

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, November 12, 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 Chair
Shawn Jolly	Supervisor
Thomas Metych	Supervisor
Clarence Blalock	Supervisor

Also present were:

Jim Oliver	District Manager
Matt Biagetti	GMS
Mike Eckert	District Counsel
Jim Masters	Vesta/Amenity Services Group
Georgia Hamilton	Vesta/Amenity Services Group
Dan Fegan	Vesta/Amenity Services Group
Ms. Jackson	Resident

The following is a summary of the discussions and actions taken at the November 12, 2025 Brandy Creek Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

Dr. Payne proposed adjusting the agenda to include the discussion of a resident suspension. This would be Item 4.

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 September 10, 2025 Meeting

Dr. Payne stated on the top of Page 5, “*Mr. Payne did not know*” should be, “*Mr. Masters did not know*” and on Page 11, Ms. Hamilton gave the presentation and not Ms. Meadows.

On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor the Minutes of the September 10, 2025 Meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Discussion of Resident Suspension

Dr. Payne recalled adjusting the agenda for this item, in order to discuss the suspension of a resident from the amenities. Ms. Jackson was present, on behalf of her son. Mr. Eckert reported that the Board must go through a process to continue to suspend the resident. The incident occurred on September 1st, the notice of the suspension was mailed on September 3rd and the hearing date was set for today. The Board previously was provided with a copy of the suspension letter, which was sent by certified mail and no return receipt requested and US mail and included details of the witness statements and the CDD policies regarding amenity facilities. The provisions that were violated included the following:

- #14 under the general provisions: “*Disregard for any amenity center rules or policies may result in expulsions in the facility or loss of privileges.*”
- Amenity center policies 6 through 7: “*You must wear athletic footwear covering the entire foot at all times, no flip flops or sample styles, loud, profane or abusive language will not be tolerated. Disorderly conduct won’t be tolerated and disregard for any fitness rule or policy may result in expulsion from the amenity center and suspension of amenity center privileges.*”
- Under suspension and termination of privileges: “*They may be subject to suspension if a patron exhibits unsatisfactory behavior, fails to abide by the policies for use or engages in conduct that is improper or likely to endanger the welfare, safety and reputation of facilities. The District Board of Supervisors can at any time, restrict, suspend or revoke or cause, as described above, any patrons’ privileges to use any and all District’s facilities for a period of time.*”

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Mr. Eckert reported that on September 1st, the suspendee reportedly wore sandals in the gym after being informed on at least one occasion previously, that sandals were prohibited and in response to being informed that he had violated the District's policies, he used profane statements toward District staff, re-entered the facility after his amenity privileges were suspended and the General Manager instructed him not to enter the facility and again directed him not to use profane statements towards District staff. Mr. Eckert requested that Mr. Oliver place into the files for this District suspension record following this meeting, the relevant portions of the Brandy Creek CDD policies and procedures, letter of suspension and the minutes of this meeting.

Mr. Masters reported that he spoke with Ms. Jackson, pertaining to her son, a couple of times on this particular matter. Since he felt confident that this would not happen again and her son would wear the proper footwear in the gym, Mr. Masters recommended that his privileges be reinstated. Ms. Jackson spoke on behalf of her son. Mr. Metych questioned what would happen if the issue came back up, whether it had to go through the entire process or if there was a stipulation. Mr. Eckert confirmed that it must go back through the entire process. Mr. Jolly asked if there was anything in the policies about a one and done kind of thing. Mr. Eckert confirmed that the Board had discretion. If there was the exact same incident, they would want to have a track record, as they did not get these often, to be consistent, but in this case, staff had a recommendation and interacted with the residents on a daily basis. Therefore, the Board could either accept or reject the recommendation, but because this was a due process hearing, if something came up later, they must go through the same process.

Mr. Blalock was not concerned with the shoe issue, but with the respect to the staff. Ms. Jackson explained that her son was sitting on a bench and staff was in his face. Mr. Blalock questioned the age of her son. Ms. Jackson confirmed that he was 22. Mr. Eckert pointed out that the Board could lift the suspension effective immediately or extend the suspension for a period of time, but suggested for something like this, they not go beyond 12 months from the date of the incident. Mr. Jolly asked if the suspension was in affect for the entire family or for just the individual. Ms. Jackson stated that it was only for Jeremiah and not for the entire family. Dr. Payne appreciated Ms. Jackson coming and recognizing the importance and significance of the concern. Since he has been on the Board, this was the first time that this ever happened. As a CDD, they were a governmental agency and the Board Members lived in the community and upheld the rules and wanted to create an environment where everybody enjoyed the facilities,

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within the constraints of the requirements. He did not want any residents feeling that they were not allowed to use the facilities, but they needed to follow the rules and requirements, agreed with Mr. Masters that they would not have this infraction again and felt confident in his recommendation. Mr. Blalock did not feel that a 12-month suspension was warranted, but they could extend it to a 90-day suspension. He did not have any issues with the rest of the family but had a problem with Jerimiah coming back multiple times afterwards. Ms. Little was comfortable extending it to 90 days, with the hope that it did not happen again. Mr. Blalock asked if the suspension was lifted. Mr. Masters confirmed that he lifted it last weekend when they had family in town but could extend it by 30 days. Mr. Blalock was fine lifting the suspension, but if there was a repeat occurrence, it was going to be harsh. Dr. Payne was looking at Ms. Jackson to guide her son. Mr. Jolly was good with lifting the suspension or extending it 90 days but wanted to ensure that the family had access. Mr. Metych did not see extending it 90 days, as Ms. Jackson would take care it, but if something happened again, he would suspend him for one year.

On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor lifting the suspension and re-instating his amenity privileges, was approved.

Dr. Payne appreciated Ms. Jackson coming to the meeting.

FIFTH ORDER OF BUSINESS

Consideration of Proposal for Stormwater Pond Inspection Report *(will be sent under separate cover)*

Dr. Payne questioned whether they had the Stormwater Pond Inspection Report. Mr. Oliver reported that he spoke with the District Engineer, Mr. Bill Schaefer this morning. He was going to prepare a proposal and send it to Mr. Jim Masters today, but Mr. Masters had not received it. Mr. Schaefer promised to attend the meeting by phone, but clearly he was not in attendance. Mr. Masters indicated that he reached out to Mr. Schaefer several times. He did answer his phone 15 days ago and reassured Mr. Masters that he would provide the proposal last Monday, but Mr. Masters did not receive anything. After that, Mr. Masters sent several emails to Mr. Schaefer and had not received any response. Dr. Payne confirmed that Mr. Schaefer reached out and promised to deliver something, but since he did not, voiced concern whether Mr. Schaefer was fine or if this was something to be concerned about. Mr. Oliver pointed out that

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Mr. Schaefer was in attendance by phone for the Grand Oaks CDD meeting today. Dr. Payne believed that they needed to go out for a Request for Proposals for engineering services. Mr. Eckert confirmed that it was a Request for Qualifications or RFQ, where they would invite engineering firms to submit their qualifications, rank them and try to negotiate a contract with the highest ranked proposer. Criteria would be brought back to the Board at the next meeting, in order for the Board to approve the criteria and advertisement and then staff would advertise it. However, typically when they were selecting engineers, it was usually at the beginning of the life of a project, but they did not have to go through this process, if what they were going to spend was under \$35,000. If it was under \$35,000, staff could reach out to engineering firms and ask for informal proposals, but it was up to the Board. Dr. Payne questioned the engineering cost. Mr. Oliver believed that it was \$15,000 for this fiscal year. Mr. Eckert recommended reaching out informally to engineering firms and bringing proposals to the Board.

Dr. Payne questioned how they would inform Mr. Schaefer that the CDD was no longer going to use them. Mr. Eckert recalled that Mr. Schaefer was still under contract until the CDD either terminated the contract or he terminated it and suggested retaining them on staff, in case no one was interested or everyone else was too high. There was no harm keeping Mr. Schaefer on contract, as he may quit as soon as he finds out that the CDD was going out for proposals. On the other hand, there were plenty of engineering firms that do a good job and were responsive. Mr. Jolly asked if there was a performance clause or if he was owed any money. Mr. Eckert believed that there was a 30- or 60-day termination provision in their contract. However, if they terminate a contract without cause, that was a much better way to go than with cause, as they would have to prove that they had sufficient cause to terminate it. It takes some time to go through this process and get someone else up to speed. Dr. Payne questioned whether they could ask staff to obtain proposals. Mr. Eckert indicated that Mr. Oliver's office could reach out to the District Engineers that they work with in Northeast Florida and obtain proposals to bring to the next meeting.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor directing staff to obtain proposals from District Engineering firms and present at the next meeting was approved.

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SIXTH ORDER OF BUSINESS**Consideration of Annual Incentive Awards**

Dr. Payne recalled that annually they discussed bonuses for onsite staff and requested that Mr. Masters and Ms. Hamilton leave the room, so that the Board could discuss this item. The consideration was for bonuses for Mr. Masters, Ms. Hamilton, who joined staff a few months ago and for Ms. Meadows who was on staff part of the year. The question was whether to provide Ms. Hamilton a bonus on a prorated basis and what to do with Ms. Meadows. Mr. Fagen pointed out that Mr. Masters salary was \$75,000 and provided numbers for 3%, 5% and 8% of his gross pay. The net next to each percentage, would be what they would receive in their check. Vesta pulls 12% for taxes and payroll. Ms. Meadows was onsite through the end of June and Ms. Hamilton joined towards the end of July. Dr. Payne pointed out that 8% was the maximum amount. Mr. Fagen provided comparisons of what Mr. Masters and Ms. Meadows were paid last year for gross, based on calendar year, January through year to date. Mr. Metych questioned why Ms. Meadows was only making \$600. Mr. Fagen explained that it was a reduction based on the number of hours that she worked. *There was Board consensus to give Ms. Meadows an incentive of 8%, as she served the District and provide incentives for Mr. Masters and Ms. Hamilton of 8%.*

On MOTION by Dr. Payne seconded by Ms. Little with all in favor awarding the maximum bonus amount of 8% per the Bonus and Compensation Policy to Mr. Jim Masters, Ms. Jennifer Meadows and Ms. Georgia Hamilton was approved.

Mr. Fagen thanked the Board on behalf of Vesta. Dr. Payne pointed out that Mr. Masters has continuously done a tremendous job and Ms. Hamilton hit the ground running, in terms of events, some of which he personally attended. Mr. Fagen pointed out that Mr. Masters had a great team and a great maintenance technician. At some point, they may end up retooling this contract to a greater level, while retaining Mr. Masters as long as possible, but there may be a time when Mr. Masters was more field operations and less maintenance and if that was the case, they would have a conversation about increasing maintenance technician hours. Mr. Metych recalled discussion at the last meeting about Mr. Masters working a certain number of days in the gym. Dr. Payne requested discussing that under Supervisor's Requests.

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SEVENTH ORDER OF BUSINESS**Ratification of Agreement with Invision Construction LLC for Trellis Restoration Services**

Dr. Payne reported that Mr. Masters already executed the Agreement with Invision Construction LLC for trellis restoration services. Mr. Masters confirmed that the trellis was repaired. At the last meeting, he had a proposal from Invision, which he felt was high, but he went back to them to request a better proposal, if they were interested in getting the job. He also obtained a proposal from another company. Invision quoted \$10,500 and Advanced Weather quoted \$10,800. Mr. Masters ultimately decided to go with Invision, since the CDD used them before. The work was completed, but did not look like it, as it looked exactly like it did before.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor approval of the Agreement with Invision Construction LLC for trellis restoration services was ratified.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2026-01, Amending the Fiscal Year 2025 Capital Reserve Fund Budget**

Mr. Oliver presented Resolution 2026-01, Amending the Fiscal Year 2025 Capital Reserve Fund Budget, which was included in the agenda package. This was a budget amendment to bring the budget in line with what was in the Adopted Budget. Included with the resolution, was a financial document showing the Capital Reserve Budget, with two-line items that were missed; one of which was in the revenue section showing the interest. The Board adopted a budget forecasting that they would receive \$7,500 in interest. In this case, the District earned \$15,156, so it was a good miss and as a result, this line item had to increase by \$7,656, to bring it to the actual \$15,156. In addition, in the expenditures section, total expenditures of \$52,500 were forecast, but the CDD actually expended \$277,000. Therefore, this line item increased by \$224,000, to bring it into balance. These were all projects that came before the Board and were approved by the Board, utilizing the money in the Capital Reserve Fund, of which \$284,000 remained. This was a housekeeping item for the prior fiscal year.

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On MOTION by Mr. Blalock seconded by Dr. Payne with all in favor Resolution 2026-01, Amending the Fiscal Year 2025 Capital Reserve Fund Budget was adopted.

NINTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

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

Mr. Eckert presented a memorandum to the Board that was provided to Mr. Oliver's office, regarding the First District Court of Appeals case. They ruled one month or two ago, that Florida's open carry prohibition was unconstitutional. As a result, they had to go back and figure out what this meant for people who bring weapons to amenity centers or to public meetings. However, there is potentially a long gun loophole, because the court did not address it and it wasn't already explicitly split out in the statutes. There were two interpretations of what that court decision means. Some people interpret it to mean that they can bring long guns to bars, places where they serve alcohol, school events or public government meetings. The other school of thought was that was not what was intended and they could not bring any weapons to those prohibited places. Mr. Eckert planned to talk to Mr. Oliver and the Chair about how to handle it, if there was ever a situation at a Board meeting. They have not had this occur yet, but if they do, they would want to handle it in a way that takes care of everyone's safety, yet at the same time, they did not want to inadvertently step into a trap by someone who was auditing meetings, to see who was going to kick them out, so they could sue the CDD. They would work through this particular issue. The one thing to remember, was that the State of Florida preempted all firearm regulations to the State, but it would be good for the District to know when they could call the police. The law still provided that private entities could prohibit weapons in their own facilities. Therefore, if an HOA owned property or individual people own property or businesses own property, they could still prohibit all of weapons if they want to.

Mr. Eckert further explained that the law still applied to all forms of weapons, whether open carry, long gun or concealed carry, to not use or display a weapon in a rude or threatening manner. However, if anyone were to see a weapon, they would immediately call the Sheriff and if this occurred at a meeting, they would adjourn the meeting and call the Sheriff to report it. The

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Attorney General's opinion was that long guns were prohibited at the prohibited locations; however, many people looked at this and said that they did not read it that way. It was probably worth having a conversation with the Deputy that worked within the District, about what the Sheriff's interpretation of that was. Dr. Payne asked if they needed any communication to residents. Mr. Eckert indicated that the CDD just needed to handle this amongst themselves, but he needed to have a conversation with Mr. Oliver and Dr. Payne about how to handle a situation that comes up and there needed to be a conversation with the Deputy about their interpretation. Dr. Payne asked if Mr. Masters could handle this on the Board's behalf. Mr. Eckert replied affirmatively. Dr. Payne requested that Mr. Eckert resend the annual ethics training links. Mr. Eckert would resend them this morning but reminded the Board that they needed to complete their four hours of training at the end of December. Dr. Payne thanked Mr. Eckert for facilitating the suspension process.

B. Engineer

There being no comments, the next item followed.

C. Manager – Review of Fiscal Year 2025 Goals and Objectives

Mr. Oliver presented the goals and objectives for Fiscal Year 2025, which were included in the agenda package. They were adopted by the Board in September of 2024, which were largely compliance based. In his review of the objectives, Mr. Oliver would mark yes for those that the District achieved, which were public meeting compliance and infrastructure facilities maintenance, which was completed by onsite management. However, he would mark no for Goal 2.2 District infrastructure facilities inspections, as the District Engineer needed to perform an annual inspection and they had no record of this occurring. For financial transparency, they could mark yes, as they post the financial reports to the website and make them available for public records requests. In addition, they had financial audits each year and go through the annual budget process by June 15th of each year. There was no penalty for not completing an objective. Mr. Eckert explained that the intent was for some of the larger Districts to do some planning and this was the way that the Legislature decided to do it. Dr. Payne pointed out that they had evidence to show why they missed one of the goals.

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On MOTION by Dr. Payne seconded by Mr. Metych with all in favor approval of the Brandy Creek CDD performance measurement standards for Fiscal Year 2025 as presented, except for Goal 2.2 and authorization for the Chair to execute the document and post to the website was approved.

Dr. Payne thanked Mr. Oliver for facilitating that.

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. At the last meeting, there was discussion about replacing the TV in this room and the grills in Phases 1 and 2. A new 70-inch TV was purchased for under \$400 and would be installed next week. The grills would be purchased from Ace for \$450 each. However, he needed to make sure that they could secure the propane tank in the back, so kids do not turn the gas on. It was hard to find grills that enclosed the propane completely, unless they spend \$1,000. The ones at Ace had it covered half in the back, but they could use a piece of metal to close the propane tank on the other side and lock it in front. They should be out in the next couple of weeks. People would have to get the code from staff to be able to turn the propane on. Regarding the Yellowstone Report, they always start the off-season for their landscaper to come every other week. They were working through the entire Summer on cutting back trees, cord grasses and bushes. There were no issues, but there were a few things that he had been working on the trees that were on the two large ponds on Huffner Hill Circle. There were trees on the far side, which Yellowstone always wanted to charge for, but their Account Manager was not changing for. He would just have his team do it when they could. They would do some at a time and were currently working on some basic stuff but would be back out next week. The question was whether to switch to every other week, but Mr. Masters felt that they would be fine this year. US Mulching did a refresh of the mulch at the amenity centers and entrances, to make it look clean and fresh for the holidays. The cost was \$2,300.

Regarding the Lake Doctors Report, Mr. Masters reported that the ponds were looking good. At this time of year, with the cooler weather, they did not have the crazy growth that they had through the Summer. The Phase 1 pond fountain was replaced and was up and running and

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doing well. The pergola was rebuilt. They were working on many projects, such as the front entrance monument on the McDonald's side. One of the tiles that's aid, "*Johns Creek*," came completely loose. It was resealed and set. They were also doing some deep cleaning. They would start putting up the Christmas decorations next week. There were also many future projects that they were working on and asked if there was anything that the Board Members have seen that they needed to work on. In January, he would like to get the Board Members back out on the cart, to look at some areas. Some of the islands needed plant material, as the plants have been here since Mr. Masters has been here and were degrading. He and John could install the plants for 25% of the cost that Yellowstone charges. Dr. Payne asked if they needed to replace the plants in the islands or if they just needed mulch. Mr. Masters would like to show the Board from the cart, as there were plants that were degrading to the point of where they would not come back. Dr. Payne questioned the type of plants that Mr. Masters had in mind. Mr. Masters indicated that he planned to get input from the Yellowstone Account Manager, on plants that were hearty.

Mr. Blalock questioned the options for the athletic track at Phase 1. Mr. Masters indicated that the track had a little bridge, which was rotting, but after looking at it, they decided that it served no purpose other than providing a decorative look. So, they pulled the bridge out, placed sand and purchased a new border. He needed to buy some of the rock material, put the weed guard down and then put the rock over the top. It was probably a 10-to-12-foot section. Mr. Blalock asked if they needed drainage. Mr. Masters had never seen water drain under that bridge, but it was holding water where roots have come in from the trees and they had to dig the roots out. They needed to refresh the rock in certain areas around the track. Mr. Blalock asked if they should look into other options like turf. Mr. Masters pointed out that they always could, but they would have to raise the bed in that entire track, before they put something down, but it may be something to look at; however, it could cost considerable money. Mr. Metych suggested for the propane tanks, purchasing valve locks for \$20. Mr. Masters would look into it. Mr. Jolly questioned whether John was monitoring the gym a couple of nights per week. Mr. Masters confirmed that John would go into the gym twice per week to monitor whether patrons were wearing the right footwear and shirts. Most everyone was following the rules, but they would always have a few problems, especially with 14-year-olds. They were also monitoring e-bike use, especially on the middle playground, as kids were using it as a speed track, but it was now

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handled. However, earlier today, he received a phone call regarding e-bikes that were out of control at the playground. The resident was supposedly to call the Sheriff, but Mr. Masters did not know what happened with that. They were trying to get the kids under control, but he had no suggestions, other than to control the kids in the amenity areas and playgrounds, so they were not using them as a raceway.

Mr. Metych indicated that he was contacted by a resident who lived behind the park and sent pictures of kids doing donuts and tearing up the grass. Dr. Payne asked if they could legally do anything about e-bikes. Mr. Eckert indicated that they could prohibit e-bikes from CDD property, call the police and have the ability to suspend their amenity privileges, but beyond that, it was up to the county to regulate them on the sidewalks and streets. Mr. Metych asked if they intended to do something, because there were issues with e-bikes on CDD property, whether this would stop them from parking them at the gym and park, as they were coming onto CDD property, but not destroying it. Mr. Eckert explained that there was a difference between riding a bicycle on the street and going through the parking lot and parking there, versus doing donuts and tearing up the grass. He did not recommend doing something, if someone was riding an e-bike from the house along the street into the parking lot and parking. Dr. Payne noticed kids riding their bikes through the amenity area at Phase 1, playing basketball and riding their bikes on the basketball court and across the grass. Mr. Eckert suggested suspending their privileges, because they could damage the surface. Dr. Payne asked if this warranted sending a communication out to the residents. Mr. Eckert confirmed that they could do so, to protect the assets of the District, if they were causing damage to CDD property, but they should not prohibit them from being in the parking lot going from A to B. Ms. Hamilton recalled sending out a communication regarding e-bikes two weeks ago, reminding residents to stay off of landscaped areas, lawns and parks, but they could add more about privileges being suspended, if there was turf damage. Mr. Eckert would check to see if there was something in the CDD policies about motorized vehicles and if not, it could be added to the policies. Mr. Masters would prepare something and send it to the Chair for review.

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E. Amenity Manager
1. Report
2. Sheriff's Office Report

Ms. Hamilton presented the Amenity Manager and Sheriff's Office Reports, which were included in the agenda package. Food trucks are still going well. They were out every other Wednesday. They were checking the cameras to see how well they have done, as it seems like the last couple of months, they were getting a lot of traffic, which was great for the food trucks and residents. They rebranded the coffee event to coffee and community connections, the first of which was on the 15th at 10:00 a.m. It was successful, as they had 15 residents attend. She moved it over to Phase 1 in the breezeway, hoping to catch people coming out of the gym. They actually got a few residents that were not aware of it, just by being there. Having it on the third Wednesday of the month was sufficient, as twice per month was too much. However, if there was more interest, they could re-evaluate it. The Sheriff's Reports for September and October, were provided to the Board. Year to date, they had 105 rentals for the room, breezeway and pergola. The months of November and December were pretty full. They were going to close all of the reservations for the room when the pool was being done, because it was going to be empty and could pose some unsafe areas. They have not had any reservations for the month of January. An ice cream party was held on September 19th, which was when kids were out of school. It was successful, as they had a lot of kids and adults come through. The kids really enjoyed it. The Garden Club had their meeting, which was successful. Dr. Payne confirmed that they had a slow period for the Summer, but now that Fall arrived, the garden was rejuvenating. He thanked Mr. Masters and John for the additional planters.

Ms. Hamilton reported that the blood drive was successful on October 4th. They exceeded their goal, by receiving nine donations, as their goal was seven. The community yard sale was held. It was originally scheduled for the 11th, but the weather was bad that day. They left the signs up and advertised it again for the following weekend. However, she did hear at the coffee event that many residents were successful on the 11th. The Halloween event was held on the 25th, which went well. They had a bounce house, food truck, candy stations, games, prizes and a tattoo station. It was great seeing all of the kids in their costumes. Dr. Payne and Ms. Little attended the event and there was a nice turnout. The coffee events would continue. They were going to do a Thanksgiving crafts retreat on the Monday prior to Thanksgiving, as St. Johns County Schools were out for the entire week of Thanksgiving. This would give something for people to do before

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the holidays. They were in full swing of planning the cookies and Santa event, which would be held on December 6th and there would be a blood drive on December 13th. Dr. Payne asked about the community outreach. Ms. Hamilton was not getting any traction on that. However, they had one volunteer, which was for the Halloween event. She would keep putting it out there, in the hopes that more people see it. Dr. Payne pointed out that it was always good to have participation in the activities, but it would be good to get some volunteers and suggested talking to the POAs and continuing to communicate. Ms. Hamilton pointed out that the more she does the events and get to more residents, the more that she can ask them in person. Dr. Payne asked if there was anything in the Sheriff Reports. Mr. Masters spoke to the Sheriff every week. She reinforces the e-bikes and goes into the gym, as well as stop many vehicles. Because of her, speeding has slowed down. Dr. Payne felt that everything was going well, thanks to Mr. Masters and Ms. Hamilton.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Dr. Payne reported that he was now Dr. Payne, as he recently earned a PhD in leadership and organization. The Board congratulated him. Dr. Payne requested that Board Members keep their eyes open to anything in the community that needed to be addressed, so it could be brought to Mr. Masters attention.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement as of September 30, 2025

Mr. Oliver presented the September 30, 2025 Balance Sheet and Income Statement, which were included in the agenda package, showing a balance of \$284,000 in the Capital Reserve Fund. There was a positive variance of \$29,000 in the revenue section and for admin, there was a positive variance of \$17,000, part of which was due to low expenditures for engineering. For operations and maintenance, there was a positive variance of \$16,000.

B. Assessment Receipt Schedule

Mr. Oliver presented the Assessment Receipt Schedule, which was included in the agenda package, showing that the District was 101% collected for Fiscal Year 2025, as not everyone took advantage of the 4% discount.

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C. Approval of Check Registers

Mr. Oliver presented the Check Register from August 1, 2025 to September 30, 2025 in the amount of \$172,066.06, which was included in the agenda package. Dr. Payne noted that some of the expenses were fairly standard, but the services for the internet in Phase 1 changed and asked if the expense would increase. Mr. Masters explained when they had Florida High Speed or Wavefly in Phase 1, they sent a note a month and a half ago, that they were ceasing operations and would no longer provide internet coverage. As a result, he called Comcast. There was a process, but they now had internet in Phase 1. The cost was the same or similar to what it was. It did throw them off track, as residents used their phone hotspots to have internet. Internet was up and running. However, at some point, they may lose the internet in Phase 2, now that they have Comcast and AT&T. Dr. Payne asked if there was something that they could do. Mr. Masters pointed out that it was an easy fix, but when he spoke with Comcast before, they added construction costs. This past Monday, someone got up in the attic and ran cable, but he may need to contact them about Phase 2, in case the current internet company does the same thing.

On MOTION by Dr. Payne seconded by Mr. Jolly with all in favor the August 1, 2025 to September 30, 2025 in the amount of \$172,066.06 was approved.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 14, 2026 at 6:30 p.m. at Phase 2 Amenity Center

Dr. Payne stated that the next meeting was scheduled for January 14, 2026 at 6:30 p.m. at the Phase 2 Amenity Center.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the meeting was adjourned.

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DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

Signed by:

Meredith Payne

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Chairman/Vice Chairman