95	54.95	002394
12/04/23	00396	11/20/23	11202023	202311	320	57200	46600		REPLACE CONCRETE 2 MEN CONCRETE, INC	*	2,200.00	2,200.00	002395

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/12/23	00030	12/01/23	306	202312	310-51300-34000		DEC MANAGEMENT FEES	*	4,693.00		
12/01/23	306	202312	310-51300-35100			DEC INFO TECH	*	135.42			
12/01/23	306	202312	310-51300-51000			OFFICE SUPPLIES	*	.69			
12/01/23	306	202312	310-51300-42000			POSTAGE	*	21.88			
12/01/23	306	202312	310-51300-42500			COPIES	*	35.25			
12/01/23	306	202312	310-51300-41000			TELEPHONE	*	11.01			
GOVERNMENTAL MANAGEMENT SERVICES										4,897.25	002396
12/12/23	00335	12/01/23	2989	202312	320-57200-34300		DEC MAINT & NEWSLETTER	*	150.00		
ROBERTA G NAGLE DBA UNICORN										150.00	002397
12/12/23	00286	11/10/23	415092	202311	320-57200-52000		SUPP LABOR JIM MASTERS	*	5,440.00		
11/10/23	415092	202311	320-57200-52000			SUPP LABOR JEN MEADOWS	*	2,912.00			
VESTA PROPERTY SERVICES, INC.										8,352.00	002398
12/12/23	00286	11/30/23	415691	202311	320-57200-49400		MINI CANDY CANES	*	40.99		
VESTA PROPERTY SERVICES, INC.										40.99	002399
12/12/23	00286	12/01/23	415272	202312	320-57200-34700		FIELD MANAGEMENT SERVICES	*	6,204.25		
12/01/23	415272	202312	320-57200-34400			OFFICE ADMIN & EVENTS	*	3,182.16			
12/01/23	415272	202312	320-57200-34200			JANITORIAL SERVICES	*	2,386.33			
12/01/23	415272	202312	320-57200-46200			POOL MAINTENANCE	*	2,672.66			
12/01/23	415272	202312	320-57200-46700			PET WASTE DISPOSAL SRVCS	*	668.16			
VESTA PROPERTY SERVICES, INC.										15,113.56	002400
1/03/24	00292	12/09/23	12092024	202312	320-57200-49400		OBSTACLE COURSE	*	425.00		
BOUNCERS, SLIDES, AND MORE INC										425.00	002401
1/03/24	00395	12/04/23	1288	202312	320-57200-46200		POOL MAINTENANCE	*	258.13		
C BUSS ENTERPRISES, INC										258.13	002402

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/03/24	00378	11/17/23	6063694	202311	310	51300	48000		RFQ ENGINEER SRV 9525610 CA FLORIDA HOLDINGS,LLC	*	187.68	187.68	002403
1/03/24	00334	11/13/23	7032	202311	320	57200	46600		MAINTENANCE SUPPLIES	*	13.49		
		11/20/23	7052	202311	320	57200	46600		MAINTENANCE SUPPLIES CRONIN ACE HARDWARE	*	10.04	23.53	002404
1/03/24	00280	11/23/23	211482	202311	320	57200	42000		NOV HIGH SPEED INTERNET FLORIDA HIGH SPEED INTERNET	*	125.00	125.00	002405
1/03/24	00280	12/23/23	215524	202312	320	57200	42000		DEC HIGH SPEED INTERNET FLORIDA HIGH SPEED INTERNET	*	125.00	125.00	002406
1/03/24	00372	12/12/23	3325516	202311	310	51300	31500		NOV GENERAL SERVICES KUTAK ROCK LLP	*	2,176.57	2,176.57	002407
1/03/24	00227	12/13/23	6656740	202312	320	57200	46600		DEC PEST HUFFNER HILL CIR PESTBEAR	*	85.25	85.25	002408
1/03/24	00227	12/27/23	6656678	202312	320	57200	46600		DEC PEST JOHNS CREEK PKWY PESTBEAR	*	118.68	118.68	002409
1/03/24	00341	1/21/24	13129561	202401	320	57200	46250		JAN POOL CHEMICALS POOLSURE	*	1,475.72	1,475.72	002410
1/03/24	00341	12/21/23	13129556	202312	320	57200	46250		DEC POOL CHEMICALS POOLSURE	*	1,392.19	1,392.19	002411
1/03/24	00303	12/29/23	768	202312	320	57200	46600		PH2 CLUB HOUSE WASH PUTTING ON PRESSURE, INC.	*	850.00	850.00	002412
1/03/24	00324	11/20/23	35529709	202311	320	57200	46600		PAPER TOWELS STAPLES	*	93.17	93.17	002413

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/03/24	00201	12/04/23	17902	202312	320	57200	49000		TREE REMOVAL SERVICES TAYLOR TREE SERVICES, INC	*	3,000.00	3,000.00	002414
1/03/24	00019	12/01/23	142848B	202312	320	57200	46800		DEC LAKE MAINTENANCE THE LAKE DOCTORS INC	*	928.00	928.00	002415
1/03/24	00271	12/01/23	JAX63049	202312	320	57200	46100		DEC LANDSCAPE MAINTENANCE YELLOWSTONE LANDSCAPE	*	10,852.77	10,852.77	002416
1/03/24	00396	12/13/23	001-5668	202312	320	57200	46600		ADDITIONAL CONCRETE WORK 2 MEN CONCRETE, INC	*	600.00	600.00	002417
1/10/24	00323	1/04/24	416712	202312	320	57200	46600		BLACK LINER/NABC GALLON ALL BRITE	*	105.90	105.90	002418
1/10/24	00389	12/10/23	WO-41306	202312	320	57200	46600		PREVENTATIVE MAINTENANCE FIRST PLACE FITNESS EQUIPMENT INC	*	149.95	149.95	002419
1/10/24	00030	1/01/24	307	202401	310	51300	34000		JAN MANAGEMENT FEES	*	4,693.00		
		1/01/24	307	202401	310	51300	35100		JAN INFO TECH	*	135.42		
		1/01/24	307	202401	310	51300	51000		OFFICE SUPPLIES	*	.33		
		1/01/24	307	202401	310	51300	42000		POSTAGE	*	6.93		
		1/01/24	307	202401	310	51300	42500		COPIES	*	36.30		
									GOVERNMENTAL MANAGEMENT SERVICES			4,871.98	002420
1/10/24	00286	1/01/24	415970	202401	320	57200	34700		FIELD MANAGEMENT SERVICES	*	6,204.25		
		1/01/24	415970	202401	320	57200	34400		OFFICE ADMIN & EVENTS	*	3,182.16		
		1/01/24	415970	202401	320	57200	34200		JANITORIAL SERVICES	*	2,386.33		
		1/01/24	415970	202401	320	57200	46200		POOL MAINTENANCE	*	2,672.66		
		1/01/24	415970	202401	320	57200	46700		PET WASTE DISPOSAL SRVCS	*	668.16		

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/08/24		416474	202401	320	57200	51000			AMAZON YELLOW INK CART	*	24.89		
									VESTA PROPERTY SERVICES, INC.			15,138.45	002421
1/10/24	00286	12/31/23	416320	202312	320	57200	49400		COOKIES W/SANTA,FLOAT DAY	*	580.50		
									VESTA PROPERTY SERVICES, INC.			580.50	002422
1/23/24	00334	12/04/23	7070	202312	320	57200	46600		MAINTENANCE SUPPLIES	*	42.78		
		12/13/23	7085	202312	320	57200	46600		MAINTENANCE SUPPLIES	*	14.39		
		12/20/23	7094	202312	320	57200	46600		MAINTENANCE SUPPLIES	*	12.59		
		12/29/23	7111	202312	320	57200	46600		MAINTENANCE SUPPLIES	*	27.86		
									CRONIN ACE HARDWARE			97.62	002423
1/23/24	00372	1/11/24	3339587	202312	310	51300	31500		DEC GENERAL SERVICES	*	937.50		
									KUTAK ROCK LLP			937.50	002424
1/23/24	00324	12/04/23	35541382	202312	310	51300	51000		OFFICE SUPPLIES	*	107.35		
		12/04/23	35541382	202312	310	51300	51000		INK CARTRIDGES	*	96.69		
		12/29/23	35559198	202312	320	57200	46600		TOLIET PAPER	*	78.89		
									STAPLES			282.93	002425
1/23/24	00044	12/20/23	12202023	202312	320	57200	42000		DEC INTERNET	*	54.95		
		1/20/24	01202024	202401	320	57200	42000		JAN INTERNET	*	54.95		
									WAVEFLY			109.90	002426
1/23/24	00271	1/08/24	JAX64402	202401	320	57200	46100		JAN LANDSCAPE MAINTENANCE	*	11,178.35		
									YELLOWSTONE LANDSCAPE			11,178.35	002427
TOTAL FOR BANK C											95,298.16		
TOTAL FOR REGISTER											95,298.16		

# INVOICE

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

clayton@cbussenterprises.com  
904-710-8161  
https://www.cbussenterprises.com



Brandy Creek CDD

**Bill to**  
Brandy Creek CDD  
224 Johns Creek Pkwy  
Saint Augustine, FL 32095

**Ship to**  
Brandy Creek CDD  
224 Johns Creek Pkwy  
Saint Augustine, FL 32095

**Invoice details**

P.O. Number: PHASE 1

Invoice no.: 1216  
Terms: Due on receipt  
Invoice date: 11/21/2023  
Due date: 12/21/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		POOL REPAIR REPLACE 17.5"X24" RECTANGULAR DE FILTER GRIDS (FAMILY POOL)		27	\$40.00	\$1,080.00
2.		POOL REPAIR REPLACE 13.5"X24" RECTANGULAR DE FILTER GRIDS (FEATURE POOL)		18	\$38.00	\$684.00
				<b>Total</b>		<b>\$1,764.00</b>

Phase 1  
DE Filter grids  
Replace both pools  
Rec + Splash

0013205720046200

Tim Masters  
of Mark






ACCOUNT NAME Brandy Creek Cdd		ACCOUNT # 765150	PAGE # 1 of 1
INVOICE # 0005986089	BILLING PERIOD Oct 1- Oct 31, 2023	PAYMENT DUE DATE November 20, 2023	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL CASH AMT DUE* \$68.00	

**BILLING ACCOUNT NAME AND ADDRESS**

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



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.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com FEDERAL ID 47-2390983

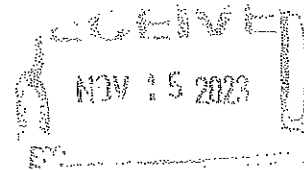
To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com. Previous account number: MOR 18412

Date	Description	Amount
10/1/23	Balance Forward	\$66.64
10/30/23	PAYMENT - THANK YOU	-\$66.64

**Package Advertising:**

Start-End Date	Order Number	Description	PO Number	Package Cost
10/31/23	9442608	MEETING 11/8/2023		\$68.00

0013105130048000  
Nov Meeting Ntce #9442608



As an incentive for customers, we provide a discount off the total Invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!	Total Cash Amount Due	\$68.00
	Service Fee 3.99%	\$2.71
	*Cash/Check/ACH Discount	-\$2.71
	*Payment Amount by Cash/Check/ACH	\$68.00
	Payment Amount by Credit Card	\$70.71

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

ACCOUNT NAME		ACCOUNT NUMBER			INVOICE NUMBER		AMOUNT PAID
Brandy Creek Cdd		765150			0005986089		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*	
\$68.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68.00	
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:			TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX			\$70.71
				Card Number _____			
				Exp Date ____/____/____		CVV Code _____	
				Signature _____		Date _____	

000076515000000000000000000059860890000680067175

# 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 WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

10/31/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 10/31/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$68.00

Order No: 9442608

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 8, 2023 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  
Pub Oct 31, 2023; #9442608

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin

# Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Brandy Creek Community Development District*  
1408 Hamlin Avenue, Unit E  
Saint Cloud, FL 34771

Invoice No. 24862  
Date 11/29/2023

---

SERVICE	AMOUNT
Project: Arbitrage - Series 2015 FYE 9/30/2023	
Arbitrage Services	\$ <u>600.00</u>
<b>Subtotal:</b>	<u>600.00</u>
Total	600.00
Current Amount Due	\$ <u>600.00</u>

0013105130031200  
ARB Series 2015 FYE 9/30

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.

11-29-23

Jim Masters  
Noble

Santa Claus  
Patrick Mullen  
47 Willow Winds Parkway  
St. Johns, Florida 32259  
904-907-6079

0013205720049400  
Santa Event 12/9/23

Today's Date: Nov 24 2023  
Invoice #: For Brandy Creek CDD  
Event Date: Dec 9th  
Event Time: 4:00 - 7:00  
Cost: \$450.00

Please make checks payable to Patrick Mullen.

Merry Christmas!  
Johns Creek

The Pool and Patio Shop  
 1408 Griffet Rd  
 Jacksonville, FL 32211  
 904-424-3593

Invoice

Number 1004  
 Date 10/5/2023

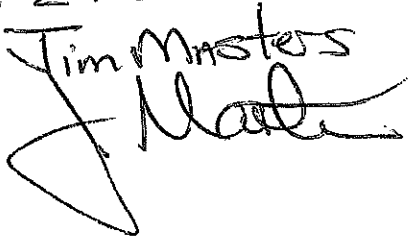
Bill To  
 Jim Masters  
 Brandy Creek CCD  
 904-716-370

Ship To

PO Number Terms Project

Date	Description	Hours	Rate	Tax1	Amount
	Replace straps on dining chair	3.00	\$65.00		\$195.00
	Replace strap on chaise lounge	20.00	\$80.00		\$1,600.00
	Pickup/Delivery	1.00	\$150.00		\$150.00

0013205720046600

11-29-23  
 Jim Masters  


Amount Paid	\$0.00	Discount	\$0.00
Amount Due	\$1,945.00	Shipping Cost	\$0.00
		Sub Total	\$1,945.00
		Sales Tax 7.50% on \$0.00	\$0.00
		<b>Total</b>	<b>\$1,945.00</b>

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$1,945.00	\$0.00	\$0.00	\$1,945.00

November 14, 2023

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 2023 Real Estate, Tangible Personal Property, Railroad and Non Ad Valorem notices is as follows:

**Postage Due:                      \$        118.30**

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

code to postage - description:  
2023 Non ad valorem notice  
1.310.51300.42000.



DATE	CUSTOMER	PAGE NUMBER	ACCOUNT BALANCE
10/28/23	AT180987	1 of 1	538.33

Bill to:  
**VESTA PROPERTY SERVICES**  
**BRANDY CREEK CDD**  
**475 WEST TOWN PL**  
**SANT AUGUSTINE FL 32092**

# Statement of Account

Trans Date	Due Date	Summary Invoice	Trans No	Order No	Rel	Purchase Order Number	Release No	Current	01-30	01-30	01-30	01-30	Overdue
08/29/2023	07/29/2023	8070790273	3541320886	7611419351	000			.00	.00	.00	.00	.00	294.34
08/08/2023	08/07/2023	8071155715	3544681389	7612735885	000			.00	.00	135.36	.00	.00	.00
09/02/2023	10/02/2023	8071504196	3546852304	7378299588	000			.00	.00	31.64	.00	.00	.00
08/06/2023	10/06/2023	8071516623	3546945662	7614352248	000			.00	.00	76.99	.00	.00	.00
<b>TOTALS</b>								.00	108.58	136.36	.00	.00	294.34

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

Federal ID #: 04-3390316

NOV 13 2023

For billing inquiries call 888-753-4103  
 Staples

1002379-0004862-0000003 of 0000004-C01-h1-5200-



# Order# 7611419351

Order placed: June 28, 2023

**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 # 3541320986**

**INVOICE ISSUED**

Items(s) Shipped

Item#	Item Description	Price	Quantity	Subtotal
181001	Scott Pro Recycled Hardwound Paper Towels, 1-ply, 1150 ft./Roll, 6 Rolls/ Carton (25702)	\$93.17	2	\$186.34
812375	Scott Essential Recycled Coreless Toilet Paper, 2-ply, White, 1000 Sheets/ Roll, 36 Rolls/Case (04007)	\$76.99	1	\$76.99
990176	TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 5 Reams/Carton (TR56960)	\$31.01	1	\$31.01

**Method of payment**

Invoiced - \$294.34

Merchandise Total: \$294.34

Total Invoiced: \$294.34

0013205720046600

0013105130051000





**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
17820	11/18/2023	\$1,800.00	11/18/2023	Due on receipt	

SCOPE	QTY	RATE	AMOUNT
1821 East Willow Branch Lane Drop one dead pine tree and leave in preserve and one pine tree in decline in the preserve that is up against the bulkhead, cut it at the top of the bulkhead as it is holding the bulkhead up	1	1,200.00	1,200.00
Cut one limb encroaching on house (Joe Lutheran) No charge if we are doing work on site, it is just one limb and will only take a second to take care of	1	0.00	0.00
Add on: Removal at 1524 West Windy Willow	1	600.00	600.00
<b>BALANCE DUE</b>			<b>\$1,800.00</b>

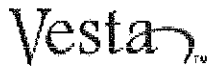
*This work was done in Sept. 2023  
 They forgot to send invoice.*

0013205720049000  
 Drop 2 trees in preserve

11-20-23

*Jim Masters*

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

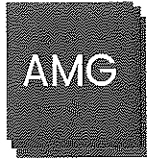
**Invoice #** 415224  
**Date** 11/21/2023  
**Terms** Net 30  
**Due Date** 12/21/2023  
**Memo** Maintenance Services

**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
Pressure wash all surfaces of Phase Two and pocket park playgrounds. Pressure wash entire fence line on Huffner Hill Circle.	1	1,280.00	1,280.00
<b>Total</b>			1,280.00

0013205720046600  
Pressure Wash Services



AMENITY  
MAINTENANCE  
GROUP

DATE: October 16, 2023

245 Riverside Ave Suite #300, 32202  
Ph: 904-654-6304 / Fax: 904-355-1832

# BC101623

BILL TO:  
Brandy Creek CDD

DESCRIPTION	AMOUNT
Pressure wash all surfaces of Phase Two and pocket park playgrounds. Pressure wash entire fence line on Huffner Hill Circle.	\$ 1,280.00
<b>All labor and materials provided by contractor</b>	
Licensed and Insured via Vesta Property Services Inc.	
<b>SUBTOTAL</b>	<b>\$ 1,280.00</b>
<b>SALES TAX</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 1,280.00</b>

Payment is due 30 days upon completion.  
Thank you for your business!

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

Account Number	Due Date
020-002701	11/20/2023

**Account Summary**

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

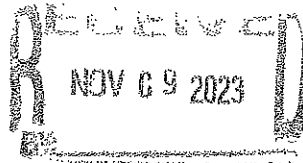
Billing Date 11/2/2023      Payments through: 10/31/23  
 BRANDY CREEK CDD      Previous balance      \$109.90  
 224 JOHNS CREEK PKWY      (-) Payment (10/13/2023)      (\$54.95)  
 ST AUGUSTINE FL 32092-5054      (=) After Payments      \$54.95

**Current Month Activity**

**Billing Questions Please Call:**  
 904-940-9525

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

Date	Description of Service	Amount
11/1/2023	Extreme 100/20 MB	11/1-11/30 \$79.99
11/2/2023	Extreme Discount	11/1-11/30 (\$25.04)
	<b>Total Current Charges</b>	<b>\$54.95</b>
	<b>Total Due</b>	<b>\$109.90</b>



0013205720042000  
 Nov Internet

**Service Address:**

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

224 JOHNS CREEK PKWY  
 ST AUGUSTINE FL 32092-5054

Due Date	Account No.	Previous Bal.	Payments	Current Charges	Amount Due	Amt Enclosed
11/20/202	020-002701	\$109.90	(\$54.95)	\$54.95	\$109.90	\$

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





**Governmental Management Services, LLC**

1001 Bradford Way  
 Kingston, TN 37763

**Invoice**

**Invoice #:** 306  
**Invoice Date:** 12/1/23  
**Due Date:** 12/1/23  
**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 2023 0013105130034000		4,693.00	4,693.00
Information Technology - December 2023 0013105130035100		135.42	135.42
Office Supplies 0013105130051000		0.69	0.69
Postage 0013105130042000		21.88	21.88
Copies 0013105130042500		35.25	35.25
Telephone 001310513004100		11.01	11.01
<b>Total</b>			<b>\$4,897.25</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,897.25</b>

# Invoice



P.O. Box 762,  
Middleburg, FL 32050

Date	Invoice #
12/1/2023	2989

Bill To
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 CRBEK CDD  0013205720034300 Dec Maint & Newsletter	150.00	150.00
		<b>Total</b>	\$150.00



**Invoice**

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

**Invoice #** 415092  
**Date** 11/10/2023  
**Terms** Net 30  
**Due Date** 12/10/2023  
**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	5,440.00	5,440.00
Supplemental labor Jennifer Meadows	1	2,912.00	2,912.00

We appreciate your prompt payment.

**Total** 8,352.00

0013205720052000





**Invoice**

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

**Invoice #** 415691  
**Date** 11/30/2023  
**Terms** Net 30  
**Due Date** 12/30/2023  
**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			
Mini Candy Canes Peppermint			40.99
Total Billable Expenses			40.99
<b>Total</b>			<b>40.99</b>

0013205720049400 - special  
events?

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

**Invoice summary**

*Payment due by December 27, 2023*

Item subtotal before tax	\$ 40.99
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 40.99
Tax	\$ 0.00
<b>Amount due</b>	<b>\$ 40.99 USD</b>

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc.  
 Bank name Wells Fargo Bank  
 ACH routing # (ABA) 121000248  
 Bank account # (DDA) 41630410417183962  
 SWIFT code (wire transfer) WFBIUS68

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

**Registered business name**

Vesta Property Services

**Bill to**

Vesta Property Services  
 Attn: Accounts Payable  
 245 Riverside Avenue  
 Suite 300  
 Jacksonville, Florida 32202

**Ship to**

Jim Masters  
 224 JOHNS CREEK PKWY  
 SAINT AUGUSTINE, FL 32092-5054

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or  
 Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Mini Candy Canes Peppermint Flavored I Red & White Stripes - Individually Wrapped Gift Pack I Holiday Christmas Candy Plus Free Creative Idea Booklet Included - (200 Pieces) ASIN: B09HQ97DY5 Order # 111-8405425-1739440	1	\$26.00	\$26.00	0.000%

Sold by: Brilliant traders LLC

Description	Qty	Unit price	Item subtotal before tax	Tax
2 Mini Candy Canes Peppermint Flavored I Red & White Stripes - Individually Wrapped Gift Pack I Holiday Christmas Candy (100 Pieces) ASIN: B09HQB2R5F Order # 111-8405425-1739440 Sold by: Sameday Shippers	1	\$14.99	\$14.99	0.000%
			Total before tax	\$40.99
			Tax	\$0.00
			<b>Amount due</b>	<b>\$40.99</b>

**FAQs****How is tax calculated?**Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190)**How are digital products and services taxed?**Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202074670](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670)



*Invoice*

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

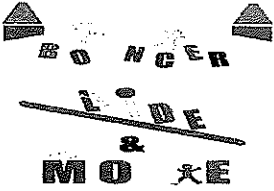
Invoice # 415272  
Date 12/01/2023  
  
Terms Net 30  
Due Date 12/31/2023  
Memo Monthly Fees

**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	0013205720034700	1	6,204.25	6,204.25
Office Administrator & Events Coordinator	0013205720034400	1	3,182.16	3,182.16
Janitorial Services	0013205720034200	1	2,386.33	2,386.33
Pool Maintenance	0013205720046200	1	2,672.66	2,672.66
Pet Waste Disposal Services	0013205720046700	1	668.16	668.16

We appreciate your prompt payment.

**Total** 15,113.56

		<b>Bouncers, Slides, and More Inc.</b> 1915 Bluebonnet Way Fleming Island, FL 32003		<b>Invoice</b>		
				Date: 09 December, 2023 Invoice Number: 12092024.04		
<u>Name / Address</u> <del>Attn: Kathy Sargent</del> John's Creek Brandy Creek CDD 224 Johns Creek Pkwy St. Augustine, FL 32092		<u>Additional Details:</u>				
	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Discount</u>	<u>SubTotal</u>	<u>Extended</u>
1	55' Double Lane Obstacle Course	1	\$400.00		\$350.00	\$350.00
2	Generator	1	\$100.00		\$75.00	\$75.00
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
<b>Comments:</b>		<b>Subtotal</b>				\$425.00
		<b>Sales Tax (0.0%)</b>				N/A
		<b>Total</b>				\$425.00

320-57200-49400

12-8-23

0013205720049400

Jim Masters  
 of Hialeah

# INVOICE

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

clayton@cbussenterprises.com  
904-710-8161  
<https://www.cbussenterprises.com>



## Brandy Creek CDD

**Bill to**  
Brandy Creek CDD  
224 Johns Creek Pkwy  
Saint Augustine, FL 32095

**Ship to**  
Brandy Creek CDD  
224 Johns Creek Pkwy  
Saint Augustine, FL 32095

### Invoice details

Invoice no.: 1288  
Terms: Due on receipt  
Invoice date: 12/04/2023  
Due date: 01/03/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	12/04/2023	<b>POOL PARTS</b> HAMMERHEAD PARTS		1	\$133.13	\$133.13
2.	12/04/2023	<b>LABOR</b> LABOR & INSTALLATION PER HOUR		1	\$125.00	\$125.00

Total

**\$258.13**

326.57200.46200

12-8-23

Jim Masters



ACCOUNT NAME Brandy Creek Cdd		ACCOUNT # 765150	PAGE # 1 of 1
INVOICE # 0006063694	BILLING PERIOD Nov 1- Nov 30, 2023	PAYMENT DUE DATE December 20, 2023	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL CASH AMT DUE* \$255.68	

**BILLING ACCOUNT NAME AND ADDRESS**

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

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.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com FEDERAL ID 47-2390983

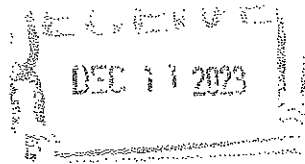
To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com. Previous account number: MOR 18412

Date	Description	Amount
11/1/23	Balance Forward	\$68.00

**Package Advertising:**

Start-End Date	Order Number	Description	PO Number	Package Cost
11/17/23	9525610	RFQ Engineering srv	RFQ Engineering srv	\$187.68

0013105130048000  
RT Engineering SRV



As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!	Total Cash Amount Due	\$255.68
	Service Fee 3.99%	\$10.20
	*Cash/Check/ACH Discount	-\$10.20
	*Payment Amount by Cash/Check/ACH	\$255.68
	Payment Amount by Credit Card	\$265.88

**PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT**

ACCOUNT NAME Brandy Creek Cdd		ACCOUNT NUMBER 765150		INVOICE NUMBER 0006063694		AMOUNT PAID
CURRENT DUE \$187.68	30 DAYS PAST DUE \$68.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$255.68
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:		TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX		\$265.88
				Card Number _____		
				Exp Date ____/____/____   CVV Code _____		
				Signature _____   Date _____		

0000765150000000000000060636940002556867171

# LOCALiQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## PROOF OF PUBLICATION

Sarah Sweeting  
Brandy Creek Cdd  
475 W Town Place  
ROOM 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

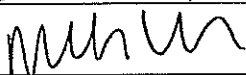
11/17/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 11/17/2023



Legal Clerk



Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost: \$187.68  
Order No: 9525610 # of Copies:  
Customer No: 765150 1  
PO #: RFQ Engineering srv

**THIS IS NOT AN INVOICE!**

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

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin



REQUEST FOR  
QUALIFICATIONS FOR  
ENGINEERING SERVICES  
FOR THE BRANDY CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT

*RFQ for Engineering Services*

The Brandy Creek Community Development District ("District"), located in St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis for the District's capital improvement plan, including stormwater management system, landscape and irrigation improvements, hardscaping and recreation improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County, Florida; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All applicants interested must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on Friday, December 8, 2023 to the attention of Jim Oliver, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations for a continuing contract. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

Pub: November 17, 2023; #9525610

# STATEMENT

PAGE: 1

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

CLOSING DATE: 11/30/23  
 DUE DATE : 12/31/23  
 ACCT: 10065

CLOSING  
 DATE : 11/30/23  
 DUE DATE: 12/31/23

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

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	27.36		PREV BAL	27.36
11/13/23	7032	1	I	INVOICE	13.49		7032	13.49
11/20/23	7052	1	I	INVOICE	10.04		7052	10.04
11/24/23	J88843	1	P	PAYMENT - THANK YOU		27.36	J88843	-27.36
				NEW BALANCE	23.53			
				0013205720046600 Maintenance Supplies				
CURRENT 23.53		Current 0.00		over 30 0.00	over 60 0.00	over 90 0.00		
							NEW BAL:	23.53

TERMS: NET EOM

12-13-23

Jim Masters

[Signature]

SC 11 CUT HERE ↑↑↑

10065

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

AMOUNT PAID

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

NUMBER OF STATEMENTS : 1  
 TOTAL STATEMENT BALANCE: 23.53

DATE OF REQUEST: 12/ 4/23  
 TIME OF REQUEST: 15:07:05  
 TERMINAL ID : 566  
 USER ID : ACW

OPTIONS DEFINED:

START DATE : 11/ 1/23  
 CLOSING DATE : 11/30/23  
 PRINTER : 0091  
 OPTIONS : CDOS  
 # STMT ALIGN : \_

- 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

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

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

	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

11/13/23 2:07PM ALR 555 SALE

3004688 1 EA 14.99 EA N  
 CABLETIE 11"75#BLK 100PK 14.99  
 SUB-TOTAL:\$ 14.99 TAX: \$ .00  
 DISCOUNT: -1.50 TOTAL: \$ 13.49  
 CHANGE AMT: 13.49  
 Total Items: 1



==>> JRN#J85881 INV# 7032/1 <<==  
 CUST NO: 10065  
 ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED \$ 1.50 BY SHOPPING AT  
 CRONIN ACE HARDWARE  
 \*\*\*\*\*  
 Tell us about your experience  
 today and enter to win a \$50  
 gift card!  
 \*\*\*\*\*  
 To participate  
 \* Visit: TalkToAceHardware.com  
 or text HELPFUL to 223439

\* This survey invitation is  
 valid for 72 hours  
 \* Store # 16059  
 \* Survey approximately 5 mins

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: TalkToAceHardware.com

Received By

JK  
 CUST # 10065  
 TERMS: NET EOM  
 12-3649

INV # 007032/1  
 DATE: 11/13/23  
 CLERK: ALR  
 TERM # 555  
 TIME: 2:08  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

*Zip Ties for  
 Tennis Court wind nets*

DESCRIPTION	SUG. PRICE	PRICE/PER	EXTENSION
CABLETIE 11"75#BLK 100PK	14.99	14.99 /EA	14.99 N
AMOUNT CHARGED TO ACCOUNT **			13.49
TAXABLE			0.00
NON-TAXABLE			14.99
SUB-TOTAL			14.99
DISCOUNT			1.50
TAX AMOUNT			0.00
TOTAL INVOICE			13.49

(JIM MASTERS )

13.49

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

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

11/20/23 11:21AM JDB 553 SALE

3198223	1 EA	2.39 EA	N
SHORT FLAT PLUG 15A BRN		2.39	
30675	2 EA	2.59 EA	N
ADAPTR GRND VINYL 3/2 BK		5.18	
3215282	1 EA	3.59 EA	N
EASY 2WIRE PLUG BRWN 2PK		3.59	
SUB-TOTAL:\$		11.16	TAX:\$ .00
DISCOUNT:		-1.12	TOTAL:\$ 10.04
CHARGE AMT:		10.04	

Total Items: 4



==>> JRNL#J87620 INV# 7052/1 <<==  
 CUST NO: 10065  
 ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED \$ 1.12 BY SHOPPING AT  
 CRONIN ACE HARDWARE

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

\*\*\*\*\*  
 To participate  
 \* Visit: TalkTo.AceHardware.com  
 or text HELPFUL to 223439

\* This survey invitation is  
 valid for 72 hours

\* Store # 16059  
 \* Survey approximately 5 mins

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: TalkTo.AceHardware.com

Reference	Terms	Clark	Date	Time
	NET EOM	JDB	11/20/23	11:21



DOC# 7052 /1  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
HORT PLAT PLUG 15A BRN	2.39	1	2.39 /EA	2.39 N
DAPTR GRND VINYL 3/2 BK	2.59	2	2.59 /EA	5.18 N
ASY 2WIRE PLUG BRWN 2PK	3.59	1	3.59 /EA	3.59 N

\*\* AMOUNT CHARGED TO STORE ACCOUNT \*\*

10.04	TAXABLE	0.00
	NON-TAXABLE	11.16
	SUBTOTAL	11.16
	TD DISCOUNT	-1.12
	TAX AMOUNT	0.00
	TOTAL AMOUNT	10.04

(JIM MASTERS )

X

Received By

**FLORIDA HIGH SPEED INTERNET**  
1311 BEDFORD DRIVE  
MELBOURNE, FL 32940



**ST. JOHNS: BRANDY CREEK CDD**  
251 HUFFNER HILL CIRCLE  
ST. AUGUSTINE, FL 32092

Statement #  
**211482**

Service Period  
**Nov 23 2023 to Dec 22 2023**

Statement Date  
**Nov 23 2023**

Due Date  
**Dec 8 2023**

Account Number  
**23504**

Charges	\$125.00
Taxes / Fees	\$0.00
Credits	(\$0.00)
Payments Applied	(\$0.00)
Previous Balance	\$0.00
<b>Total due by Dec 8 2023</b>	<b>\$125.00</b>

*12-8-23*  
*Jim Masters*  
*[Signature]*

Use of service subject to Terms and Conditions found at: FLHSI.com | Taxable items are subject to sales or CST tax. See flhsi.com/terms/tax/ for tax rates. Late fees may apply to all past due invoices.

Nov high speed internet

*320.57200 · 42000*

Please detach and return this portion with your payment  
Pay Online at <https://my.uct-usa.com>  
Statement # 211482

Please make checks payable to Florida High Speed Internet

Due Date  
**Dec 8 2023**

Amount Due  
**\$125.00**

Amount Enclosed



**FLORIDA HIGH SPEED INTERNET**  
1311 BEDFORD DRIVE  
MELBOURNE, FL 32940

23504  
**ST. JOHNS: BRANDY CREEK CDD**  
251 HUFFNER HILL CIRCLE  
ST. AUGUSTINE, FL 32092

**FLORIDA HIGH SPEED INTERNET**  
1311 BEDFORD DRIVE  
MELBOURNE, FL 32940



Statement #  
**215524**

**ST. JOHNS: BRANDY CREEK CDD**  
251 HUFFNER HILL CIRCLE  
ST. AUGUSTINE, FL 32092

Service Period  
**Dec 23 2023 to Jan 22 2024**

Statement Date  
**Dec 23 2023**

Due Date  
**Jan 7 2024**

Account Number  
**23504**

Charges	\$125.00
Taxes / Fees	\$0.00
Credits	(\$0.00)
Payments Applied	(\$0.00)
Previous Balance	\$135.00
<b>Total due by Jan 7 2024</b>	<b>\$260.00</b>

Use of service subject to Terms and Conditions found at: FLHSI.com | Taxable items are subject to sales or CST tax. See flhsi.com/terms/tax/ for tax rates.  
Late fees may apply to all past due invoices.



Please detach and return this portion with your payment  
Pay Online at <https://my.uct-usa.com>  
Statement # 215524

Please make checks payable to Florida High Speed Internet

Due Date  
**Jan 7 2024**

Amount Due <b>\$260.00</b>
-------------------------------

Amount Enclosed
-----------------



12-29-23  
Jim Masters  
*[Signature]*

**FLORIDA HIGH SPEED INTERNET**  
1311 BEDFORD DRIVE  
MELBOURNE, FL 32940

23504  
**ST. JOHNS: BRANDY CREEK . CDD**  
251 HUFFNER HILL CIRCLE  
ST. AUGUSTINE, FL 32092

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 12, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157



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

Invoice No. 3325516  
3323-1

Re: General

For Professional Legal Services Rendered

11/03/23	K. Haber	0.50	120.00	Prepare landscape maintenance agreement amendment; confer with Oliver and Masters regarding same
11/08/23	M. Eckert	4.10	1,537.50	Prepare for, travel to and attend board meeting; return travel; meeting follow up
11/13/23	M. Eckert	0.20	75.00	Research Poolsure negotiations; prepare new agreement
11/13/23	K. Haber	0.50	127.50	Prepare pool maintenance agreement
11/14/23	M. Eckert	0.40	150.00	Prepare Poolsure agreement
11/15/23	K. Haber	0.10	25.50	Correspond with Sweeting regarding mutual aid agreement
11/15/23	K. John	0.20	53.00	Prepare ethics training memorandum
11/20/23	K. Haber	0.30	76.50	Prepare materials for mutual aid portal access; correspond with Brown regarding same
TOTAL HOURS		6.30		



**KUTAK ROCK LLP**

Brandy Creek CDD  
December 12, 2023  
Client Matter No. 3323-1  
Invoice No. 3325516  
Page 2

TOTAL FOR SERVICES RENDERED		\$2,165.00
DISBURSEMENTS		
Travel Expenses	11.57	
TOTAL DISBURSEMENTS		<u>11.57</u>
TOTAL CURRENT AMOUNT DUE		<u>\$2,176.57</u>

0013105130031500  
Nov General Services

# Service Slip/Invoice

PESTBEAR JACKSONVILLE  
 5274 Ramona Blvd.  
 Jacksonville, FL 32205  
 813-818-9898

**INVOICE:** 6656740  
**DATE:** 12/13/2023  
**ORDER:** 6656740



Bill To: [275238]  
 BRANDY CREEK  
 224 JOHNS CREEK PKWY  
 ST AUGUSTINE, FL 32092-5054

Work Location: [488124]  
 BRANDY CREEK CDD  
 251 HUFFNER HILL CIRCLE  
 ST AUGUSTINE, FL 32092

Work Date	Time	Target Pest	Technician	Time In
12/13/2023	04:22 PM		THARPE	Thomas Harpe
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 10	12/13/2023		

Service	Description	Price
PS	Pest Control Service	\$85.25

Today I diagnosed your residence and applied corrective insecticide treatment. I also cleaned all of the eaves for spider webs and applied insecticide in landscaping for active Roach control. I treated the cracks and crevices around your doors and windows. I knocked down some flying insect nests. Please have children or pets not touch treated areas until dry. Allow treatment up to 7 to 10 days for maximum pesticide results to be achieved. I also treated perimeter by the base of the house for active roaches. We are pleased to have you as a customer.

<b>SUBTOTAL</b>	\$85.25
<b>TAX</b>	\$0.00
<b>AMT. PAID</b>	\$0.00
<b>TOTAL</b>	\$85.25

0013205720046600  
 Dec Pest Huffner Hill Cir

**AMOUNT DUE** **\$85.25**

### Mosquito Control Program Needed

#### Mosquito-Borne Diseases

Mosquitoes cause more human suffering than any other organism. According to World Health Organization (WHO) mosquito-borne diseases kill approx 725,000 per year. Not only can mosquitoes carry diseases that afflict humans, but they also transmit several diseases and parasites that dogs and horses are very susceptible to as well. These include dog heartworm, West Nile virus (WNV) and Eastern equine encephalitis (EEE). In addition, mosquito bites can cause severe skin irritation through an allergic reaction to the mosquito's saliva.

For more information go to [mosquitobear.com](http://mosquitobear.com) or call us 1-888-697-6758

12-21-23

Jim Masters

Balance outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of the services rendered and agree to pay the cost of services as quoted above.

**PLEASE PAY FROM THIS INVOICE**

# Service Slip/Invoice

PESTBEAR JACKSONVILLE  
 5274 Ramona Blvd.  
 Jacksonville, FL 32205  
 813-818-9898

INVOICE: 6656678  
 DATE: 12/27/2023  
 ORDER: 6656678



Bill To: [275238]  
 BRANDY CREEK  
 224 JOHNS CREEK PKWY  
 ST AUGUSTINE, FL 32092-5054

Work Location: [275238] 904-230-4208  
 BRANDY CREEK CDD  
 224 JOHNS CREEK PKWY  
 ST.AUGUSTINE, FL 32092-5054

Work Date	Time	Target Pest	Technician	Time In
12/27/2023	12:09 PM		TLAPHAM	Travis Lapham
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 10	12/27/2023		

Service	Description	Price
---------	-------------	-------

PS Pest Control Service \$118.68

Today I diagnosed your residence and applied corrective insecticide treatment. I also cleaned all of the eaves for spider webs and applied insecticide in landscaping for active Roach control. I treated the cracks and crevices around your doors and windows. I knocked down some flying insect nests. Please have children or pets not touch treated areas until dry. Allow treatment up to 7 to 10 days for maximum pesticide results to be achieved. I also treated perimeter by the base of the house for active roaches. We are pleased to have you as a customer.

SUBTOTAL \$118.68  
 TAX \$0.00  
 AMT. PAID \$0.00  
 TOTAL \$118.68

AMOUNT DUE **\$118.68**

**Mosquito Control Program Needed**

**Mosquito-Borne Diseases**

Mosquitoes cause more human suffering than any other organism. According to World Health Organization (WHO) mosquito-borne diseases kill approx 725,000 per year. Not only can mosquitoes carry diseases that afflict humans, but they also transmit several diseases and parasites that dogs and horses are very susceptible to as well. These include dog heartworm, West Nile virus (WNV) and Eastern equine encephalitis (EEE). In addition, mosquito bites can cause severe skin irritation through an allergic reaction to the mosquito's saliva.

For more information go to [mosquitobear.com](http://mosquitobear.com) or call us 1-888-697-6758

12-29-23

Jim Mastros

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

This is to acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**



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

# Invoice

Date 1/1/2024  
Invoice # 131295619152

Terms	Net 20
Due Date	1/21/2024
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	1,475.72
<p>12.29-23</p> <p>Jim Masters</p> <p><i>[Signature]</i></p>				

Save in 2024 by prepaying your annual amount. Customers who prepay for 2024 by 12/31/2023 will receive a 5% discount on their annual rate. Contact ar@poolsure.com and request your 2024 annual invoice.

Subtotal 1,475.72  
Shipping Cost (FEDEX GROUND) 0.00  
Total 1,475.72  
Amount Due \$1,475.72

### Remittance Slip

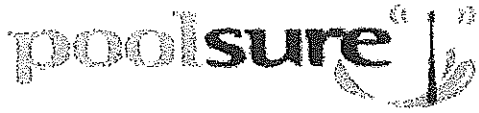
Customer  
13BRA025  
Invoice #  
131295619152

Amount Due \$1,475.72  
Amount Paid \_\_\_\_\_

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



131295619152



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

# Invoice

Date 12/1/2023  
Invoice # 131295618924

Terms	Net 20
Due Date	12/21/2023
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  <i>12-8-21</i> <i>Jim Masters</i> <i>J. Masters</i>  Dec Pool Chemicals	1	ea	1,392.19

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

*320.57200-46250*

### Remittance Slip

Customer  
13BRA025  
Invoice #  
131295618924

Amount Due \$1,392.19

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

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295618924



**Putting On Pressure, INC.**  
**904-501-0440**  
 Pressure Washing and Soft Wash Roof Cleaning

# INVOICE

# INV-000768

Date Issued: Dec 29, 2023  
 Date Due: Due on Receipt  
 Type: Total Due  
 Work Order#: WO-000932  
 Check Payable To: Putting On Pressure, Inc.  
**Balance Due: \$850.00**

**FROM:**

**Putting On Pressure, Inc.**  
 2817 Pine Acres Rd  
 St. Augustine, FL, 32086  
 Email: puttingonpressure@gmail.com  
 Phone: (904) 501-0440

**TO:**

**Brandy Creek CCD**  
 Attn: Jim Masters  
 224 John's Creek Parkway  
 St. Augustine, FL, 32092  
 Phone: (904) 716-1370

**JOB LOCATION:**

**Brandy Creek CCD**  
 224 John's Creek Parkway  
 St. Augustine, FL, 32092  
 Phone: (904) 716-1370

**JOB:**

Job for Estimate #EST-001130

# Services	Qty	Price	Discount	Tax	Total
1 Phase 2 Club House Wash	1.00	\$850.00	\$0.00	No Tax	\$850.00

•Wash main building/Restroom Building and Small Entry Pergola to remove organic growth, algae, dirt, grime ect.  
 Spot Free Clean exterior windows of club house.

0013205720046600  
 ph2 club house wash

Subtotal **\$850.00**  
**Grand Total (\$)** **\$850.00**

**Accepted payment methods**

Credit Card, Check, Cash, Credit Note/E-Gift Card

**Message**

Thank you for your business!

12-29-23

Jim Masters



## Order# 7619935662

Order placed: November 20, 2023

### 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 # 3552970974

### INVOICE ISSUED

Items(s) Shipped

Item#	Item Description	Price	Quantity	Subtotal
181001	Scott Pro Recycled Hardwound Paper Towels, 1-ply, 1150 ft./Roll, 6 Rolls/ Carton (25702)	\$93.17	1	\$93.17

### Method of payment

Invoiced - \$93.17

Merchandise Total: \$93.17

Total Invoiced: \$93.17

0013205720046600  
Paper Towels





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
17902	12/04/2023	\$3,000.00	12/04/2023	Due on receipt	

SCOPE	QTY	RATE	AMOUNT
Basketball court	1	1,500.00	1,500.00
Remove and stump grind 2 pine trees that the root are raising up the asphalt on the court			
Removing stump grind 1 cypress tree by light pole that is also raising up the asphalt on the court			
Haul away debris			
Between the basketball court and wall ball court	1	1,200.00	1,200.00
Remove and stop grind 2 wax myrtles, 1 oak tree and 1 cypress tree			
Haul away debris			
Additional pine approved while crew onsite.	1	300.00	300.00

BALANCE DUE

**\$3,000.00**

320-57200-49000

12-8-23

Jim Masters  
 J. Hart

cut down trees  
 at Phase I around Athletic  
 Courts - tree roots causing  
 damage to court surfaces

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.

MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.  
Aquatic Management Services

Post Office 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

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

ACCOUNT NUMBER              DATE                      BALANCE  
709617                              12/1/2023                      \$928.00

00000000227370010000001428480000009280011

Please Return this invoice with your payment

<b>Invoice Due Date</b> 12/31/2023	<b>Invoice</b> 142848B	<b>PO #</b>
------------------------------------	------------------------	-------------

Invoice Date	Description	Quantity	Amount	Tax	Total
<b>JOHNS CREEK PKWY, ST AUGUSTINE, FL ST. AUGUSTINE, FL 32092</b>					
12/1/2023	Water Management - Twice per month		\$928.00	\$0.00	\$928.00
	Nov Lake Maintenance				
Please remit payment for this month's invoice.					
12-8-23 Jim Masters <i>[Signature]</i> 320.57200.46800					
Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.				<b>Credits</b>	\$0.00
				<b>Adjustment</b>	\$0.00
					<b>AMOUNT DUE</b>

**Total Account Balance including this invoice:**

\$928.00

**This Invoice Total:**

\$928.00

Click the "Pay Now" link to submit payment by ACH

**Customer #:** 709617

**Portal Registration #:** FBB0BC4A

**Corporate Address**

4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

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

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



INVOICE

INVOICE #	INVOICE DATE
JAX 630496	12/1/2023
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:** December 31, 2023

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

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

Invoice Total

**\$10,852.77**

12-8-23

Jim Masters

320.57200.46100

**Valued Customer:**

It has been brought to our attention of a recent criminal check fraud scheme that took place targeting US mail in the Atlanta region. Checks bound for financial institutions were intercepted and fraudulently processed. If you are currently paying by check, to enhance your transaction security, we recommend you consider the option for electronic payments. Instructions for electronic payments can be provided upon request.

Please reach out to [jpowell@yellowstonelandscape.com](mailto:jpowell@yellowstonelandscape.com) if you would like to confirm prior payment status or if you have any additional questions.

Yellowstone Landscape

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



# All-Brite Sales Company

2204 Haines Street  
 Jacksonville FL 32206  
 904-354-4687

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	
416712	445143	6169		NET 30 DAYS	07
01/04/24	12/29/23			OUR TRUCK	
Quantity	U/M	Item # /Description	HM*	Unit Price	Amount
1	CS	907-7496-1 LOC001 NABC GALLON 4/CS		56.51	56.51
BIN: 07006					
1	CS	181-BR58 LOC001 LINER 38X58 BLACK 100/CS 1.80 MIL, XX-HEAVY ROLL 55GAL RM6181, RT-3858-XXH GATRL60SXH		44.39	44.39
BIN: 06001					
Subtotal					100.90
FUEL SURCHARGE					5.00
Tax #: 85-8012869385C5					
Total Due On 02/03/24					105.90
<p>320-57200-34200</p> <p>nabc Gallon 4/cs Black liner</p> <p>OK to leave @ SAFE PER SIM</p>					

DELIVERED BY

\*HM=  
 Hazardous/MSDS required

1/4/24 *[Signature]*  
 DATE RECEIVED / RECEIVED BY

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

@ 0920



First Place Fitness Equipment  
 10290 Philips Hwy #1  
 Jacksonville, FL 32256

WORK ORDER:  
**WO-41306**

**INVOICE**

**Bill to:** Johns Creek  
 Brandy Creek CDD 224 Johns Creek  
 Parkway  
 St. Augustine, FL 32092

**Invoice Date:** 12/10/2023  
**Class:** Service:SCJax  
**Site:** Brandy Creek CDD

**Attention:** Johns Creek  
 904 230 42 08

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

**Work done description:** Pm done  
 Signed  
  
 Issues  
 Cybex funtional trainer s/n  
 L040708810066N  
 Has two cable damage  
 See notes

Item	Description	Qty	Rate	Amount \$
SERVICE:\$149.96	SERVICE:\$149.96 Preventative Maintenance - Flat Rated	1.00	149.95	149.95
			<b>Sub Total:</b>	<del>149.95</del>
			<b>Total Amount Due:</b>	<b>149.95</b>

For questions please call 904-998-0738

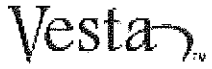
300.57200.46600

Thank you!  
 Should you have any questions call us at 904-998-0738

preventative maintenance

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice****Invoice #:** 307**Invoice Date:** 1/1/24**Due Date:** 1/1/24**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 - January 2024	0013105130034000		4,693.00	4,693.00
Information Technology - January 2024	0013105130035100		135.42	135.42
Office Supplies	0013105130051000		0.33	0.33
Postage	0013105130042000		6.93	6.93
Copies	0013105130042500		36.30	36.30
			<b>Total</b>	<b>\$4,871.98</b>
			<b>Payments/Credits</b>	<b>\$0.00</b>
			<b>Balance Due</b>	<b>\$4,871.98</b>



*Invoice*

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

**Invoice #** 415970  
**Date** 01/01/2024  
**Terms** Net 30  
**Due Date** 01/20/2024  
**Memo** Monthly Fees

**Bill To**

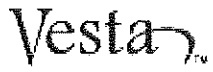
Brandy Creek C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description		Quantity	Rate	Amount
Field Management Services	0013205720034700	1	6,204.25	6,204.25
Office Administrator & Events Coordinator	0013205720034400	1	3,182.16	3,182.16
Janitorial Services	0013205720034200	1	2,386.33	2,386.33
Pool Maintenance	0013205720046200	1	2,672.66	2,672.66
Pet Waste Disposal Services	0013205720046700	1	668.16	668.16

We appreciate your prompt payment.

**Total** 15,113.56





*Invoice*

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

Invoice # 416474  
Date 01/08/2024  
Terms Net 30  
Due Date 02/07/2024  
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			24.89
Yellow Ink Cartridge			24.89
Total Billable Expenses			24.89

code to Amenity office  
supplies  
0013205720051000  
Total 24.89

For customer support, visit [www.amazon.com/contact-us](http://www.amazon.com/contact-us).

**Invoice summary**

*Payment due by January 05, 2024*

Item subtotal before tax	\$ 24.89
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
 Total before tax	 \$ 24.89
Tax	\$ 0.00
 <b>Amount due</b>	 <b>\$ 24.89 USD</b>

<b>Account #</b>	A2DPS3ST4NXTBP
<b>Payment terms</b>	Net 30
 <b>Purchase date</b>	 04-Dec-2023
<b>Purchased by</b>	Jim Masters
<b>Cost center</b>	Northeast
<b>GL code</b>	61504 Office Supplies
<b>Location</b>	DSD - Johns Creek (Brandy Crk)
<b>Billable / Non-Billable</b>	Billable

**Pay by**

**Electronic funds transfer (EFT/ACH/Wire)**

**Account name** Amazon Capital Services, Inc.  
**Bank name** Wells Fargo Bank  
**ACH routing # (ABA)** 121000248  
**Bank account # (DDA)** 41630410417183962  
**SWIFT code (wire transfer)** WFBUS6S

**Check**

Amazon Capital Services  
 PO Box 035184  
 Seattle, WA 98124-5184

**Registered business name**

Vesta Property Services

**Bill to**

Vesta Property Services  
 Attn: Accounts Payable  
 245 Riverside Avenue  
 Suite 300  
 Jacksonville, Florida 32202

**Ship to**

Jim Masters  
 224 JOHNS CREEK PKWY  
 SAINT AUGUSTINE, FL 32092-5054

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or  
 Email [ar-businessinvoicing@amazon.com](mailto:ar-businessinvoicing@amazon.com) to submit your remittance detail.

**Invoice details**

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Original HP 962 Yellow Ink Cartridge   Works with HP OfficeJet 9010 Series, HP OfficeJet Pro 9010, 9020 Series   Eligible for Instant Ink   3HZ98AN ASIN: B07M5HYJHD Order # 111-3944874-1317846 Sold by: Amazon.com Services LLC	1	\$24.89	\$24.89	0.000%

Total before tax	\$24.89
Tax	\$0.00

---

**Amount due**

**\$24.89**

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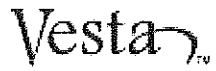
**FAQs**

**How is tax calculated?**

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202036190](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190)

**How are digital products and services taxed?**

Visit [https://www.amazon.com/gp/help/customer/display.html/ref=hp\\_leftv4\\_sib?ie=UTF8&nodeId=202074670](https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670)



# Invoice

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

**Invoice #** 416320  
**Date** 12/31/2023  
**Terms** Net 30  
**Due Date** 01/30/2024  
**Memo** Lifeguard Hours

**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
Cookies w Santa and Root Deer Float Day	21.5	27.00	580.50

Thank you for your business.

**Total** 580.50

001-320-57200-49400



# STATEMENT

PAGE: 1

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

CLOSING DATE: 12/31/23  
 DUE DATE : 1/31/24  
 ACCT: 10065

CLOSING  
 DATE : 12/31/23  
 DUE DATE: 1/31/24

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

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	23.53		PREV BAL	23.53
12/ 4/23	7070	1	I	INVOICE	42.78		7070	42.78
12/13/23	7085	1	I	INVOICE	14.39		7085	14.39
12/20/23	7094	1	I	INVOICE	12.59		7094	12.59
12/29/23	7111	1	I	INVOICE	27.86		7111	27.86
				NEW BALANCE	121.15			
<div style="font-size: 2em; font-family: cursive;">1.320.57200 - 46600</div> <p>Maintenance Supplies</p>								
CURRENT 97.62		Current 23.53		over 30 0.00	over 60 0.00	over 90 0.00	NEW BAL: <span style="border: 1px solid black; border-radius: 50%; padding: 5px;">121.15</span>	

TERMS: NET EOM

CUT HERE

10065

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

AMOUNT PAID

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

NUMBER OF STATEMENTS : 1  
 TOTAL STATEMENT BALANCE: 121.15

DATE OF REQUEST: 1/ 8/24  
 TIME OF REQUEST: 11:33:48  
 TERMINAL ID : 566  
 USER ID : ACW

OPTIONS DEFINED:

START DATE : 12/ 1/23  
 CLOSING DATE : 12/31/23  
 PRINTER : 0091  
 OPTIONS : CD0S  
 # 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!

---

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

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

12/04/23 12:48PM ALR 553 SALE

4166963 3 EA 6.59 EA N 19.77  
 FILTER AIR PLEAT 18X18X1  
 4044566 3 EA 6.59 EA N 19.77  
 FILTER AIR PLEAT 16X25X1  
 52375 1 EA 7.99 EA N 7.99  
 CONCRETE MIX 60#QUIKRETE

SUB-TOTAL:\$ 47.53 TAX: \$ .00  
 DISCOUNT: -4.75 TOTAL: \$ 42.78  
 CHARGE AMT: 42.78

Total Items: 7



==>> JRNL#J92060 INV# 7070/1 <<==  
 CUST NO: 10065  
 ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED \$ 4.75 BY SHOPPING AT  
 CRONIN ACE HARDWARE

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

To participate  
 \* Visit: TalkTo.AceHardware.com  
 or text HELPFUL to 223439

\* This survey invitation is  
 valid for 72 hours

\* Store # 16059  
 \* Survey approximately 5 mins

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: TalkTo.AceHardware.com

Reference	Terms	Clerk	Date	Time
	NET EOM	ALR	12/ 4/23	12:48



DOC# 7070 /1  
 TERM#553 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
AIR PLEAT 18X18X1	6.59	3	6.59 /EA	19.77 N
AIR PLEAT 16X25X1	6.59	3	6.59 /EA	19.77 N
CE MIX 60#QUIKRETE	7.99	1	7.99 /EA	7.99 N

** AMOUNT CHARGED TO STORE ACCOUNT **	42.78	TAXABLE	0.00
		NON-TAXABLE	47.53
		SUBTOTAL	47.53
		TD DISCOUNT	-4.75
		TAX AMOUNT	0.00
		TOTAL AMOUNT	42.78

(JIM MASTERS )

X

Received By



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

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

12/13/23 11:38AM MT 555 SALE  
 1006456 1 EA 15.99 EA N 15.99  
 ACE BETTER BRSH ANG 4PK 15.99  
 SUB-TOTAL:\$ 15.99 TAX:\$ .00  
 DISCOUNT: -1.60 TOTAL:\$ 14.39  
 CASH TEND: .03 CHANGE: .03  
 CHARGE AMT: 14.39

Total Items: 1



==> JRNILJ94675 INV# 7085/1 <<==  
 CUST NO: 10065  
 ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED \$ 1.60 BY SHOPPING AT  
 CRONIN ACE HARDWARE  
 \*\*\*\*\*  
 Tell us about your experience  
 today and Enter to win a \$50  
 gift card!  
 \*\*\*\*\*

To participate  
 \* Visit: TalkToAceHardware.com  
 or text HELPFUL to 223439

\* This survey invitation is  
 valid for 72 hours

\* Store # 16059  
 \* Survey approximately 5 mins

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: TalkToAceHardware.com

INV # 007085/1  
 DATE : 12/13/23  
 CLERK: MT  
 TERM # 555  
 TIME : 11:39  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

CUST # 10065  
 TERMS: NET EOM

3649

DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
BETTER BRSH ANG 4PK	15.99	15.99 /EA	15.99 N
<p>12-13-23</p> <p><i>Jim Masters</i></p> <p><i>[Signature]</i></p>			
PAYMENT RECEIVED **	.03	TAXABLE	0.00
CHANGE GIVEN **	.03	NON-TAXABLE	15.99
AMOUNT CHARGED TO ACCOUNT **	14.39	SUB-TOTAL	15.99
CASH PAYMENT	.03	DISCOUNT	1.60
		TAX AMOUNT	0.00
		TOTAL INVOICE	14.39

(JIM MASTERS )

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

12/26/23 12:46PM HVC 555 SALE  
 5022063 1 EA 13.99 EA N 13.99  
 WD SCREW 10X4" ACE 1#  
 SUB-TOTAL \$ 13.99 TAX: \$ .00  
 DISCOUNT: -1.40 TOTAL: \$ 12.59  
 CHARGE AMT: 12.59

Total Items: 1



==> JRN#J96613 INV# 7094/1 <==  
 CUST NO: 10065  
 ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED \$ 1.40 BY SHOPPING AT  
 CRONIN ACE HARDWARE  
 Tell us about your experience  
 today and enter to win a \$50  
 gift card!  
 To participate  
 \* visit: TalkToAceHardware.com  
 or text HELPFUL to 223439

\* This survey invitation is  
 valid for 72 hours

\* Store # 16059  
 \* Survey approximately 5 mins

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: TalkToAceHardware.com

received by

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

CUST # 10065  
 TERMS: NET EOM

INV # 007094/1  
 DATE : 12/20/23  
 CLERK: HVC  
 TERM # 555

TIME : 12:46  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

92-3649

DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
WD SCREW 10X4" ACE 1#	13.99	13.99 /EA	13.99 N
** AMOUNT CHARGED TO ACCOUNT **			
	12.59	TAXABLE	0.00
		NON-TAXABLE	13.99
		SUB-TOTAL	13.99
		DISCOUNT	1.40
		TAX AMOUNT	0.00
		TOTAL INVOICE	12.59

( JIM MASTERS )

**CRONIN ACE HARDWARE**  
**1843 COUNTY ROAD 210 WEST**  
**SUITE 101**  
**SAINT JOHNS, FL 32259**  
**PHONE: (904) 217-3324**

THANK YOU FOR SHOPPING AT  
 CRONIN ACE HARDWARE  
 1843 COUNTY ROAD 210 WEST  
 SUITE 101  
 SAINT JOHNS, FL 32259  
 (904) 217-3324

12/29/23 10:25AM JDB 553 SALE  
 5365069 3 EA 3.99 EA N  
 CHAIN COIL 1/4" ZN 100 11.97  
 54950 1 EA 18.99 EA N  
 PADLOCK COMBINATION 2" 18.99  
 SUB TOTAL :\$ 30.96 TAX: \$ .00  
 DISCOUNT: -3.10 TOTAL: \$ 27.86  
 CHARGE AMT: 27.86

Reference	Terms	Clerk	Date	Time
	NET EOM	JDB	12/29/23	10:25



DOC# 7111 /1  
 TERM#553  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

TAX : 002 FLORIDA TAX - ST. JOH

Total Items: 4



==> JRNL#J98936 INV# 7111/1 <<==  
 CUST NO: 10065  
 ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED \$ 3.10 BY SHOPPING AT  
 CRONIN ACE HARDWARE

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

\*\*\*\*\*

To participate  
 \* Visit: Talkto.AceHardware.com  
 or text HELPFUL to 226439

\* This survey invitation is  
 valid for 72 hours

\* Store # 16059  
 \* Survey approximately 5 mins

No purchase necessary.  
 Must be 18 or older to  
 enter sweepstakes. Void  
 where prohibited. See rules  
 at: Talkto.AceHardware.com

*12-29-23*  
*Jim Masters*

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
CHAIN COIL 1/4" ZN 100	3.99	3.00	3.99 /EA	11.97 N
PADLOCK COMBINATION 2"	18.99	1	18.99 /EA	18.99 N

** AMOUNT CHARGED TO STORE ACCOUNT **	27.86	TAXABLE	0.00
		NON-TAXABLE	30.96
		SUBTOTAL	30.96
		TD DISCOUNT	-3.10
		TAX AMOUNT	0.00
		TOTAL AMOUNT	27.86

(JIM MASTERS )

X

Received By

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 11, 2024

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



Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

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

0013105130031500  
Dec General Services

Invoice No. 3339587  
3323-1

Re: General

For Professional Legal Services Rendered

12/02/23	L. Whelan	0.30	115.50	Allocation of attorney time relative to legislative monitoring activities
12/05/23	K. Haber	0.10	25.50	Revise ethics training memorandum; correspond with Oliver regarding same
12/06/23	K. Haber	0.10	25.50	Correspond with Oliver regarding ethics training
12/12/23	K. Haber	0.80	204.00	Prepare revised pool services agreement; correspond with Oliver regarding same
12/17/23	M. Eckert	0.20	75.00	Research and prepare memorandum and appointment/designation form for public records roles
12/18/23	M. Eckert	0.70	262.50	Review draft minutes and provide comments

**KUTAK ROCK LLP**

Brandy Creek CDD  
January 11, 2024  
Client Matter No. 3323-1  
Invoice No. 3339587  
Page 2

12/18/23	K. Haber	0.30	76.50	Revise agreement for pool maintenance services; correspond with Oliver and Masters regarding same
12/27/23	K. Haber	0.60	153.00	Confer with Masters regarding pool services agreement; research use of public funds for ethics training; confer with Stillman with Florida Commission on Ethics regarding same
TOTAL HOURS		3.10		
TOTAL FOR SERVICES RENDERED				\$937.50
TOTAL CURRENT AMOUNT DUE				<u>\$937.50</u>



DATE	AMOUNT	PAGE NUMBER	REGULAR
12/30/23	AT80987	1 of 1	376.10

Bill to:

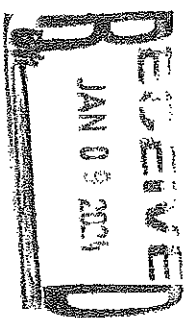
VESTA PROPERTY SERVICES  
 BRANDY CREEK CDD  
 475 WEST TOWN PL  
 SAINT AUGUSTINE FL 32092

# Statement of Account

Trans Date	Party	Invoice No	Order No	Rel	Invoice Amt	Release No	Current	Balance	Open	Chg	Balance
11/21/2023		8072870105	7619995992	000			.00	93.17	.00		.00
12/05/2023		8072608390	3554138283	000			96.69	.00	.00		.00
12/05/2023		8072608390	3554138284	000			107.35	.00	.00		.00
12/30/23		8072778991	7622884372	000			78.89	.00	.00		.00
<b>TOTALS</b>							<b>282.93</b>	<b>93.17</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

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

1001522-0003147-0000003 of 0000004-C01-b1-5190-



# Order# 7620836185

Order placed: December 04, 2023

**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 # 3554138284**

**INVOICE ISSUED**

Items(s) Shipped

Item#	Item Description	Price	Quantity	Subtotal
917860	Brother P-touch TZe-231 Laminated Label Maker Tape, 1/2" x 26-2/10', Black On White (TZe-231)	\$21.49	1	\$21.49
533539	TRU RED™ File Folders, 1/3-Cut Tab, Letter Size, Assorted Colors, 6/Pack (TR10847/10847)	\$7.09	1	\$7.09
737995	Smead FasTab Hanging File Folders, 1/3-Cut Tab, Letter Size, Blue, 20/Box (64099)	\$34.19	1	\$34.19
569577	Westcott Titanium Bonded 8" Titanium Multi-Purpose/Heavy Duty Scissor, Sharp Tip, Gray/Yellow, 2/Pack (13901)	\$13.79	1	\$13.79
737993	Smead FasTab Hanging File Folders, 1/3-Cut Tab, Letter Size, Red, 20/Box (64096)	\$30.79	1	\$30.79

**Method of payment**

Invoiced - \$107.35

0013105130051000  
Office Supplies

Merchandise Total:

\$107.35

Total Invoiced:

\$107.35

**Invoice # 3554138283**

**INVOICE ISSUED**

Items(s) Shipped

 Staples Business Advantage.

Item#	Item Description	Price	Quantity	Subtotal
24388084	HP 962XL/962 Black High Yield and Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (3JB34AN#140)	\$96.69	1	\$96.69

**Method of payment**

Invoiced - \$96.69

Merchandise Total: \$96.69

Total Invoiced: \$96.69



# Order# 7622684372

Order placed: December 29, 2023

**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 # 3555919855**

**INVOICE ISSUED**

Items(s) Shipped

Item#	Item Description	Price	Quantity	Subtotal
812375	Scott Essential Recycled Coreless Toilet Paper, 2-ply, White, 1000 Sheets/ Roll, 36 Rolls/Case (04007)	\$78.89	1	\$78.89

**Method of payment**

Invoiced - \$78.89

Merchandise Total: \$78.89

Total Invoiced: \$78.89

0013205720046600  
Toilet Paper

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

Account Number	Due Date
020-002701	1/20/2024

**Account Summary**

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

Billing Date 1/3/2024  
 BRANDY CREEK CDD  
 224 JOHNS CREEK PKWY  
 ST AUGUSTINE FL 32092-5054

Payments through: 12/31/23  
 Previous balance \$109.90  
 (-) Payment (12/13/2023) (\$54.95)  
 (=) After Payments \$54.95

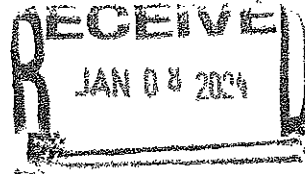
**Billing Questions Please Call:**  
 904-940-9525

**Current Month Activity**

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

Date	Description of Service	Amount
1/1/2024	Extreme 100/20 MB	1/1-1/31 \$79.99
1/3/2024	Extreme Discount	1/1-1/31 (\$25.04)
	<b>Total Current Charges</b>	<b>\$54.95</b>
	<b>Total Due</b>	<b>\$109.90</b>

0013205720042000  
 Dec & Jan Internet



**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
1/20/2024	020-002701	\$109.90	(\$54.95)	\$54.95	\$109.90	\$

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





**YELLOWSTONE**  
LANDSCAPE

**INVOICE**

INVOICE #	INVOICE DATE
JAX 644026	1/8/2024
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

**Address:** 224 Johns Creek Pkwy  
St. Augustine, FL 32092

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Invoice Due Date:** February 7, 2024

**Invoice Amount:** \$11,178.35

Description	Current Amount
Monthly Landscape Maintenance January 2024	\$11,178.35

1-320-57200-46100

**Invoice Total**

**\$11,178.35**

**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 #
12/12/23	00056	11/24/23	E-55316 202311 600-53800-60000 FUNCTIONAL TRAINER	FIRST PLACE FITNESS EQUIPMENT INC	*	3,390.00	3,390.00 000159
1/10/24	00011	1/08/24	01082024 202401 600-20700-10000 DEPOSITS IN ERROR	BRANDY CREEK CDD GF	*	2,265.00	2,265.00 000160
TOTAL FOR BANK B						5,655.00	
TOTAL FOR REGISTER						5,655.00	

First Place Fitness Equipment, Inc.  
 10290 Philips Hwy  
 Unit 1  
 Jacksonville, FL 32256

# Invoice

Date	Estimate #
11/24/2023	E-55316

<b>Name / Address</b>
Johns Creek Brandy Creek CDD 224 Johns Creek Parkway St. Augustine, FL 32092
904 230 42 08

<b>Ship To</b>
Johns Creek Brandy Creek CDD 224 Johns Creek Parkway St. Augustine, FL 32092

P.O. No.	Terms	Rep
		EO-C

Item	Description	Site	Qty	Rate	Class	Total
FT200S	FT200S Functional Trainer - 7 Feet Tall - Gloss Silver Powder Coated Finish - 11 Gauge Ste		1	3,165.00		3,165.00
Delivery 1st F...	First Floor Delivery + Installation Fee			225.00		225.00

Signature \_\_\_\_\_

Phone #	Fax #	Web Site
904-998-0738	904-998-0739	www.IPFE.com

<b>Subtotal</b>	\$3,390.00
<b>Sales Tax (7.5%)</b>	\$0.00
<b>Total</b>	\$3,390.00

**Brandy Creek  
COMMUNITY DEVELOPMENT DISTRICT**

*Capital Reserve*

**Check Request**

Date	Amount	Authorized By
January 8, 2024	\$2,265.00	Bernadette Peregrino

Payable to:

Brandy Creek CDD GF #11
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Date Check Needed:

Budget Category:

ASAP	33.600.20700.10000
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Intended Use of Funds Requested:

Deposit in Error
Rental Deposit and APEX UCC Inc Reimbursement
<i>(Attach supporting documentation for request.)</i>

**Brandy Creek CDD**  
Deposits - Acct # 47997825  
10/11/23

<u>Check #</u>	<u>District/Payee</u>	<u>Amount</u>	<u>Invoice #</u>
1	CASH	\$ 150.00	RENTAL FEE
2	1058 HERNANDEZ	\$ 30.00	RENTAL FEE
3	139 TELFORT	\$ 80.00	RENTAL FEE
4	2550 LEADERS	\$ 30.00	RENTAL FEE
5	148 VEMULA	\$ 180.00	RENTAL FEE
6	1248 GARAPATI	\$ 30.00	RENTAL FEE
7	167 POPE	\$ 60.00	RENTAL FEE
8	1298 BOYEA	\$ 30.00	RENTAL FEE
9	1308 RMY ENTERPRISES	\$ 30.00	RENTAL FEE
10	4057 APEX UCC INC	\$ 1,645.00	WATER DAMAGE

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<b>Total Deposit</b>	<b>\$ 2,265.00</b>
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