

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, March 6, 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
Clarence Blalock	Supervisor

Also present were:

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

*The following is a summary of the discussions and actions taken at the March 6, 2024 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Payne called the meeting to order at 6:30 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being no comments, the next item followed.

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**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the January 10, 2024 Meeting**

Mr. Payne stated on Page 4, “*Newspaper*” should be “*Newsletter*.”

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the Minutes of the January 10, 2024 Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Ratification of Agreement for District Engineer Services**

Mr. Eckert stated that the Board authorized the preparation of the agreement for District engineering services with Dominion Engineering Group (DEG), it was signed and the Board was ratifying it. Mr. Payne confirmed that he executed the agreement.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor approval of the Agreement for District Engineering Services with Dominion Engineering Group was ratified.

Mr. Bill Schaefer, President of DEG introduced himself to the Board. He provided civil engineering services for communities for 39 years and was a graduate of the University of Florida. Mr. Schaefer started by owning a small engineering firm, working on developing projects in Northeast Florida, especially CDDs. He was the District Engineer for eight districts in Duval, St. John's and Nassau Counties and was familiar with development in this area. Mr. Schaefer was here to serve the District and was looking forward to a long-term relationship with the Board. Mr. Payne pointed out that part of the process of managing the District, was ensuring that they had an engineer to take care of the property, which Mr. Schaefer was going to help the District with going forward. Mr. Payne appreciated Mr. Schaefer coming before the Board.

**FIFTH ORDER OF BUSINESS**

**Community Garden Update**

Mr. Payne was informed by Mr. Masters, that a meeting of the Garden Club, was held on February 17, 2024. This item was on the agenda to discuss what a community garden meant to Johns Creek, gauge the level of commitment from the residents and the ability as a Board of Supervisors to support having a community garden, funding it and providing the materials. Mr. Payne expected that the Garden Club would be a self-governed club and the Board would just

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support the garden. Mr. Jolly reported that the meeting was productive, as a number of residents participated. Everyone liked the spot that was chosen. Mr. Masters pointed out that everything was discussed in regards to what it would entail to have a garden behind the Amenity Center and that the primary function was to ensure that they could run a community garden. There were safety items that they had to address immediately to ensure that the current infrastructure and amenities were going to be taken care of, but the bottom line was, there needed to be a commitment from the residents to turn the community garden into something that the community would enjoy. Mr. Payne wanted to hear residents' thoughts on the level of commitment and the support that they expected for the garden from the Board.

The following residents of the Garden Club, spoke before the Board: Resident (Jacqui Salter) from Phase 1 participated in a similar type of garden, loved it and was hoping that this community had a community garden, as it would be a great asset to the community. They could add flowers and plants to make it pretty and use insect repellents. She was in favor of the area, which was convenient for residents, to come together as a group and share various ideas about gardening. Resident (Eileen) from Phase 2 thought that having a community garden was a nice idea, as it catered to a different demographic of the community. It did not have to be a full-fledged garden and could just be a designated space that was cornered off for residents to plant flowers or plants. It would be a nice area for people to sit in a space that was outside and quiet. Any vandalism or animals eating the plants, would be addressed by the Garden Club. Residents (Gabriel and Mary Videl) always wanted to have a garden, meet similar minded people and learn how to grow plants and vegetables. It was the kind of space where if they build it, people will come and it would be a fantastic addition to the community. Resident (Pat Allen) lived in Phase 1 and always wanted to have a community garden and was waiting for the community to have one. Even if someone did not know how to garden, it was a great way to build relationships and add value to the community. A Resident who lived near the Videls, liked the idea of having a community garden, as it inspired him to plant vegetables. Resident (Sasha), Ms. Videl's sister, lived in Phase 1 and was in favor of having a community garden.

Mr. Payne was excited to hear from the residents and asked if the Board had any concerns. Mr. Blalock felt that the comments addressed some of the things that he was going to address, such as vandalism and animals eating the plants and thanked the residents for coming, as it was the biggest turnout they ever had at a CDD meeting. The Board was trying to find

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things that would generate interest and having a community garden would provide that. There would be an initial investment and the Board looked forward to support it as best as they could and appreciated the interest from residents. Ms. Little felt the same way and was surprised at the number of participants. The reason this item was on the agenda, was because of the small percentage of residents expressing interest and Ms. Little's biggest concern was keeping it maintained; however, as people joined the Garden Club, there would be a large group of people that would support each other, to make sure that their gardens were maintained. Ms. Little questioned the number of plots of land that would be set aside for the community garden. Mr. Jolly recalled that Ms. Salter recommended that there be two long plots, with a gap in between. Everyone would go to the office and rent a spot. Ms. Little pointed out there would be a gate and the participants, which were estimated to be 50, would have a passcode to get into it. Mr. Masters anticipated starting with 12 to 15 people, but as more people became aware of it, it would continue to grow. There was another space that they could add on to. Mr. Metych thanked the residents for coming to the meeting, as it showed the importance of having a community garden and thanked Mr. Jolly for coordinating the meeting. Mr. Metych planned to participate.

Mr. Payne hoped that everyone embraced the concept, but voiced concern with the amount of the investment to support the community garden and the fencing of the area, which was estimated at cost \$10,000 to \$12,000. Due to the enthusiasm of the Board, Mr. Payne stated the Board could approve it, build the garden and fence and get it ready. A landscaping company in the neighborhood, was willing to contribute. Mr. Payne intended to do this in a methodical and cost-efficient way. Ms. Salter asked if Phase 1 was building the fence and Phase 2 building the boxes. Mr. Payne confirmed that it was the other way around, with Phase 1, to include plotting the land and Phase 2 building the fence. There must be commitment from the residents, with the expectation that they would maintain it. Representatives of the Garden Club confirmed their commitment. As a Government Risk Control Officer, Mr. Payne noted the following:

1. Interest: ✓
2. Location: ✓
3. Secure Information: Discussed by the Board.
4. Fundraising: Funded through the CDD.
5. Gathering Supplies: TBD
6. Preparing the Site: ✓

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7. Maintenance: residents.

Mr. Payne requested that the residents communicate who will be the leader, be accountable and responsible for the community garden and provide a plan to the Board. Mr. Blalock asked if Mr. Jolly would serve as the Project Manager, on behalf of the Board and work with Mr. Masters. Mr. Payne assumed that Mr. Jolly would continue working with Mr. Masters and the Garden Club. Mr. Jolly recalled that there was discussion about having a small shed, where tools would be stored. Mr. Payne questioned the amount of money that would support the garden, including the fence and supplies. Mr. Masters estimated \$12,000. Benches were ordered for the pocket park and two could be placed in the garden. Mr. Payne questioned whether the District Engineer had experience with a community garden. Mr. Schaefer indicated that community gardens were popular all over the world and was a wonderful idea from an engineering standpoint. The District would be required to have ADA access to this facility, in terms of the installation of a sidewalk and landing pad. The location should be on the other side of the stormwater pond, to ensure that it was not in an area where water accumulated and offered to look at it, to ensure that it was suitable. Mr. Masters would meet with Mr. Schaefer to discuss the pond and meet with District Counsel to discuss the ADA requirements. Mr. Payne asked if the area needed to be accessible for a wheelchair or if they needed to create a paved entrance into the garden. Mr. Schaefer would look into it. Mr. Eckert cautioned the Board about creating a committee that reported to the Board, because the committee members were subject to the Sunshine Law, their meetings must be publicly noticed and minutes must be taken. A community group could meet on their own and provide input and support to the Board, but the Board would ultimately be the decision makers on the garden. It was clarified that the District Board was not creating a committee or the Garden Club. Mr. Payne appreciated the guidance from District Counsel and pointed out that it would be a self-directed Garden Group, that would decide whether to have a full garden with a fence or start with a small area and expand it later. He would expect someone from the group to periodically give the Board an update on their progress or report to Mr. Jolly. Mr. Jolly suggested that the Board approve \$15,000, in case they needed to provide ADA access. Mr. Payne preferred any ADA requirement, come back to the Board for consideration.

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On MOTION by Mr. Blalock seconded by Ms. Little with all in favor authorization for staff to establish a community garden in a not-to-exceed amount of \$12,000, to be maintained by a self-directed garden group and to proceed with the necessary improvements was approved.

There was applause from the residents. Mr. Payne appreciated the resident's participation and their commitment.

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

Mr. Payne stated that the Poolsure Agreement was executed and there was no need to discuss anything further. Mr. Masters pointed out that it only took one year to get their paperwork correct and was still exploring other options, but there were not many. Since the agreement was now signed, they were going to continue with Poolsure at this time; however, he hoped to have further options in the future, as Poolsure was continuing to raise their rates.

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

Mr. Oliver presented a proposal from Community Advisors to perform a capital reserve update in the amount of \$1,500. The last study was completed in 2014 and there was an update in 2020. An update was necessary, as there was new infrastructure, as well as many repairs and replacements, an increase in construction costs and inflation, since the last update was completed. This report takes all of their assets and provides a projected replacement date and replacement cost, in order to determine the amount of funds to set aside each year, in order to maintain assets. Mr. Blalock asked if it was a requirement or just a good plan. Mr. Oliver stated it was not a requirement but was a good planning tool. It was also a good way to explain to residents why assessments were increasing. Mr. Schaefer pointed out from an insurance standpoint, facilities had a lifetime life, but roadways eventually needed to be repaired and replaced, due to alligator cracking. If their stormwater ponds were no longer working, it would lead to a rise in water tables and if not addressed, it would get worse. They typically looked at things that were with a 10-to-20-year lifecycle. Mr. Schaefer recommended setting aside money to take care of pavement issues, having an engineer look at it and obtain bids, to perform the maintenance, so they did not have larger costs in the future. Mr. Payne appreciated the insight.

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Mr. Schaefer felt that \$1,500 for a capital reserve update, was a great price. Mr. Payne noted that it worked out well in the past, felt that there was value in this report, which was due for an enhancement or an update and they needed to step back and look at spending their money on more important things like the roads and pools, versus spending \$70,000 on a pickleball court.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the proposal with Community Advisors Reserve Study Professionals for a capital reserve update in the amount of \$1,500 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02,  
2024 General Elections**

Mr. Eckert explained that the purpose of Resolution 2024-02, was to reflect the seats that were up for General Election, so the county could property advertise it. Mr. Payne stated that Seat 2, held by Mr. Blalock and Seat 4, held by Mr. Jolly, were up for election in November of 2024 and read the following into the record:

*“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 AN EFFECTIVE DATE.”*

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor Resolution 2024-02, 2024 General Election as stated above was adopted.

**NINTH ORDER OF BUSINESS**

**Board Discussion and Guidance for  
Preparation of Proposed Fiscal Year 2025  
Budget**

Mr. Oliver reported that the Proposed Budget would be presented to the Board at the May meeting and the Board would have 60 days to refine it and adopt it at the July meeting. It was a requirement of Chapter 190 of the Florida Statutes, for CDDs to approve a Proposed Budget by June 15<sup>th</sup> of each year and hold a public hearing, no sooner than 60 days and provide it to the local government, which was St. Johns County. The District would meet that 60-day requirement

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by approving the budget in May and having the public hearing in July. Last year there was no increase in assessments and was a flat budget; however, some line items increased, although the inflation was not as intense as the prior two years. The capital reserve contribution was \$105,000 for 2023; however, it was lowered to \$75,000 for the 2024 budget, due to the proceeds from the Florida, Power & Light (FPL) easement payment. When the capital reserve update was completed, the Board would have a better idea of what the suggested contribution should be for Fiscal Year 2024. They start with the high watermark, as they did not want to have a tight budget and then have to increase the budget. Mr. Jolly asked if they would have the capital reserve update by the May meeting. Mr. Oliver confirmed that they would have it. Mr. Payne appreciated the update and requested that the Supervisors to review the budget as soon as they received it and make recommendations.

**TENTH ORDER OF BUSINESS****Other Business**

There being no comments, the next item followed.

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

Mr. Eckert reported that the Legislature was quiet. He did not have anything that required the Board's attention as the Poolsure issue was resolved. Mr. Payne reminded the Board to take the required ethics training, which was due at the end of the year. Different options were provided in a Memorandum that was provided by District Counsel.

**B. Engineer**

Mr. Schaefer had nothing further to report. Mr. Payne requested that Mr. Masters consult with Mr. Schaefer on other items, such as the pool and the garden, appreciated him coming to the meeting and looked forward to working with him. He felt that they were off to an excellent start. Ms. Little pointed out that there was a hump in the road coming into Phase 2, which was getting worse. Mr. Masters confirmed that it was a county issue and they talked to the county before about it, but it was \$1 million to repair it and the county did not have the money, with everything else going on in the county. There were some potholes that needed to be filled in relatively quickly; however, they would have to tear up the entire area and redo it to make a smooth transition. Ms. Little pointed out that it was dangerous, even if someone was going the speed



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limit and asked whether a caution ahead sign could be posted. Mr. Schaefer offered to look at it again. Mr. Masters stated as part of his report, he was going to suggest purchasing new signs to be placed throughout the community, that could be moved periodically, reminding people to slow down, as the speeding seemed to be worse than ever. Mr. Schaefer recommended that the District post the speed limit signs, so the community was aware of the speed limit and a police officer could come into the community and write tickets. There could also be traffic calming in certain areas. In the Grand Oaks CDD, when they added signs, it made a big difference.

Mr. Payne asked if they could post the signs without consulting with the county. Mr. Eckert confirmed that there would need to be county approval, if they were going to install traffic enforcement signs, as these were county roads. Mr. Schaefer would work with staff. Mr. Blalock asked if they could post signs at the entrance with a community-side speed limit. Mr. Schaefer explained at most points of entry, there would be a community speed limit sign, but there were standard signs that were FDOT authorized, which the county would not have any problem with; however, they would want to know where they were and if there was a 3-foot clearance from the curb. Mr. Payne recalled a slow down traffic sign or placard on Johns Creek parkway. Mr. Masters indicated that the week before school started, signs were posted reminding drivers to slow down and signs posted throughout the community with the speed limit. However, if they leave signs up for any period of time, people did not even look at them anymore. Mr. Masters asked if a cone could be placed in the middle of the road with a sign on it, reminding people to slow down. Mr. Schaefer did not know, but would look into it; however, it would be frowned upon by the county. Mr. Eckert recommended obtaining approval from the county, if they wanted to put something on a county road. Mr. Schaefer suggested renting radar signs, which flash the speed of a car. Mr. Jolly recalled that radar signs were provided by the county and people were challenged to go the top speed.

Mr. Masters pointed out that the community had the proper speed limit signs, with the speed limit at 25 miles per hour and did not believe that additional signage was necessary. He preferred having a slow down/kids at play sign in the common area, to get people's attention to slow down, which they could move around to different common areas. Mr. Eckert was not concerned about it, as long as it was not on county property. Mr. Masters recalled that they paid for a deputy to patrol the community for 20 hours per week, keeping an eye on things and issuing trespass warnings, but residents reported that people from outside the community were using

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their facilities. The only way to stop these people from coming into the community and to get people that were driving 50 miles per hour to slow down, was to have Deputy Lauren patrol for more hours and write tickets. Deputy Lauren could stop people from trespassing, especially over Spring Break, as there was not one day, where Mr. Masters was stopping one or two people to leave their facilities. Mr. Oliver asked if many non-residents were using their facilities. Mr. Masters indicated that the majority were from Silverleaf where there was easy access for them to utilize the playgrounds or basketball court. The other day a resident informed him that they wanted to play basketball at their courts and there was a court full of guys that did not live in the community. Mr. Jolly asked if they could post a sign, informing residents where to call for assistance, if there was trespassing. Mr. Payne wanted to resolve the speeding issue first and if the Board wanted to proceed with speed enforcement throughout the community, proposed having speed bumps throughout the community as a permanent consideration, along with the speed limit signs that they already have. Mr. Jolly wanted to consider speed bumps; however, when they considered speed bumps before, it did not pass, because they had to go through the county and have a percentage of the community to vote on it. Mr. Jolly questioned the criteria for installing a three-way stop to slow people down. Mr. Oliver indicated that the CDD could not install them. Mr. Eckert stated that the CDD could ask the county to consider installing three-way stop signs and do a traffic study.

If the Board wanted to make some recommendations, Mr. Schaefer had a good relationship with the county and could speak to them about traffic calming and stop signs. Speed bumps were a problem for low profile vehicles. One CDD in Nassau County, installed a speed bump that was 3 inches high, because the road was like a racetrack, but it was just enough to get the driver's attention. Mr. Payne felt that stop signs were a viable solution. Mr. Blalock was not a fan of speed bumps, but if the county wanted to install them, he was in favor of having a county study and proceeding with their recommendations. Ms. Little agreed. Ms. Little asked if it was relevant to request a traffic light on CR 2209, as she lost a dear friend in an accident that occurred on CR 2209 last Thursday, when they were turning out of Publix. Mr. Payne felt that it was relevant in terms of speed and safety within the community and exiting the community. Ms. Little pointed out there were several accidents and anytime there was a Sheriff's car, they pull people over, but were not in the community enough. Mr. Masters recommended that the County Engineer, Mr. Clint Lynch, attend a CDD meeting, to discuss traffic lights and signs for the area.

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Mr. Schaefer stated that he did not know Mr. Lynch, as his firm was a civil design firm and not a traffic firm; however, he recalled that a signal must be warranted in two ways. If the development was large enough, had sufficient turning movements coming out of it, everything was based on the peak hour, morning and evening and if the pass by traffic that goes in front of the community during the peak hour, increased to a point where the wait times were too long, based on a table, it would warrant a signal. The CDD could put in the traffic signal, if they wanted to pay for it or the county could come up with the funds and put in the signal if it warrants it, because it was for the safety of the residents in the community.

Mr. Schaefer felt that this was a valid discussion to have amongst the Board, to determine whether it warranted a traffic signal and recommended working with an engineer who specialized in this. Mr. Payne questioned the distance requirements. Mr. Schaefer explained that traffic signals had certain separation requirements, which was typically 1,320 feet. The closest distance was 850 feet, but they placed them as close as 550 feet. Mr. Payne heard that it had to be within half a mile. Mr. Schaefer stated it was based upon the roadway and requested some information from the prior District Engineer. Mr. Payne pointed out that their next meeting was in two months and could have the County Engineer attend the May meeting, but questioned what they could do in the meantime. Mr. Oliver recommended obtaining information from the county and as an interim solution, placing signage, as a logical first step. Mr. Blalock was in favor of Deputy Lauren writing speeding tickets, to get their point across. Many people were using their entrance to make a U-turn and requested that the county include a U-turn halfway between them and Publix. Mr. Schaefer concurred with having a U-Turn sign or constructing a deceleration lane. *There was Board consensus for the District Engineer to work with the county on speed limit signs in the community, a traffic signal coming out of Publix, a U-Turn sign and staff speaking with Deputy Lauren about issuing tickets.* Mr. Payne looked forward to hearing from Mr. Schaefer at the next meeting but did not have a problem taking action between now and the next meeting.

Regarding non-resident use of their facilities, Mr. Payne did not know what else they could do other than putting up posters and signage or having Deputy Lauren question them or having residents call the police when they see non-residents. Mr. Masters pointed out that residents call him but would not call the Sheriff's Department and would ask the Sheriff's Department to intensify the ticket writing throughout the neighborhood. If people receive

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trespass warnings, they will go elsewhere. Ms. Little suggested stating on a sign that they would be penalized. Mr. Masters confirmed that there were signs, but no one paid attention to them. Mr. Schaefer suggested having key fob access to the pool area. Mr. Payne pointed out in order to have such a system; they must fence off the basketball court. Mr. Masters recalled that South Hampton installed a fence around the basketball court, but people climbed over it, pushed the button and let everyone in and felt that ticketing for trespassing was more effective. Mr. Payne pointed out that this was a good discussion, as there were recommendations to consider, which he thanked Mr. Schaefer for and requested a discussion on safety, speed and usage on the May agenda.

**C. Manager**

There being no comments, the next item followed.

**D Operations Manager**

**1. Report**

Mr. Masters presented the Operations Manager. In Fiscal Year 2024-2025, they planned to spend more funds than normal, not just for repairs, but for landscaping and replacement items.

**2. Yellowstone Report**

Mr. Masters presented the Yellowstone Report. Yellowstone was still coming in the off-season every other week, but beginning on April 1<sup>st</sup>, they would provide service for two days every week. They used a sub-contractor for mulching and the community-wide mulching would commence the second week of April. However, they had areas where the landscaping and plant material was starting to degrade and it was coming to that point, where plants needed to be replaced, but the replacement cost for plants was excessive and suggested that a Board Member work with him to look at these areas or work with the Garden Club, to buy some plants and replace them in-house for cost savings. If they went with Yellowstone, they would charge \$1,000 for the plants and \$800 or \$900 for labor, which would total \$2,000 for a small project. It was not just the entrances, but more the islands around the Amenity Center. They could go with an outside landscaper, but they would not guarantee the plants like Yellowstone would, as Yellowstone guaranteed the plants for a year. Mr. Payne asked if they could repurpose the area with perennials or mulch. Mr. Masters pointed out in Phase 1, the back area between the Fitness

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and Amenity Centers, was surrounded by Loropetalum. To replace the 10 that needed to be replaced, the cost would be \$1,200 to \$1,300. There were also three islands, one with trees, but the other two had beds of plants, which cost \$10,000 for Yellowstone to replace. In addition, Wax Myrtles around the tennis court were dying. Mr. Payne requested that Mr. Masters prepare a cost estimate of all plants and he would come out to look at them, as well as other Board Members. Mr. Jolly and Ms. Little offered to look at the plants.

### **3. Lake Doctors Report**

Mr. Masters presented the Lake Doctors Report. They were approaching that season where everything was going to start growing again. There was a great deal of fertilizer, which caused runoff into the ponds, creating algae blooms. Lake doctors has been receptive, when those occur, by coming out and spraying those areas. There may be some issues this Summer; however, they could only apply so much of those chemicals within a certain time period or it would cut off oxygen, causing fish kills. There were 13 ponds throughout the community, which he would look at with Mr. Schaefer, as well as the storm drains. There was one pond that Mr. Masters wanted Mr. Schaefer to look at, which had some erosion, due to not being compacted properly to begin with.

Mr. Masters reported that there was a leak in the Phase 1 Splash Pool. One company could make the repair, but it would cost \$7,500, which was not to replace the leak, but to replace the motor that was covered with water. The work was not completed, as Spring Break starts next week. The motor was still working, but unless it was replaced tomorrow or in the next few days, it would run until it dies. The hope was to run it through Spring Break. They may lose some water, but it was not leaking from the pool circulation system, but from the motor that runs the splash feature in the middle. It may not be as bad as anticipated, as the leak was caused by the fountains draining from the pool back to this area. Mr. Masters chose this company, because they were willing to come out and spend three hours with him, exploring every option, versus other companies, who were not willing to come out. Mr. Payne asked if this company was doing the comprehensive work, such as digging and evaluating. Mr. Masters confirmed that they were doing the work but believed that they would be fine for Spring Break. The decks and chairs were all cleaned, in preparation for Spring Break. The hope was to have good weather, as the past three years were cold, windy and wet. The pool monitors were in place and ready to go. Mr. Jolly

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asked about the picnic tables. Mr. Masters noted that there were enough tables in Phase 1, as well as an overhang and a breezeway for people to have picnics. It would be nice to have tables in the field, but when it rained, the field becomes mush and it would cause mud from shoes all over the pool deck.

Mr. Masters reported that roots were removed from the Phase 1 athletic track, at a cost of \$850. There were 17 areas that were dug up and roots were cut out. The athletic track was now in good shape and there were no safety issues. In the next couple of weeks, the cover for the Phase 1 playground would be replaced. The street sign pole painting throughout the community, would be completed by Investment Painting on March 11<sup>th</sup>. Six benches were ordered, to match the existing benches in Phase 1. They looked good. Four benches in the middle of the playground needed to be replaced. The vendor would cut the old ones out and install the new ones. The remaining two benches could be used to replace the ones in Phase 2 or be placed in the garden area. Three spring riders were ordered for the middle and Phase 1 playground, to replace broken ones. The cost for the replacement was \$2,100, which was the lowest price that they could find. They will be installed in-house. There were many things that they were working on for Spring Break. The Phase 2 bathroom doors were painted. The internal doors would be painted next. The Phase 1 bathroom doors would be painted this year, as well as the painting of the pergolas. Mr. Payne questioned who Mr. Nick Lamb was. Mr. Masters confirmed that Mr. Nick Lamb was their new Account Manager for Yellowstone, as the prior one was promoted to handle their chemical division, but he would still drive through the community. Mr. Lamb was very good at what he does and was thorough and if the Board wanted to meet him, Mr. Masters would bring him to a meeting. He was currently working with Yellowstone on reducing their labor prices. Yellowstone was currently spraying for mole crickets and weeds.

## **E. Amenity Manager**

### **1. Report**

Ms. Meadows presented the Amenity Manager's Report. Their first cornhole tournament was held on January 20<sup>th</sup>. A Board Member attended but did not win. It was a fun event that gave that community feeling. She planned to bring this back in April. The Daddy Daughter Dance was held on February 17<sup>th</sup>. The theme was boots and bling. It was cute to see girls in their cowgirl boots and hats. There were many compliments from the Dads. One said that their daughter had been coming to this event since she was two and another said that his daughter looked forward to

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it every year. Their Spring egg hunt would be held on March 23<sup>rd</sup>. There would be groups, with two sessions for each age group. There would be a bounce house to keep the kids occupied as well as picture taking with the Easter Bunny. The community yard sale was scheduled for March 9<sup>th</sup> and a Mom and Son Event on April 13<sup>th</sup>. Mr. Payne thanked Ms. Meadows for the report and encouraged the Board to look at the pictures.

**2. Sheriff's Office Report**

Mr. Masters presented the Sheriff's Office Report.

**TWELFTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet & Income Statement as of January 31, 2024**

Mr. Oliver presented the January 31, 2024 Balance Sheet and Income Statement. The Capital Reserve Fund balance was \$428,000. The District was in good shape with a positive variance of \$16,000.

**B. Assessment Receipt Schedule**

Mr. Oliver presented the Assessment Receipt Schedule, showing that the District was 70% collected.

**C. Approval of Check Registers**

Mr. Oliver presented the Check Register from December 1, 2023 to January 31, 2024 in the amount of \$118,139.74. Mr. Payne noted that there were standard expenses.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor the December 1, 2023 to January 31, 2024 Check Register in the amount of \$118,139.74 was approved as presented.

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Brandy Creek CDD

**FOURTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 8, 2024 at  
6:30 p.m. at Phase 2 Amenity Center**

Mr. Payne stated the next meeting was scheduled for May 8, 2024 at 6:30 p.m. at the Phase 2 Amenity Center.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the meeting was adjourned at 8:12 p.m.

DocuSigned by:

*Jim Oliver*

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Secretary/Assistant Secretary

DocuSigned by:

*Meredith Payne*

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Chairman/Vice Chairman