

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 8, 2025 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
Dan Fagen	Vesta/Amenity Services Group
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 8, 2025 Brandy Creek Community Development District's Board of Supervisor meeting. Due to a technical issue with the audio, the beginning of the meeting was summarized based on District Manager notes.*

**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****Organizational Matters****A. Oath of Office to Newly Elected Board Members**

Mr. Oliver, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Blalock and Mr. Jolly.

**B. Election of Officers, Resolution 2025-01**

Mr. Oliver reported that after an appointment or an election, the Board was required to reorganize its officers. Resolution 2025-01 was included in the agenda package and currently Mr. Meredith Payne served as Chairman, Ms. Barbara Little served as Vice Chair; the remaining Board Members served as Assistant Secretaries, along with GMS employees Ms. Marilee Giles, Mr. Matthew Biagetti, Mr. Daniel Laughlin and Mr. Darrin Mossing. Mr. James Oliver served as Secretary and Ms. Marilee Giles, Mr. Matthew Biagetti, Mr. Daniel Laughlin and Mr. Darrin Mossing served as Assistant Treasurers, for check signing purposes. Mr. Dryburgh was in favor of keeping the same officers.

On MOTION by Mr. Blalock seconded by Mr. Jolly with all in favor retaining the same slate of officers as evidenced by the adoption of Resolution 2025-01 was approved.

**FOURTH ORDER OF BUSINESS****Approval of the Minutes of the November 13 11, 2024 Meeting**

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the Minutes of the November 13, 2024 Meeting were approved as presented.

**FIFTH ORDER OF BUSINESS****Traffic/ Safety Matters**

Mr. Masters provided an update on the County Road (CR) 2209 and CR 210 impacts on Johns Creek internal roads. It was a nightmare and was only going to get worse, which the county was aware of. Money was approved by the county, to hire an outside firm, to determine how to best fix that intersection. When the county looked at a major intersection change such as this one, they were looking towards the next 20 to 30 years, based on current growth in the county. Therefore, Mr. Masters asked a representative from the county, to look again at CR 210, exiting onto Nature Walk Parkway, as there was a U-Turn, that was causing accidents. However,

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the accident was never reported to the county or the Sheriff's Department. The representative offered to come to a CDD meeting, but there was nothing else to report. Ms. Little asked if there was a traffic count for Nature Walk Parkway and CR 210. Mr. Masters indicated that there were several traffic counts for Nature Walk Parkway and CR 2209, including the number of accidents, but the threshold was not met. Ms. Little recalled people going West on Nature Walk Parkway, were stopping to make a left at CR 210, instead of making a U-Turn. Mr. Masters confirmed that it was an illegal U-Turn, which he asked the representative to review, to see if a sign could be installed. However, there were U-Turn signs all over the place, which people did not pay attention to, but felt that it would be helpful to have a No U-Turn sign. Mr. Payne asked if those going West and making the U-Turn, realized who had right of way. Mr. Masters indicated that the driver going West on CR 210 making the U-Turn, had the right of way, versus the driver on Nature Walk Parkway. Mr. Payne appreciated the update from Mr. Masters and requested that a reminder be included in the newsletter on traffic etiquette, especially coming out of the community and that the representative from the county, be invited to a meeting, to provide a formal update.

**SIXTH ORDER OF BUSINESS****Ratification of Second Amendment to Landscape and Irrigation Maintenance Agreement with Yellowstone Landscape, Inc.**

Mr. Oliver presented the Second Amendment to the Landscape and Irrigation Maintenance Agreement with Yellowstone Landscape, Inc., which was included in the agenda package. It was executed and the extension was through 2025 in the amount of \$138,164. The budgeted amount was \$139,506. Mr. Payne asked if they were continuing to get good service from Yellowstone. Mr. Masters replied affirmatively.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor approval of the Second Amendment to Landscape and Irrigation Maintenance Agreement with Yellowstone Landscape, Inc. in the amount of \$138,164.40 was ratified.
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**SEVENTH ORDER OF BUSINESS****Update Regarding Capital Projects**

Mr. Masters reported that Com Pac Filtration, Inc., the contractor refurbishing the splash pad in Phase 1, which was anticipated to cost \$118,000, would reinstall it the second week of February. Once this was completed, it would be remarcited, with the goal of having it open for Spring Break. He believed that residents would be happy with the splash pad, as a different color scheme was selected, that was attractive to kids. The tubes would be orange instead of yellow and the back section was removed, due to reliability issues, but they were able to refabricate the railing and install a small slide at a lower level for younger kids. The entire structure would be installed the same way, but it would look new and hopefully, they could get another 20 years out of it. Mr. Jolly asked if the coffins were checked for leaks. Mr. Masters confirmed that the coffins were good, as they needed to cut areas around the pipes that went through the coffin, but the coffin that controlled the water, still needed some work, as it was leaking. However, it was a small leak and they were not losing water.

Mr. Masters recalled that the Board approved Harwick installing a fence around the Phase 1 tennis court and around the basketball court in Phase 2. Atlantic Security ran a conduit from the Clubhouse to these areas, which must be accessed with a keycard. However, he made a major mistake on the fencing, which would cost \$5,800 to resolve, as Harwick's proposal, which was quite a bit lower than Armstrong Fencing's (Armstrong) proposal, included regular gates versus security gates. However, even with the gates, Harwick was still \$10,000 under what Armstrong did for everything and requested that the Board approve the \$5,800. Mr. Payne questioned the difference between a regular and security gate. Mr. Masters explained that both gates would have a latch, but a security gate would tie into the access control system and on the inside of the gate, there would be a panic bar to exit, which separately was \$1,600. They would also install a metal material, so no one could reach their arm in, to push the panic bar. Typically, those gates cost \$4,200 per gate, but Harwick provided a price of \$2,785 per gate or \$5,800 for both. Mr. Payne pointed out that the proposal from Harwick for the Phase 2 basketball court was \$19,000 and there was still a \$10,000 savings. Mr. Payne recommended that the Board approve the request for the additional \$5,800, because the Board already committed to this project, but asked if the structures were already installed. Mr. Masters confirmed that they were both completed, except for a 4-foot section of fence in Phase 1, that was falling apart. Mr. Payne noticed that the backboard area on the basketball court was higher and asked if this was by

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design. Mr. Masters indicated that it made more sense to make it higher, to stop balls from going over the fence and onto the road and to stop people from climbing over the fence.

Mr. Masters recalled that the Board agreed to pay \$10,000, to repair 25 feet of pond bank, but it was not what they said needed to be repaired and he was looking for other options to repair it. They thought that they could cover the hole and leave the landscaping low, but it defeated the purpose, as the bank should be low all the way across, without any dips. Mr. Blalock asked if they signed a contract. Mr. Masters did not recall them signing one. Mr. Payne questioned why the contractor changed their mind. Mr. Masters did not know but was working with them and other vendors on how to complete the job. Mr. Payne suggested contacting the vendor completing the bulkhead work. Mr. Masters planned to speak to them, as they needed to install a French drain, before filling the hole and re-sodding it. Two new backboards for the basketball court, were ordered from Southeast Recreation and would be installed this Friday. Soccer goals were also ordered and would arrive this Friday. Mr. Payne asked if the volleyball net would be replaced. Mr. Masters confirmed that someone tore it up and it would be replaced. Mr. Payne asked if there were any other capital reserve items, as \$300,000 was remaining. Mr. Oliver confirmed that the current balance was \$390,000. Mr. Metych recalled on Facebook; someone posted a photo of metal that had holes in it. Mr. Masters explained that it was the metal part of the playground, which was in good shape, as it was covered in plastic. However, the plastic was chipping away and retaining moisture, which rusted the metal. Less than a month ago, he repaired a major area. When Mr. Metych forwarded the Facebook post to him, Mr. Masters looked at it on Monday and obtained the parts. It was safe for the time being but wished that residents contacted him instead of posting on Facebook. Mr. Payne asked if they needed new playground equipment, from a liability standpoint. Mr. Masters requested that each Supervisor look at the decking, which needed to be replaced and estimated \$20,000 to \$30,000 to replace it and then replacing the entire structure in five or six years.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor authorizing an additional not to exceed \$6,000 for security gates for the fencing for the Phase 1 tennis court and Phase 2 basketball court was approved.
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**EIGHTH ORDER OF BUSINESS****Discussion of Dog Park**

Mr. Masters recalled when the community was built by the developer, land was not set aside for a dog park. A resident, Ms. Tracee Bowles, who attended the September meeting, suggested an area behind the lake at the Phase 1 Amenity Center for a dog park, which he and Mr. Payne walked with Ms. Bowles and most of the Supervisors looked at. This area was adjacent to the half basketball court in Phase 1, at the back side of the pond. Two fence companies came out to provide prices on fencing. If they used a 5-foot aluminum fence, it would cost \$40,000, but they must install puppy panels at the bottom. They could do the exact same area with a 5-foot chain link fence for \$20,000 to \$25,000, but there must be an area at the beginning to prevent dogs from escaping. There also must be landscaping, which would cost between \$8,000 to \$12,000, but suggested pulling two trees out, cutting all of the other trees and raising the canopy to 10 feet, to open up the area, because the current canopy was 4 to 5 feet. Mr. Payne questioned the square footage. Mr. Masters indicated that he did not calculate the square footage, but where they walked to, would cost approximately \$30,000, but if they extended it, there would be an additional cost to fence it.

Mr. Blalock questioned the length and width. Mr. Masters believed that it was 500 feet, but they must put a fence on the pond side also. Mr. Payne assumed that the length was 150 feet and the width was 30 feet. Mr. Metych noted that they would need benches. Mr. Masters pointed out that they would also need trash cans and in most dog parks, the turf was destroyed. Mr. Payne questioned the Board's impressions of the area. Mr. Metych felt that the area from the pond, was not adequate and was more of a dog run versus a dog park. The length may be enough, but the width was not. Mr. Payne recalled that Ms. Bowles was willing to raise the money to build a dog park. Mr. Masters confirmed that they accepted donations. Mr. Payne felt that it would be nice to have a dog park, but if the space did not meet the requirements, they should not continue to pursue it. Ms. Little agreed, until residents were more active in this matter. Mr. Metych asked if there was a legal requirement on how much space must be used and the number of dogs. Mr. Masters was not aware of any requirements, but there may be a suggested maximum capacity. *There was Board consensus to no longer discuss this matter, remove it from the agenda and inform Ms. Bowles that the Board was not proceeding, due to not having the appropriate space for it.*

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**NINTH ORDER OF BUSINESS****Other Business**

There being no comments, the next item followed.

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

Mr. Eckert provided the Board with a stormwater document that they would be discussing over the next couple of months. Staff needed time to analyze it and come back to the Board with any changes. It was not anticipated to have any large budget impact, but it was something that they needed to evaluate. The deadline to complete the four hours of ethics training, was December 31<sup>st</sup>; however, Board Members must complete it again in 2025, but suggested waiting until after May, in case the Legislature made changes. Mr. Payne noted that the maintenance requirements of structures required a qualified inspector but asked if the District Engineer would suffice. Mr. Eckert confirmed that usually it would be, unless they required a government inspector. With many of the county inspections, they were giving developers the option to hire a private inspector, instead of a county inspector, but would obtain clarification. Mr. Payne questioned who would be responsible for performing the assessment. Mr. Masters felt that it made more financial sense for the District Manager and the District Engineer to coordinate on that and bring them in as needed. Mr. Oliver confirmed that Mr. Bill Schaefer was aware of this memo and would look into it. Mr. Payne requested that this item be included on the future agendas for further evaluation.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager**

Mr. Oliver reported that the Fiscal Year 2026 Proposed Budget would be presented to the Board at the March meeting, for approval at the May meeting. Mr. Payne pointed out that GMS was efficient in managing the budget, especially the capital reserve, as assessments had not been raised in two years and preferred to not raise assessments. Mr. Oliver recalled that in the last two years, capital reserve contributions were reduced and if they wanted to keep up the balance, they may have to raise assessments.

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**D Operations Manager**

- 1. Report**
- 2. Yellowstone Report**
- 3. Lake Doctors Report**

Mr. Masters presented the Operation Manager's Report, along with the Yellowstone and Lake Doctors Reports, which were included in the agenda package. Ms. Little asked if the photo of St. John's Golf and Country Club, below Yellowstone's report, was supposed to be included. Mr. Payne believed that it was included in the background of the photo, because when he took a picture of the community, South Hampton was in the background and asked if Mr. Masters needed any support from the Board of Supervisors. Mr. Masters did not need any assistance but would contact him after the holidays. At this time, everything was good and there were no issues.

**E. Amenity Manager**

- 1. Report**
- 2. Sheriff's Office Report**

Ms. Meadows presented the Amenity Manager's Report, which was included in the agenda package, as well as the Sheriff's Office Report. There would be no food trucks during the holidays but would push for them to come out after the holidays. The events were incredible this year. On November 9<sup>th</sup>, there was a Thanksgiving, craft and movie event. Their annual Turkey Trot was held on Friday, November 29<sup>th</sup> and was another great success, followed by the Cookies with Santa, which was held on Saturday, December 7<sup>th</sup>. There was an added twist with a Build A Bear station, which was a huge hit, with very excited and happy residents, as they were able to give away every single stuffed animal, including to teenagers. Ms. Little and Mr. Payne loved the event, felt that it was well received and that Ms. Meadows and Mr. Masters outdid themselves. Ms. Meadows reported that their blood drive on December 14<sup>th</sup>, did better this month and they exceeded the number of donations. On Saturday, December 21<sup>st</sup>, there was a Grinch Shake Day at the Phase 1 Breezeway. Residents were treated to a complimentary Vanilla Milkshake that was colored green to resemble the Grinch. There were plans for more events like this. A babysitting course was scheduled for later this month and in February, there would be a Daddy/Daughter, Mommy/Son Dance. The theme was a Hollywood red carpet type of event. There would be a cornhole tournament in March and Spring egg hunt in April, with a petting zoo. She was discussing with Mr. Masters, events such as a Casino Night, concert, kickball tournament with families and a chili cook-off.



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Mr. Masters reported that Vesta had a program where QR codes would be used, in order to get feedback from the community. After an event, a newsletter would be sent out with a QR code, with questions on whether they attended the event, what was good and bad, if there were any suggestions, if the facility was clean and how they would rank this facility. The purpose was for residents to use the QR code, to provide feedback, instead of going on Facebook. Mr. Payne asked if the QR code was strictly for surveys, solicitations or request for information. Mr. Fagen indicated that the QR code would be specific to the survey, to gather information and promote an event. Mr. Payne felt that it was a quick way to gather information, but did not want to make it too broad. Mr. Jolly suggested posting a sign with the QR code, when something needed to be repaired. Mr. Masters indicated that Vesta planned to update their website, as they have done in other communities, to make it more user friendly for residents to report a concern or safety issue. Ms. Meadows pointed out that the website would be able to connect to the App and be more aesthetically pleasing. Mr. Oliver noted that the GMS did not maintain the website, as there was a contract with a vendor. No matter what platform they used, certain CDD documents were required to be posted on the website and it must be ADA compliant. Mr. Fagen confirmed that the Vesta website was ADA compliant and would cost the District between \$90 and \$200 per year, to enhance it, with the cost being spread out over 20 properties. The District was currently paying \$150 per month for the current website.

Mr. Blalock pointed out that typically people were not smart enough to find a phone number on a permit and questioned why they would want to link to the current website, as it would be better to replace it. Mr. Payne agreed and preferred not to do it piecemeal or have two websites. It should be completely changed, there be economies of scale with the finances and compliant from an ADA standpoint. Mr. Masters confirmed that it would be \$90 on the low end, but if there were additional apps, they would not go over \$200. Mr. Blalock voiced concern if they had a new domain, they would not be able to use BrandyCreekCDD.com anymore. Mr. Oliver indicated that they would find a way to keep the domain, BrandyCreekCDD.com and re-direct it. Mr. Fagen pointed out that Durbin Crossing CDD had the DurbanCrossingCDD.com website as well as Durban Crossing Living and they would be raising the bar as far as the lifestyle end of things, add value and provide the level of service that they were providing elsewhere. In addition, the App would be mobile friendly. Mr. Blalock wanted to do additional research.

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Mr. Payne liked the idea of modernization and having a more advanced digital and friendly website but not having two websites. Ms. Meadows recalled that Sampson Creek had two websites: one strictly for CDD documents and another for recreation amenities. Mr. Fagen indicated that due to content issues, it was better to have separate websites and would look into it. Mr. Payne envisioned having separate tabs for CDD information and amenities on one website, versus the District paying \$1,800 for a static website and wanted to consider a better price. Mr. Fagen pointed out that having a separate amenity website would add value, but Vesta was not generating revenue from it. Mr. Blalock preferred to revisit this item in March, so that Board Members and staff could look at other websites to get some ideas. Mr. Payne agreed. Mr. Eckert suggested that the CDD Board appoint a liaison to speak to the Durbin Crossing CDD Board about their website. Mr. Jolly volunteered, as he had experience building websites. Ms. Little questioned who monitored the concerns or requests that were submitted. Ms. Meadows indicated that the email would be sent directly to Mr. Masters. Ms. Little asked if it included a marketplace that was only available to residents of St. Johns golf. Mr. Fagen confirmed that it was separate. Mr. Blalock recalled a separate Facebook buy/sell page for Johns Creek residents. Mr. Jolly asked if there was a contract with the CDD website vendor, Unicorn. Mr. Oliver confirmed that there was one, which had a 30-day termination. Mr. Payne felt that this was a good discussion, was in favor of modernizing the website, but at the same time, meeting the ADA requirements and questioned whether to fence in the Phase 1 basketball courts, as they were not locked down and non-residents were playing on them. Mr. Masters would look at them after the Phase 2 basketball courts.

## **ELEVENTH ORDER OF BUSINESS**

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

Mr. Metych questioned when they last had off-duty officers, as his street was a raceway. In his eight years of experience in law enforcement, it was always \$55 per hour for off duty officers and asked why they must always go through Deputy Lauren, versus a Lieutenant or Captain. He found it hard to believe that no officers wanted to patrol the community for two or three hours per night for extra holiday money. Mr. Masters would look into it but believed that they needed officers that had radar guns, which St. John's County had a limited number of. Deputy Lauren could write a ticket, but did not have a radar gun. Mr. Blalock suggested contacting Florida Highway Patrol. Mr. Masters would see what he could find out. Mr. Metych

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pointed out that his concern was that the CDD was paying \$12,000 per year for Deputy Lauren to come into the community and patrol the amenities, which was why they were using off duty officers, but they were not in the community lately. It was approved for longevity, but not just for one weekend. Mr. Payne felt this was a good point and it made sense to revisit it to get more availability. Mr. Payne recalled at the last meeting, goals were established by the Board and requested that Mr. Oliver review them, to ensure that they were meeting them, as they must report their progress later in the year.

Mr. Masters reported that some work was done on the Phase 1 bulkhead. There were some areas where the top caps were replaced with new wood and recommended replacing the top cap on the rest of the bulkhead, to keep moisture off under the bulkhead, to get some longevity out of it. It was not supposed to be replaced, according to the capital reserve, for another 10 years or longer, but if they did not replace the top cap now, it would not last that long. Mr. Payne pointed out that the top cap was the flat piece of board on top of the bulkhead that the fence was sitting on. Mr. Masters explained that not only would it keep the wood underneath protected, but there was a fence attached to the wood, which was rotting and was a safety concern, as kids were leaning up against the fence to look at the fish. Mr. Payne requested that Mr. Masters obtain an estimate. Ms. Little felt that it was a priority to replace it, as a child could fall into the water. Mr. Payne pointed out that along with the goals, he was concerned about the alligator on the pond. Ms. Little spotted it a couple of weeks ago, sunning on the bank. Mr. Masters noted the problem with alligator trappers, was that they did not trap alligators in the 4-foot range, which their alligators were in the range of. They would follow back up with the State.

**TWELFTH ORDER OF BUSINESS****Financial Reports****A. Balance Sheet & Income Statement as of November 30, 2024**

Mr. Oliver presented the November 30, 2024 Balance Sheet and Income Statement, which were unaudited. Cost share revenues were received from the Publix shopping center. The balance of the Capital Reserve Fund was \$395,000 and another \$70,000 in contributions, would be added. However, there were \$80,000 to \$90,000 worth of expenses.

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**B. Assessment Receipt Schedule**

Mr. Oliver presented the Assessment Receipt Schedule, showing that the District was 18.25% collected, but a large distribution was expected this week. They should be fully collected by the end of March.

**C. Approval of Check Registers**

Mr. Oliver presented the Check Register from October 1, 2024 to November 30, 2024 in the amount of \$220,763.28. Mr. Payne noted nothing out of the ordinary.

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the October 1, 2024 to November 30, 2024 Check Register in the amount of \$220,763.28 was approved.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 12, 2025 at 6:30 p.m. at Phase 2 Amenity Center**

Mr. Payne stated that the next meeting was scheduled for March 12, 2025 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.

DocuSigned by:

*Jim Oliver*

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Secretary/Assistant Secretary

Signed by:

*Meredith Payne*

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Chairman/Vice Chairman