

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, July 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
Shawn Jolly	Supervisor
Thomas Metych	Supervisor
Clarence Blalock	Supervisor

Also present were:

Jim Oliver	District Manager
Mike Eckert	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 July 10, 2024 regular meeting of the Board of Supervisors of the Brandy Creek Community Development District.*

**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 Ms. Little.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being no comments, the next item followed.

July 10, 2024

Brandy Creek CDD

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the March 6, 2024 Meeting**

Mr. Payne stated on Page 7, “*reducing Community Garden from \$10,000 to \$4,000,*” should be, “*reducing Community Garden from \$10,000 to \$5,000.*” On Page 9, Mr. Masters did not present Resolution 2024-03. Mr. Eckert presented it.

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the Minutes of the May 8, 2024 Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Ratification of Agreement with Champion Swim School**

Mr. Payne recalled discussion at the last meeting about Champion Swim School providing lessons and in between this meeting and the last meeting, an agreement was signed for use of the District facilities, which was included in the agenda package.

On MOTION by Mr. Blalock seconded by Mr. Payne with all in favor the agreement with Champion Swim School, LLC. for use of the District facilities was ratified.

Mr. Payne asked if there were any concerns with Champions Swim School. Mr. Masters reported that originally, some residents were unhappy that they were in the pool; however, since then, they fine-tuned their training and provided lessons by the wall. It was not a perfect scenario, because the ratio to non-residents was 80/20, but residents were happy that their kids were receiving good quality swim lessons. Last year, Fast Swim utilized the pool for swim lessons and the District had a cost-sharing arrangement with them; however, for the entire Summer, the District only received \$600, but for this year already, the District received \$954 from Champions Swim School and staff received notification yesterday, that a \$1,400 check would be presented to the District this month. In total, the District should receive \$6,000. Mr. Payne pointed out that the money would be used for events or placed into reserves.

**FIFTH ORDER OF BUSINESS**

**Fiscal Year 2025 Budget**

**A. Overview of Budget**

Mr. Oliver noted no increase in assessments this fiscal year, although expenditures

July 10, 2024

Brandy Creek CDD

increased, as the District was able to reduce their *Capital Reserve Contribution* for this year, as well as next fiscal year. The District could also use *Carry Forward Surplus*, which had \$26,000 to \$29,000 at the end of this year. There was also a reduction in some line items, such as the *Community Garden*, from \$10,000 to \$5,000. Although, *Interest Income* was budgeted at \$2,400 last year, the District actually received \$21,000, due to interest rate increases. This year, \$12,000 was budgeted for *Interest Income*.

**B. Public Hearing Adopting the Budget for Fiscal Year 2024**

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor the Public Hearing to adopt the budget for Fiscal Year 2025 was opened.

No residents were present and no public comment was offered

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor the Public Hearing to adopt the budget for Fiscal Year 2025 was closed.

**1. Consideration of Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025**

Mr. Eckert presented Resolution 2024-04, adopting the Fiscal Year 2025 Budget. Mr. Blalock read the resolution into the record.

On MOTION by Mr. Blalock seconded by Mr. Payne with all in favor Resolution 2024-04 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025 was adopted.

**2. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025**

Mr. Eckert presented Resolution 2024-05, imposing special assessments and certifying the Assessment Roll for Fiscal Year 2025. Mr. Payne read the resolution into the record.

July 10, 2024

Brandy Creek CDD

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor Resolution 2024-05 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025 was adopted.

Mr. Oliver indicated that a certified Assessment Roll would be provided to the Tax Collector, in order for Tax Bills to be sent out by November 1<sup>st</sup>. Mr. Payne thanked Mr. Oliver for all of his hard work.

## **SIXTH ORDER OF BUSINESS**

### **Discussion CDD Goals & Objectives**

Mr. Payne recalled at the last meeting, District Counsel discussed HB 7013, which was passed in the Legislature, for CDDs to develop goals and objectives, which Mr. Oliver presented a sample of. Mr. Payne asked whether the Board had to approve the goals and objectives now or if there was time for the Board to consider them. Mr. Oliver pointed out these were suggested goals and objectives, in order to meet the requirement. Mr. Eckert reported that this was the first year of the new law and the Legislature provided no guidance on what the goals and objectives should focus on, but they should fall within the functions of the CDD, which at this point, was the maintenance of infrastructure. Mr. Payne reported that he drafted some goals and objectives, to maintain the facilities, operating within budget, passing a financial audit and continuing to support the community by having social events, but was willing to evaluate what Mr. Oliver provided and asked if the Board had to approve them at this meeting. Mr. Eckert indicated that the Board could approve them at the September meeting, as the deadline to post them on the District's website was October 1<sup>st</sup>. Mr. Blalock pointed out that Goal 2.1 did not have a quantifiable number and just said, "*General Manager or District Manager will conduct inspections for the Services Agreement,*" but Goal 2.2 stated, "*Annual Inspection one time per year.*" Mr. Oliver pointed out that this was broad and could be changed. Mr. Blalock suggested that it say, "*Quarterly.*" Mr. Eckert felt this was a good change. Mr. Payne asked if Mr. Masters would be responsible for conducting the inspections. Mr. Masters confirmed that he would prepare a checklist, quarterly and present it to the Board. Mr. Blalock did not think this was a difficult goal to meet, as the Board was meeting quarterly and Mr. Masters provided a report at every meeting.

Mr. Payne recalled that Mr. Masters reported on the operations and asked if the operations were synonymous with inspections. Mr. Blalock recalled that the inspection was for

July 10, 2024

Brandy Creek CDD

the safety and proper functioning of the CDD's infrastructure, which in his opinion, were loose pavers and the grinding of sidewalks. Mr. Payne agreed with having Mr. Masters providing a checklist quarterly. Mr. Masters would fine-tune the checklist to cover safety issues, primarily, but asked if EGIS performed an inspection every year or every other year for insurance purposes. Mr. Oliver did not know. Mr. Masters believed that it was either one, as their insurance representative, typically comes out to perform a though inspection and would include in a report, anything that could be a liability, in order for staff to make corrections. They would also provide recommendations. Mr. Blalock did not think it would be difficult to meet this requirement, as staff informed the Board about locks that were not working on doors or if there was a new pothole. Mr. Payne agreed, as Mr. Masters informed them about any pool issues, bulkhead repairs and any pond issues. Mr. Masters asked if his reports were adequate or they needed to be adjusted. Mr. Payne felt that Mr. Masters reports would satisfy many of the goals and objectives and he just needed to provide an Infrastructure and Facility Maintenance Report to the Board on a quarterly basis. Mr. Blalock asked if there needed to be a checklist. Mr. Eckert stated that Mr. Masters did not need to create a new checklist and could just include standard goals and objectives, in his report.

On MOTION by Mr. Blalock seconded by Mr. Payne with all in favor the District's goals and objectives were approved as amended.
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## **SEVENTH ORDER OF BUSINESS**

### **Discussion of Pond Bank Proposals**

Mr. Masters presented a proposal from Estate Management Services for a SOX System in the amount of \$13,900. Mr. Payne asked if the Board Members looked at this area, as it was an unconventional slope, due to the steepness and how it was structured. Mr. Masters pointed out that there was a larger area, approximately 125 feet from the back of the house, which both ETM and Mr. Bill Schaefer, the current District Engineer agreed was not caused by the resident, but by soil that was not compacting correctly, which the CDD was responsible for repairing. Mr. Schaefer, who was specialized in ponds, looked at the erosion and outflows and felt that the entire 125 feet, needed to be built up with soil. Estate Management Services looked at the area, as they had a unique method of using a boat to remove soil from the pond, instead of going through a resident's yard. By using the SOX method, they would go 3 to 4 feet into the pond

July 10, 2024

Brandy Creek CDD

behind the homeowner's house, to remove the soil, dump it into the area that had the erosion and sew a piece over it. Staff would then need to bring in sod to cover that area, as Estate Management Services did not provide it, which would cost another \$5,000 to \$6,000. The total cost would be \$14,000 for Estate Management Services to perform the job and another \$5,000 to \$6,000 for the sod, but they could just do the 25-foot section that was not built properly for \$7,000, to prevent it from continuing to erode. Mr. Blalock asked if it was part of the culvert. Mr. Masters pointed out that the culvert was on the other side, but Mr. Schaefer preferred to do the land out to the edge of the culvert. They would use the SOX method for 100 feet and then use additional material for the additional 25-foot area that eroded further into the bank. In addition, Mr. Schaefer recommended taking a comprehensive look at every pond in the community and having a phased plan for correcting the problems.

Mr. Payne noted that the total cost would be \$17,000 to \$18,000 with the additional sod and felt that there was enough justification to do this work, based on the soil not compacting correctly, to rectify a structural issue that existed. Mr. Eckert advised that there was a distinction between this issue and someone else who complained that their pond bank was eroding because of something the homeowner did. In this case, it is alleged it was not completed correctly in the beginning but was signed off by the Water Management District, Project Engineer and District Engineer and as a result, the CDD was responsible for the repair. Mr. Blalock asked if there would be a disruption to CDD property, by having a big tarp sticking out of the water. Ms. Master confirmed that the tarp would not be seen. Mr. Blalock voiced concern with all of the ponds needing erosion control and questioned if this was a temporary or permanent solution. Mr. Masters reported that the entire 125-foot area was the worst in the community. Mr. Blalock asked if this was the only reliable solution or if they expected the dirt to wash back into the pond because of the slope of the banks. Mr. Masters pointed out that Estate Management Services recommended a French drain between two resident's homes, to ensure that the water flowed, but as a precaution, they recommended the installation of a French drain. Mr. Eckert asked if there was a drainage easement running through the property, but if there was not one, the residents could sign an agreement for the CDD to dig on that property. Mr. Masters did not believe there was an easement, but the homeowners did not care about the entire section and all they cared about was to get this one area corrected. A French drain would certainly help to prevent the problem in the future and suggested obtaining proposals from the District landscaper. Mr. Payne

July 10, 2024

Brandy Creek CDD

asked if the French drain would be an additional cost. Mr. Masters indicated if the Board approved a French drain in the bad section, the cost would be \$10,000 with sod.

Mr. Jolly asked if the District Engineer viewed all of the ponds with Mr. Masters. Mr. Masters confirmed he inspected all of the ponds with Mr. Schaefer and his assistant, except for one. Mr. Metych preferred to repair the problem area of 25 feet, versus the entire 125 feet, as it would alleviate other residents requesting the same. Mr. Payne agreed with repairing the 25 feet, installing a French drain, sod and aligning it with the remaining slop of the bank. Mr. Blalock agreed, as long as the resident signed an agreement. Mr. Eckert would provide the resident with a Temporary License Agreement to run with their land and a permanent easement for the French drain. Mr. Masters suggested piggybacking onto easements that were used for stormwater management purposes. Mr. Jolly asked if the CDD would be liable for the French drain. Mr. Eckert advised if the CDD was paying for the French drain, it should be maintained by the CDD. Mr. Blalock suggested asking the homeowners to install their own French drain. Mr. Masters offered to speak to the homeowners about it but noted that this was just a recommendation from the contractor, to prevent the erosion from reoccurring and even if they did not install one, the repair with the SOX method, was good for 20 to 25 years. Mr. Payne was in favor of asking the homeowners to consider a French drain and if they did not agree, the CDD would do the work. Mr. Eckert recommended that the Board discuss with this issue at the September meeting to come up with a plan, if the homeowners were not willing to pay for it. Mr. Payne agreed and tabled this matter.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Future Pool Repairs**

Mr. Masters recalled that this issue was ongoing for the past three months, but they believed that they finally found the leak and the contractor, Com-Pac Filtration, installed a temporary patch and turned the Splash Pad on last Tuesday. It was now up and running, but they still needed to make a permanent fix to the the fiberglass coffin that holds the water for the pump. During this process, Com-Pac repaired several pipes, in order to expose everything and at this time, everything was running well. They would do a final patch and cover everything up, but it would be exposed for another couple of weeks, to ensure that they did not have any leaks. Mr. Payne questioned the final cost for everything. Mr. Masters confirmed that there would be \$4,000 in additional costs that they would have to incur for the final patch and invoices that were

July 10, 2024

Brandy Creek CDD

not yet received for the digging and \$7,000 to replace the motor, for a total cost of under \$15,000. It was a great deal of money, but they were dealing with 20-year-old pipes that were 6 feet under the ground and it was worth it, as this was the number one feature that parents bring their kids to. Mr. Payne recalled that the bottom part, when stepped on, infused water into the coffin and asked if this was repaired. Mr. Masters stated it would be an additional cost, because the coffin was hollow underneath it and brown water was leaking from it. Com-Pac planned to drill a hole in the bottom of the coffin, as there were stress fractures that created the leak, inject a hardening substance to provide a base underneath the coffin and a permanent seal around the filter that was attached to the pipe. Mr. Masters planned to complete this work and have the initial vendor that installed the Splash Pad 20 years ago, assess all of the coffins and provide a report, to prevent additional issues from occurring.

Mr. Payne preferred that the contractor provide the assessment before everything was covered up, to determine if the infrastructure needed to be replaced and be installed above the ground. Mr. Masters would request that they come out but did not think that they could change the system to an above ground system, because it was built and designed on gravity flow and they now had liners for the fiberglass coffins. He would also have them look at the kiddie feature in the middle of the pool, which they also installed. One option was to remove the feature and bring it back to their office, to sandblast and powder coat it, place metal at the bottom, versus webbing and removing the rope area, due to liability issues, for \$75,000 versus \$130,000 for a brand-new structure. Another option was to take entire structure down, leave the pipes up and let it pump out water, but at this time, Mr. Masters felt that the structure was at the point of where it needed to be replaced and recommended having the contractor assess the structure and provide some prices, as he these were ballpark figures, based on his last conversation with them. Mr. Payne questioned how long the repairs would last. Mr. Masters believed that it would be a quick fix, since everything was exposed and would last five years; however, if there was another leak, there would be a relatively small cost to repair it and preferred to find out if Com-Pac had a liner that could prevent some of these issues. Mr. Payne was in favor of obtaining estimates for the liner and evaluating the kiddie feature, for the Board to consider at the next meeting. Mr. Masters reported that he would not be attending the September meeting. Mr. Payne noted that the Board could approve the proposals at a later time.



July 10, 2024

Brandy Creek CDD

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eckert reminded the Board that they had less than six months to complete their four hours of ethics training, but once completed, Board Members could send an email to him or Mr. Oliver, reflecting the completion date, to be placed into the District records.

**B. Engineer – Pond Bank Inspection Report**

This item was discussed.

**C. Manager – Discussion of Fiscal Year 2025 Meeting Schedule**

Mr. Oliver presented the meeting dates for Fiscal Year 2025, which was similar to last year’s meeting schedule. with meetings on the second Wednesday at 6:30 p.m. on November 13, 2024, January 8, 2025, March 12, 2025, July 9, 2025 and September 10, 2025. The only exception was the May 7, 2025 meeting, which was the first Wednesday, as there needed to be 60 days between the approval of the budget and the adoption on July 9, 2025.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor the Fiscal Year 2025 meeting schedule as presented was approved.

Mr. Oliver reported that two Supervisors were re-elected to the Board. Mr. Payne congratulated the two Supervisors.

**D Operations Manager**

**1. Report**

Mr. Masters presented the Field Operation Manager’s Report. They were having a good Summer, as the pools were active. Residents were enjoying the amenities, which was great to see.

July 10, 2024

Brandy Creek CDD

## **2. Yellowstone Report**

Mr. Masters presented the Yellowstone Report. They were doing a good job and the community looked great. If anything was missed, Yellowstone quickly remediated it. The mulching made a nice look for the community.

## **3. Lake Doctors Report**

Mr. Masters presented the Lake Doctors Report. It was a challenge controlling the ponds, as the heat and lack of rain, created issues that required Lake Doctors to come out more. Today, he went out to Ponds 8, 9 and 10 with Lake Doctors. Pond 10 was sprayed and looked good, but Ponds 8 and 9, were difficult to control this year, as Pond 9 had phytoplankton, which had to be carefully treated or it would cut off the oxygen supply, causing a fish kill. However, it was looking better today than several weeks ago. Pond 8, which was their prettiest lake in the community, had an infestation of eel grass, which was typically not in freshwater ponds this far away from the coast. They were treating it with multiple chemicals, one for the eel grass and another to treat pond lilies. It was difficult to eradicate, because when it was sprayed, it was supposed to float to the top of the pond and die off. Lake Doctors sprayed again today and it was looking much better, but it would take time and he would communicate with the resident that complained about it. For all of the other ponds, Mr. Masters relied on residents to complain about them. Mr. Payne noted that the lilies were increasing, especially on the Johns Creek pond and asked if it was exacerbated by what residents were putting into the ponds. Mr. Masters explained that the Summertime heat and fertilizer runoff, fueled the growth of the algae and he was not seeing anything other than an extremely hot Summer and a long dry spell. Mr. Payne asked if Lake Doctors also picked up debris. Mr. Masters indicated that their contract did not specifically state that they would pick up trash, but they would pick up big things like beach balls, basketballs and soccer balls and staff picked up trash, once or twice a month. Residents were responsible for picking up trash behind their houses, but some residents felt that they were not responsible, because it was not their trash, but there was no contract for Lake Doctors or staff to pick up trash behind their homes. More debris was expected because of low water levels, such as the pond behind Publix, which had plastic bags and grocery items. In Phase 1, there were many tennis balls.

Mr. Masters reported that the Garden was up and running. It looked good and residents were happy. Not all participants were planting, currently, because of how hot it was and

July 10, 2024

Brandy Creek CDD

believed that more people would join when the weather cooled down. Mr. Jolly asked if there was room for growth. Mr. Masters stated that two plots that had empty slots. Mr. Payne believed that there were three plots with empty slots and each slot had a name of a plant. There was a kickoff meeting, where assignments were given. Mr. Masters did a good job setting up the water system, which was two-pronged, with hoses that go from beginning to end. Mr. Payne expected residents to come before the Board to provide a report. Mr. Masters indicated there were currently eight planters, with space to grow. The budget allocated for the community garden and the purchase of a fence, benches, soil and miscellaneous items, which was enough to get them up and running. Mr. Jolly asked if they were still trying to get a shed. Mr. Masters stated there were not enough funds to purchase a shed and it was up to the Board to allocate additional funds. Mr. Payne recalled that the Board approved \$5,000 and in October, funds could be allocated to purchase a small shed and requested that it be aesthetically pleasing or a wood one that would not be an eyesore.

Mr. Masters reported that not many major projects were completed during the Summer, because of the pools, but there were some safety items that they needed to complete. For the future, they were looking at purchasing some benches for the middle playground. The bulkhead repair in Phase 1, was put on hold until the weather cooled down, but he planned to hire a company to dig around the pool for half of the price of hiring a marine company. Mr. Payne asked if there was any imminent risk. Mr. Masters stated that they looked at it on a weekly basis and there was no risk at the moment. There was just one area where some boards were loose and there was some soil loss, but it was not an area that people were standing on and recommended waiting a couple of months, until it cooled down and then they could dig the area up, expose it and make the repair relatively easily. They planned to look at a different type of flooring in the Fitness Center, such as an athletic rubber mat and repainting the interior, to make it look new and fresh. This year would be good year to look at holiday light vendors, as Mr. Masters no longer wanted to do it in-house. At some point, he wanted to install a fence around the Phase 1 pool, as the existing one was in place for 20 years and was faded. He received a complaint from a resident about the tennis and basketball courts always being full and being used primarily by non-residents and asked if there was anything that the CDD Board could do. Mr. Masters requested that the resident voice their concern to the Board, but they were not in attendance. The issue was as the area continued to grow, kids from outside of the community were going to use

July 10, 2024

Brandy Creek CDD

them. Mr. Payne felt that the residents concern was valid, but the question was whether to fence in the entire facility or just the basketball and tennis courts; however, there would be the situation where a resident invited 10 friends to play basketball and asked if the resident wanted the CDD to fence in the basketball and tennis courts and have access card capability. Mr. Masters confirmed that the resident wanted it fenced and have card access, which would cost the CDD money. The tennis court currently had high fences, except on the front side and they could extend the fence height. *There was Board consensus for Mr. Masters to obtain a proposal to raise the fence in front of the tennis courts and obtain a proposal from Atlantic Security to install an access reader.*

## **E. Amenity Manager**

### **1. Report**

Ms. Meadows presented the Amenity Manager's Report. Everything was the same, as far as the food trucks, which were doing well, except for one food truck, which did not show up tonight, due to the weather. The Summer Spectacular was held on May 18<sup>th</sup>. The weather was nice and it did not have to be rescheduled. There was an inflatable water slide, axe throwing game, music with DJ Jim, games and prizes and a Tikiz, a frozen treats food truck, which did well. A Sand Art Day was held on Friday, June 29<sup>th</sup>, with kids making sand art pictures on the Phase 1 breezeway. They did not have a huge amount of people, because of a storm that rolled through during the time that the event was held and it was offered it the next day for those that missed it, but no one attended. Another event was planned for July. On July 20<sup>th</sup> from 11:00 a.m. to 1:00 p.m., complimentary sno-cones and Kona Ice would be offered to residents for Resident Appreciation Day. However, they would remain onsite all day, if residents missed the complimentary one or wanted something different. There would be a Back to School Bash on August 3<sup>rd</sup> and First Steet Band (North of 40's Brother) on September 28<sup>th</sup>. A food truck would be onsite, so that people could purchase food. It would be held the same as last time, at 4:30 p.m. to 7:30 p.m., in order for more people to attend. Mr. Masters noted that it would be promoted heavily, as it was a good band that adults would enjoy. Ms. Meadows was looking for new and creative things, such as cornhole, but it would be held in the Fall when it was cooler. Mr. Payne asked if there was coordination for babysitters for teenagers and young adults, so that adults could attend these events and questioned the continuous updates on the Atrium System. Ms. Meadows explained that this was their update to the access card system, to ensure that

July 10, 2024

Brandy Creek CDD

addresses were correct, according to the Property Appraiser website. If anyone moved out of the community, they would de-activate cards.

## **2. Sheriff's Office Report**

Deputy Reports for May and June were included in the agenda package. Mr. Metych asked if the traffic control was successful. Mr. Masters noted that it was very successful, as they stopped many residents and recommended having it from time-to-time, to stop people from running stop signs and speeding. The District paid for a Deputy of the St. Johns Sheriff's Office for traffic control, but they could pay for the Traffic Division, for the same price of \$55 per hour for a minimum of three hours. Mr. Payne was in favor of continuing to consider it, because he was still hearing that people are speeding through the neighborhood. Mr. Metych recalled that the Board voted to pay for traffic control at the last meeting. Mr. Masters did not believe it came to the point of voting for it. Mr. Jolly believed that the Board voted for one-time enforcement. Mr. Blalock noted it was supposed to be two times in a month as a test. Mr. Masters would speak to the Deputy, as his recollection was that she was seeing what the results were and inform the Board and suggested that she continue to do so. Mr. Metych asked if the explorer that was in the community for the majority of the enforcement, was an on-duty officer versus off-duty. Mr. Masters understood that it was a mix between the two but would verify this. Mr. Payne reported that he witnessed two occasions where people were pulled over. Mr. Masters noticed where the deputies were in plain view and residents sped right past them. Mr. Blalock asked if the test was successful, whether they would continue it. Mr. Payne believed so. Mr. Metych pointed out according to the Deputy's Reports, they issued 32 warnings and 13 citations in five days. Mr. Jolly requested a food truck on a Saturday. Mr. Payne recalled that this was in the minutes from the last meeting, when a resident requested having food at the pools and Mr. Fagen indicated that there would be food trucks at the pools. Ms. Meadows asked if should be for a certain day and time. Mr. Jolly suggested having it in the afternoon, one day per week on the weekend. Ms. Meadows would inform the food truck vendors. Mr. Masters would try to tie it into an event.

## **ELEVENTH ORDER OF BUSINESS**

### **Supervisor's Requests and Audience Comments**

There being no comments, the next item followed.

July 10, 2024

Brandy Creek CDD

**TWELFTH ORDER OF BUSINESS**

**Financial Reports**

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

Mr. Oliver presented the May 31, 2024 Balance Sheet and Income Statement. There were no unusual variances. The Capital Reserve Fund balance was \$476,000 and there were positive variances in the administrative and field expenditures.

**B. Assessment Receipt Schedule**

Mr. Oliver presented the Assessment Receipt Schedule, showing that the District was 99.14% collected. Mr. Payne asked if the 99% was standard around this time. Mr. Oliver preferred to be fully collected. Mr. Payne liked the fact that the Capital Reserve Fund was steady at \$476,000 and they were able to maintain the fees without any increases.

**C. Approval of Check Registers**

Mr. Oliver presented the Check Register from April 1, 2024 to May 31, 2024 in the amount of \$156,564.91.

On MOTION by Mr. Blalock seconded by Mr. Payne with all in favor the April 1, 2024 to May 31, 2024 Check Register in the amount of \$156,564.91 was approved as presented.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 11, 2024 at 6:30 p.m. at Phase 2 Amenity Center**

Mr. Payne announced that the next meeting was scheduled for September 11, 2024 at 6:30 p.m. at the Phase 2 Amenity Center.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the meeting was adjourned at 7:56 p.m.

DocuSigned by:  
*Jim Oliver*  
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Secretary/Assistant Secretary

Signed by:  
*Meredith Payne*  
F90EE0B0C57E452...  
Chairman/Vice Chairman