

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 9, 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 <i>by phone</i>	Vice Chairperson
Shawn Jolly	Supervisor
Thomas Metych	Supervisor
Clarence Blalock	Supervisor

Also present were:

Jim Oliver	District Manager
Mike Eckert	District Counsel
Matt Biagetti	GMS
Dan Fagen	Vesta/Amenity Services Group
Jim Masters	Vesta/Amenity Services Group
Jennifer Meadows	Vesta/Amenity Services Group
Jason Campbell	Yellowstone
Residents	

The following is a summary of the discussions and actions taken at the July 9, 2025 Brandy Creek Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Payne called the meeting to order at 6:30 p.m. Mr. Payne, Mr. Jolly, Mr. Blalock and Mr. Metych were present in person and Ms. Little was present by phone.

SECOND ORDER OF BUSINESS

Public Comment

There being no comments, the next item followed.

July 9, 2025

Brandy Creek CDD

THIRD ORDER OF BUSINESS**Approval of the Minutes of the May 7, 2025 Meeting**

Mr. Payne pointed out on Page 6, during the discussion on the capital reserves, where the assessment increased by \$17 per unit or a \$75,000 hit, there was confusion. This statement would be stricken from the final minutes as it did not make sense. However, there were some actions that needed to be taken by the engineer and staff. A resolution was adopted to donate some equipment and asked if this was undertaken. Mr. Masters did not donate it, because he had not called the Fire Department, but would contact them this week.

On MOTION by Mr. Payne seconded by Mr. Blalock with all in favor the Minutes of the May 7, 2025 Meeting were approved as amended.

FOURTH ORDER OF BUSINESS**Consideration of Proposal for Stormwater Pond Inspection Report**

The item was tabled as the engineer was not present.

FIFTH ORDER OF BUSINESS**Introduction of Yellowstone Account Manager, Jason Campbell**

Mr. Master introduced Mr. Jason Campbell, the new Yellowstone Account Manager. He started a week before the last CDD meeting and lived in Gainesville, having been in the business for many years. The flower rotation that they had at the tip of Nature Walk Parkway on CR 2210, was run over by someone who drove into the island, wiping out half of the flowers, which Yellowstone replaced at no charge. Mr. Campbell pointed out that he graduated at the University of Florida in management of plant soils, having been in the industry for 36 years. This community was in good shape. His staff was working on trying to maintain the tree canopies, especially near the sidewalks and around the Amenity Center. The seasonal colors were just put into place. They were doing well in the middle of the drought, as they had good irrigation. However, there was turf that was in a state of decline on Nature Walk Parkway. They discussed options as to whether or not they needed to replace the turf with more shade tolerant turf or plant material, which would be more long term and strongly recommended filling in those areas with some nutrient rich top soil, to promote growth in that dense canopy. There were more shade tolerant plants than shade tolerant turf grasses. The shade tolerant turf grasses were not grown in

July 9, 2025

Brandy Creek CDD

as much as typical St. Augustine, so the price per pallet was significantly more expensive. They would need a truckload of about 22 pallets to fill those areas and Mr. Campbell was working with some pricing from some vendors who owned farms, in order to purchase it wholesale. In either case, it would probably cost between \$16,000 and \$23,000 to have these areas sodded. To bid those areas out, would be in the \$15,000 to \$19,000 range.

Mr. Payne asked if there were any alternatives other than the grass and how close to the root system, they needed to get. Mr. Campbell indicated that areas next to the trunk were not included in the square footage, as the nutrients were depleted and the root systems were thick and vibrant, which the turf grasses could not compete with. The third option would be to leave it alone, as it would not look worse than it looked right now. It was thin Bermuda grass, which was a warm season grass that needed sunlight to thrive underneath the dense canopy. Mr. Payne questioned Mr. Campbell's thoughts on the community in terms of the aesthetics and upkeep of the grass. Mr. Campbell pointed out that the community was well maintained, but some of the plant material was overdone in some areas, as it encroached sidewalks, which was something that they needed to do something about in the long term. Mr. Masters approved a proposal to replace cord grasses that align Johns Creek Parkway, which significantly enhanced it, with the mulch, which in his opinion, was money well spent. Other than that, there was some dated and declining plant material, but for the most part, their fertilization program had been phenomenal. Mr. Payne looked forward to working with Mr. Campbell and receiving the proposals, especially to enhance Nature Walk Parkway, which has been an eyesore. Mr. Masters pointed out that there were eight areas that had dirt and roots that looked bad, but only a couple of residents complained about it. One resident who complained, spoke about the grasses in Phase 1, where there was St. Augustine, which was a natural grass, that would always overtake the area. There were a few times during the year, where the St. Augustine was green and the Bahia was brown. It was not a beautiful look, but it would take thousands of dollars to correct.

Mr. Jolly asked if they could use ivy as ground cover, which grows in thick. Mr. Campbell indicated that it would be hard to compete with any of the plantings, as there were spaces where the tree was going to be without dominant species. However, there were options of ivy and Jasmine, but there were going to be issues with the climate and it would be a constant battle of knocking it down, which would scar the base of the tree. There were several options and Mr. Campbell was getting someone from their design team to come onsite on July 28th, to walk

July 9, 2025

Brandy Creek CDD

the area and take soil samples. Bahia, Bermuda and St. Augustine, grow at different rates. Some were dormant in the Winter, others stayed green in the Winter and some grow at a much faster rate than the Bermuda. When he provided the options, Mr. Campbell would provide some 2D and 3D images of the area, of what would look the best, last the longest and enhance the community. Mr. Payne pointed out that the Board was open to look at many options.

SIXTH ORDER OF BUSINESS**Consideration of Proposals for Pond Fountains Phase 1**

Mr. Payne reported that the pond fountain at Phase 1 behind the pool, which was 15 years old, had stopped working. Mr. Masters indicated that the fountain was in this location, for almost eight years. It stopped working one time, since he had been here and had called Lake Doctors to come out, as they originally installed it. In that case, a wire had gotten burned, which they repaired at no charge. However, in this case, Lake Doctors deemed that the Phase 1 fountain lived its life and needed to be replaced and provided the following options: Option 1 was to do nothing and Option 2 was to do the basics, for example, installing a new 5 horsepower motor with no lights at a cost \$10,000. It would come with a one-year warranty. There was another proposal from Innovative Fountain for the same type of fountain in the amount of \$6,415. Ms. Little asked if there were currently lights on the fountain. Mr. Masters confirmed there were currently no lights. In addition, Lake Doctors proposed replacing the fountain with a spider arch or trellis fountain. Replacing the motor, installing lights and having a spider arch nozzle, would cost \$14,408 and include a three-year motor warranty and three-year light warranty. Alternatively, Lake Doctors could install a trellis fountain with colored lights and provide a five-year motor warranty and three-year light warranty for \$17,168. Innovative Fountain proposed a fountain with a three-horsepower motor with adjustable nozzles and white lights and a five-year pump motor warranty and two-year light warranty in the amount of \$15,156. For an additional \$588, the white lights could be switched out for colored lights. All of the proposals for colored lights, come with a remote, to change the colors.

Mr. Payne questioned whether the Board wanted to replace the fountain. Ms. Little wanted to replace it. Mr. Blalock agreed. Mr. Jolly questioned whether the current fountain had lights. Mr. Masters believed at one time there were white lights on the fountain, but they have not worked since he had been involved with the CDD. Mr. Jolly pointed out according to Lake Doctors, the lights did not work. Mr. Jolly asked if they could add lights to Option 1 of the

July 9, 2025

Brandy Creek CDD

Innovative Fountain proposal. Mr. Masters believed that they could but did not recall the cost. Mr. Payne questioned the durability of the motor. Mr. Masters did not know; however, Innovative Fountain indicated that Aqua Control was a great motor, but there would be problems with it every year and recommended the Casco motor, as it had significantly less maintenance. Innovative Fountain had installed many fountains throughout Northeast Florida and performed pump and motor work on pools. Mr. Jolly pointed out according to ChatGPT, both motors were reliable, but Casco had replaceable parts and was easy to service. Mr. Payne questioned whether they needed a 3 or 5 horsepower motor. Mr. Masters indicated that Innovative Fountain felt that the 3-horsepower motor was more than sufficient. Mr. Payne asked if the price would decrease in the first proposal, if they wanted a 3-horsepower motor with lights. Mr. Masters would find out why one proposal was for a 5-horsepower fountain and the other was for a 3-horsepower fountain and the cost for lights. Mr. Payne wanted to get more bang for their buck and having something durable with a five-year warranty, was appealing.

Mr. Metych did not like having a one-year warranty and preferred having a three- or five-year warranty. Mr. Jolly favored the proposal from Lake Doctors over Innovative Fountain and not having colored lights. Ms. Little was in favor of having a five-year warranty and colored lights. Mr. Blalock questioned why they could not add lights to Option 1 of Innovative Fountain proposal. Mr. Masters felt that there was insufficient information to make a decision and wanted to contact Innovative Fountain tomorrow to ask these specific questions. *There was Board consensus for Mr. Masters to speak to Innovative Fountain on providing a three-to-five-year warranty on Option 1.* Mr. Metych recalled the proposal including fountain service of \$1,150, if they could not access a conduit and asked if this would be removed, if a conduit was available. Mr. Masters replied affirmatively. Mr. Payne was in favor of Innovative Fountain proposal for a fountain with colored lights in the \$14,700 range, a five-year warranty on the motor and three-year warranty on the lights and Mr. Masters going back to them to ask the questions regarding the warranty and color variation. Mr. Payne questioned whether to approve this expenditure now or waiting until Mr. Masters spoke to Innovative Fountain. Mr. Blalock was in favor of approving Option 2, subject to Mr. Masters getting his questions answered, as Option 1 only had a one-year warranty. Ms. Little agreed. Mr. Jolly would like to find out if there was a conduit, as the amount would decrease to \$13,244 and the cost for interchangeable nozzles.

July 9, 2025

Brandy Creek CDD

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor Option 2 of the proposal with Innovation Fountain for a pond fountain in Phase 1 in an amount not-to-exceed \$15,000, subject to Mr. Masters speaking to Innovative Fountain on providing a three-to-five-year warranty on Option 1 and reduction on cost if there was a conduit was approved.

SEVENTH ORDER OF BUSINESS**Discussion of Phase 2 Pool Remarciting Process**

Mr. Masters recalled that the Phase 2 pool had the original marcite and they had been doing patches on the bottom of the pool for several years. The pool was built in 2013 and they typically get 10 to 12 years on a commercial pool, but they were at the point of where it needed to be remarcited. In talking to a couple of vendors, the price would be between \$115,000 and \$135,000. He wanted the Board to think about it and would get some proposals for the next meeting from several vendors, as it was stable for a few years, but there were new areas this year. The concern was that they were going into the season and would have to shut the pool down. Mr. Payne indicated that this item would be paid out of the capital reserve and questioned how long it would last. Mr. Masters anticipated it lasting a minimum of 12 years, if they choose the right vendor and use the right finish. Mr. Payne pointed out that this was the action that they had to take in order to maintain the community; two pools and two Amenity Centers. Mr. Masters believed that the Phase 1 pool was a year or two behind this one. *There was Board consensus for Mr. Masters to obtain proposals for the Board's review at the next meeting.* Mr. Blalock asked if Mr. Masters could prepare a 10 or 15 plan on items that needed to be addressed. Mr. Masters had one for the next five to seven years and would amend it.

EIGHTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2024 Audit Report**

Mr. Oliver stated as a unit of government, the CDD was required to have an annual audit performed by an independent Certified Public Accountant (CPA) firm, selected through the Request for Proposals (RFP) process by the Board of Supervisors, as required by Chapter 118 of the Florida Statutes. The Fiscal Year 2024 audit was included in the agenda package, which was prepared by Berger, Toombs, Elam, Gaines & Frank and filed by the June 30th deadline. It was a clean audit, as there were no current or prior year findings or recommendations, no deficiencies in internal controls, the District was not in a state of financial emergency and the financial

July 9, 2025

Brandy Creek CDD

records were in accordance with the standards for the Auditor General of the State of Florida. There was a section on the long-term debt for the Series 2013 and 2015 special assessment refunding bonds, with the 2013 bonds maturing in 2033 and the 2015 bonds maturing in 2036. Today, he sent an email to the Investment Consultant, asking how the conditions looked for a refunding of both bonds, as it would provide some cash for the projects that the District was undertaking. Mr. Payne asked if it would change the timing. Mr. Oliver confirmed that it would not extend the time unless they had new money bonds. Mr. Payne recalled that the bonds were refinanced previously and the District received some funds.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor the Fiscal Year 2024 audit was accepted.

The meeting was recessed at 7:24 p.m.

The meeting was reconvened at 7:29 p.m.

NINTH ORDER OF BUSINESS

Fiscal Year 2026 Budget

A. Overview of Budget

Mr. Oliver recalled at the May 7th meeting, the Board approved the budget for Fiscal Year 2026, which met the requirement for the Florida Statutes to approve the budget by June 15th. Mailed notices were sent, informing residents of the assessment increase and this budget hearing, on June 9th and a notice was published in the St. Augustine Record. Only five letters being returned. The reason for the increase was due to not having any carry forward surplus to subsidize the budget. In addition, there was a \$64,000 increase: \$24,000 due to having no carry forward surplus. There was also an increase of \$5,400 for administrative expenses, for a 3.8% increase. On the field side, the operation and maintenance (O&M) expenses to fund the Amenity Center, as well as the field operations, increased from \$704,000 to \$742,000, for an increase of \$38,000 or 5.38%. There were no line items that stand out as major increases, other than the general facility maintenance, which increased from \$30,000 to \$50,000, as this was an aging community. The total increase of all expenditures was 5.38%, which for all 583 units, resulted in an assessment increase on a net basis from \$1,469 to \$1,580. Mr. Payne recalled that the last time that this budget was discussed, the Board wanted an increase between 5% and 10% and felt

July 9, 2025

Brandy Creek CDD

that they met that, with a 5% increase or \$110.45 per unit, which was reasonable and warranted, based on not having an increase in two years and their aging community.

B. Public Hearing Adopting the Budget for Fiscal Year 2024

Mr. Oliver pointed out that there were two public hearings: one adopting the budget and the annual appropriations and the other relating to special assessments and certifying an assessment roll.

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor the public hearing to adopt the budget for Fiscal Year 2026 was opened.

No residents were present.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor the public hearing to adopt the budget for Fiscal Year 2026 was closed.

1. Consideration of Resolution 2025-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026

On MOTION by Mr. Blalock seconded by Mr. Payne with all in favor Resolution 2025-04 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026 was adopted.

2. Consideration of Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor the public hearing to impose special assessments and certify an Assessment Roll for Fiscal Year 2026 was opened.

No residents were present.

July 9, 2025

Brandy Creek CDD

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor the public hearing to impose special assessments and certify an Assessment Roll for Fiscal Year 2026 was closed.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor Resolution 2025-05 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026 was adopted.

TENTH ORDER OF BUSINESS

Other Business

Mr. Blalock thanked Mr. Masters and his team for addressing the sign issues. Mr. Payne pointed out that this was a testament to the work that Jim and his team were doing. The Phase 2 tennis courts being locked with access cards, seemed to be working out well. Mr. Masters heard no complaints from anyone. Residents were given plenty of notice that this was happening and it was working great and felt that residents were appreciative that the Board went the extra mile in trying to keep non-residents out of the community.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eckert reported that it was quiet. Districts that are the same age as this one are looking into refinancing. There may be some options with banks that may be willing to do a lower rate loan compared to an open bond market refinancing. The District has a great underwriter, who could present options to the Board. Mr. Payne did not mind looking into options as long as it did not increase the time. Mr. Eckert pointed out that the District was locked into 30 years by Statute.

B. Engineer

Mr. Payne wanted consistency from Mr. Schaefer, as when Mr. Masters and Mr. Oliver contacted him, he had not responded and hoped that he was well. If it continued, they may need to take some action and requested that they continue to follow up between now and the next meeting.

C. Manager – Discussion of Fiscal Year 2026 Meeting Schedule

Mr. Oliver presented the proposed meeting schedule for Fiscal Year 2026, with meetings on the second Wednesday of each other month at 6:30 p.m. at this location. Special and

July 9, 2025

Brandy Creek CDD

continued meetings could be added. Mr. Payne felt that the schedule was working well. There were only two instances, where there were back-to-back meetings, as there were items that needed to be addressed, such as the Traffic Study. Mr. Eckert pointed out that the Board would be approving the budget on May 13th and adopting it in July, but 60 days was not in between the meeting. Mr. Oliver would move the July meeting.

On MOTION by Mr. Payne seconded by Mr. Metych with all in favor the Fiscal Year 2026 meeting schedule as amended was approved.

D Operations Manager

1. Report

2. Yellowstone Report

3. Lake Doctors Report

Mr. Masters presented the Operation Manager, Yellowstone and Lake Doctors Reports, which were included in the agenda package. Mr. Masters reported that the Yellowstone representative, Mr. Jason Campbell was present. Lake Doctors had a bit of a struggle on Pond 10, behind this Amenity Center. It took two and a half months to get it corrected, using new herbicides and algicides, at no additional cost, which were effective. It now looked good. Mr. Payne questioned the cause. Mr. Masters indicated that the Lake Doctors representative who had 25 years' experience, had never seen anything like it, but it was now back to a good look. The Vesta website has been up and running. It could be accessed through the Brandy Creek CDD website. It provides a new fresher look for the community and had a few features that would help residents communicate in another way, thanks to Ms. Meadows, who was now working with Fleming Island. However, she was assisting with the transition. Her position has not been filled, but several office staff, have been taking on her tasks. Everything was going well and there were no issues. A Health Department inspection occurred a week or two ago, which they passed with flying colors. Mr. Payne asked if it was just for the pool. Mr. Masters explained when the Health Department comes, they ensure that gates were closing, there were no trip hazards, all of the required safety equipment was in place and the rails going into the pool were secure. They also test the water and chemical content. Brandy Creek was in great shape for all three pools. The access control system was up and running with no issues. Staff was working on many projects. Mr. Masters new assistant was introduced at the last meeting. He was working out tremendously

July 9, 2025

Brandy Creek CDD

with his work ethic, knowledge and get it done attitude. Many future projects were planned that they will do in-house, to save a tremendous amount of money.

E. Amenity Manager

1. Report

2. Sheriff's Office Report

Ms. Meadows presented the Amenity Manager and Sheriff's Office Reports, which were included in the agenda package. She had not received the June Sheriff Report. As far as events, the start of Summer concert was held on Friday, May 30th. The weather was beautiful, but it was very hot. The music was fantastic. One of their maintenance people, who was a phenomenal performer, was their opening act and a band called Big Papa Fish, played behind him. There were kids and craft centers, for kids to have something to do during the event, as well as a food truck called Eats. Popsicle and Sandbar Day was on June 14th. The Summer Spectacular was this Saturday, July 12th. A DJ would be playing music and games. There would be a water slide for the kids. They were already planning for a Back-to-School event in August. Mr. Payne appreciated everything that Ms. Meadows has done for Brandy Creek. Ms. Meadows pointed out that Fleming Island was accommodating, if Mr. Masters needed her. Mr. Payne attended the concert and felt that it was a good live event. The attendance was not massive, but there were at least 30 people. It was hot, but the music was enjoyable.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Payne reported that the community garden was up and running and folks were participating. There was more produce than people could consume. All of the plots were used, but there were two more plots in three sections. Mr. Payne would continue to be part of it.

THIRTEENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement as of May 31, 2025

Mr. Oliver presented the May 31, 2025 Balance Sheet and Income Statement, which were included in the agenda package, showing a capital reserve balance of \$336,000. According to revenues, there was a \$5,000 surplus. As a result of tax certificate sales, in June they collected another \$6,000 of O&M. Therefore, assessments would be \$11,000 more than expected, due to penalties and fees that were collected. In addition, there was a \$31,000 cost variance for total

July 9, 2025

Brandy Creek CDD

expenditures. In total, there was a \$40,000 positive variance and \$25,000 in carry forward surplus.

B. Assessment Receipt Schedule

Mr. Oliver presented the Assessment Receipt Schedule, which was included in the agenda package, showing that the District was 100% collected.

C. Approval of Check Registers

Mr. Oliver presented the Check Register from April 1, 2025 to May 31, 2025 in the amount of \$199,195.75, which was included in the agenda package. Mr. Payne did not see anything different from what they have seen in the past.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the April 1, 2025 to May 31, 2025 in the amount of \$199,195.75 was approved.

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – September 10, 2025 at 6:30 p.m. at Phase 2 Amenity Center

Mr. Payne stated that the next meeting was scheduled for September 10, 2025 at 6:30 p.m. at the Phase 2 Amenity Center.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Payne seconded by Mr. Jolly with all in favor the meeting was adjourned at 8:00 p.m.

DocuSigned by:



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Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman