

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 14, 2026 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
Wes Haber	District Counsel
Jim Masters	Vesta/Amenity Services Group
Georgia Hamilton	Vesta/Amenity Services Group
Mike Yuro	Yuro & Associates
Residents	

The following is a summary of the actions taken at the January 14, 2026 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.

SECOND ORDER OF BUSINESS

Public Comment

Resident voiced concern with e-bikes. Dr. Payne noted that this item was on the agenda.

January 14, 2026

Brandy Creek CDD

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 20, 2025 and November 12, 2025 Meetings

Dr. Payne reviewed the minutes of the August 20, 2025 meeting and had no comments or corrections.

On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor the Minutes of the August 20, 2025 Meeting were approved as presented.

Dr. Payne reviewed the minutes of the November 12, 2025 meeting and had no comments or corrections.

On MOTION by Dr. Payne seconded by Mr. Jolly with all in favor the Minutes of the November 12, 2025 Meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Ratification of Proposal from Yuro & Associates, LLC for Stormwater Inspection

Mr. Masters introduced Mr. Mike Yuro from Yuro & Associates, LLC., an engineering firm, who was interested in providing a stormwater plan and inspection that was required by the State of Florida. Mr. Yuro, President of Yuro & Associates, indicated that he started his company in 2008 and have been working with CDDs since 2001. He resides in St. Johns Golf and Country Club and was on the Board of Supervisors. Currently, he works with eight different Community Development Districts as their District Engineer. As required by the St. Johns Water Management District (SJWMD) permit, the District was required to have their stormwater system inspected every two years. They would get the permit plans, review the details of the ponds, not just inspecting the ponds for erosion and whether they were functioning properly, but checking the elevation of the control structures, to ensure that there were no blockages. Dr. Payne appreciated Mr. Yuro coming before the Board.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor approval of the proposal from Yuro & Associates, LLC. for a stormwater inspection was ratified.

January 14, 2026

Brandy Creek CDD

Dr. Payne welcomed Mr. Yuro to the CDD. Mr. Yuro pointed out that he would coordinate with Mr. Masters and get started as soon as he could. Dr. Payne questioned what Mr. Yuro was seeing with their ponds. Mr. Yuro indicated that the biggest issue with the ponds was the erosion that occurred where the sod line stopped and the dirt caused normal water elevation. In times of drought, the water level would drop and there would be exposed soil, which gets washed out when it rains. As a result, instead of having a nice 4:1 slope, there would end up being a drop off. This was fairly common, but unfortunately, there was not a great fix for it. The most critical element would be to ensure that the control structures were clean and functioning properly, so the pond was staging up and discharging as it was designed. Dr. Payne hoped that their ponds were in good shape, but some had steep banks in certain areas and requested that Mr. Yuro pay close attention to those and provide recommendations.

FIFTH ORDER OF BUSINESS

Review of Pond Inspection Report

Dr. Payne requested that this item be tabled. Mr. Yuro questioned how often the CDD Board met. Dr. Payne confirmed that they meet every other month. Mr. Yuro anticipated completing the inspection by March.

SIXTH ORDER OF BUSINESS

Acceptance of Audit Committee’s Recommendation; Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services

Dr. Payne recalled that the Audit Committee meeting was held prior to this meeting and requested that the CDD Board ratify the actions taken to approve the audit criteria and authorize staff to publish the Request for Proposals (RFP) for auditing services.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor accepting the Audit Committee’s recommendation for the Auditor Evaluation Criteria and authorization for staff to publish an RFP for audit services was approved.

SEVENTH ORDER OF BUSINESS

Discussion of E-Bikes

Dr. Payne reported that there were a number of concerns about e-bikes, not necessarily at this meeting, but from residents who posted it on social media. There were also concerns raised

January 14, 2026

Brandy Creek CDD

by the Operations Manager, about e-bike use on CDD property, causing damage that needed to be repaired. There were three classifications of e-bikes:

- **Class 1:** Pedal assist only up to 20 miles-per-hour (MPH), have a classification decal, no motor vehicle requirements and kids under 16 years of age, must wear a helmet.
- **Class 2:** Throttle and pedal assist up to 20 MPH, have a classification decal, no motor vehicle requirements and kids under 16 years of age, must wear a helmet.
- **Class 3:** Faster pedal assist up to 28 MPH, have a classification decal, no motor vehicle requirements and kids under 16 years of age, must wear a helmet.

Dr. Payne wondered if e-bikes go faster than 20 MPH, as when driving through the community, some kids were zooming past him on e-bikes. From the extent of enforcement, Dr. Payne believed that the District had the authority to restrict usage on CDD property, as well as in the common areas, including the playgrounds. He did not expect to ban people from coming onto District property and parking their e-bikes in the parking lot, the same way as a bicycle, to enjoy the amenities, as opposed to riding them around their facilities. It was his understanding that Mr. Masters and Ms. Hamilton sent out communications regarding riders of e-bikes wearing helmets, speeding, having to follow traffic requirements, stopping at stop signs and stop lights, riding in the same direction as vehicles and yielding to pedestrians. According to statistics provided by Mr. Masters, there have been 120 serious e-bike accidents in St. Johns County with two fatalities. Mr. Metych questioned how they could enforce it, but felt that it comes down to speaking with the parents. Due to the damage to CDD property caused by the e-bikes, he did not want e-bikes to be on CDD property. Mr. Jolly felt the same and wondered whether Deputy Lauren had a process when they see kids causing damage with their e-bikes. Mr. Masters confirmed that Deputy Lauren had the same concerns. When she sees a group of kids on e-bikes, she would walk over to them and discuss e-bike safety and stopped any e-bike riders that run stop signs and on their fields. In schools, they show films about e-bike safety. Mr. Masters asked Deputy Lauren to call the parents of kids who were running stop signs and on CDD property. CDD staff was also educating the e-bike riders. By getting the word out there, they slowed down some of the e-bike riders.

Mr. Jolly further recommended having a policy for residents to call the Sheriff's Department if they see e-bike riders breaking the law. Dr. Payne wanted residents to call their

January 14, 2026

Brandy Creek CDD

County Commissioners and representatives about this issue, so they could enforce a law or policy. Ms. Little worked with people with brain injuries and suggested showing the e-bike rider a short video of a brain injury person, as well as having intense parental communication. Dr. Payne noted these were excellent points. Mr. Blalock pointed out two issues; one that e-bike riders were tearing up common areas and parks and the CDD having no jurisdiction of e-bikes on roadways. If the CDD banned e-bikes from parks and CDD owned pond areas, the CDD could take away amenity privileges. Dr. Payne pointed out to the extent that the CDD banned e-bikes from CDD property, they could still come into the area to park their e-bikes to use CDD facilities and they must be clear in terms of guidance. Mr. Haber indicated that they represent CDDs all over the State, many of which were in St. Johns County and many CDD Boards had similar conversations. In his view, this CDD Board was well educated or better educated on this issue than most CDD Boards. It was anticipated to be a topic at the State level and there may be State Laws on enforcement in county owned roadways and sidewalks.

Mr. Haber further pointed out that the CDD Board had the right to restrict and penalize for violations on CDD owned property and most CDDs were doing exactly what Dr. Payne stated, which was that they could ride their e-bike within a CDD owned parking lot or sidewalk, for transportation purposes. At that point, amenity staff had a great deal of discretion, to determine if any other use of an e-bike on CDD owned property, was a violation of the CDD policy. If it was, they could enforce the policy, meaning a suspension at the staff level, up until the next Board meeting, at which time, the Board could decide to extend it, based on the severity of the violation. Mr. Blalock asked if they revoked someone's amenity privileges and caught them riding in the park again, whether Deputy Lauren could trespass them. Mr. Haber confirmed that she could trespass them, as they were using amenity properties from which they were suspended from. A Resident (John) voiced concern about safety. Approximately 95% to 97% of kids were good, but there were a handful of kids that were disrespectful, had no regard for authority and were becoming more empowering, because they did not have the authority to stop them or do anything about it. In his opinion, the solution to the problem was educating the parents about the behavior of the children and the responsibility for their child hurting someone else. Another resident pointed out that kids do not just go on the road, they were on the sidewalk as well, where people were walking their pets. Dr. Payne appreciated the residents for sharing their views.

January 14, 2026

Brandy Creek CDD

Mr. Blalock recalled Mr. Eckert saying at the last meeting that there was already a policy in place for e-bikes. Mr. Masters confirmed that there was a policy in place, whereby if children were on the playground, fields or on pond banks, their privileges could be taken away, but he was the only full-time person onsite and they could not police it enough. It was a matter of catching those kids and calling their parents. Dr. Payne asked if the policy was sufficient. Mr. Masters indicated that Ms. Hamilton was providing the Board with a policy. Ms. Hamilton explained that the policy she provided, breaks it down per location of all the amenities. Mr. Masters felt that their policy covers all of the areas. Dr. Payne asked if they needed to be more specific. Mr. Haber felt that it provided enough specificity, but e-bikes could be included in that policy. Dr. Payne wanted to ensure that the policies were specific and call out e-bikes. Mr. Jolly asked if Mr. Masters was allowed to suspend people on his own or if it required a meeting. Mr. Haber explained that the suspension policy was updated to give District staff the ability to suspend up until the next meeting and then it was up to the Board to determine whether or not to extend it for a longer period of time. Mr. Metych felt that it would make sense to include something about trespassing, as it might influence parents stepping up and telling their kids what they were doing was right or wrong.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor including e-bikes in the CDD policy, some requirements around trespassing and CDD staff having the right to suspend violators until the next Board meeting was approved.
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Dr. Payne pointed out that the policies would be adjusted to be made clearer and the changes would become effective immediately but asked if the Board needed to wait until the next meeting to ratify them. Mr. Haber suspected that the suspension policy already gives Mr. Masters the authority to suspend. Ms. Hamilton included on the bottom of the suspension policy, the right to suspend amenity privileges. Mr. Blalock pointed out that it stated that the Board had the right to do so. Dr. Payne requested that Mr. Haber work with Mr. Masters to modify the policy. Mr. Masters pointed out that staff has been sending out e-blasts regarding e-bikes, would fine tune the language and continue to send out this information, to ensure that residents were aware of the laws, the CDD policy and possible penalties for not following it. Dr. Payne requested that e-bikes usage be included in all e-blasts and communications. Mr. Blalock asked

January 14, 2026

Brandy Creek CDD

if the e-blasts were sufficient. Mr. Masters did not think so, which was why they also included a post on the Brandy Creek Facebook page. Mr. Blalock suggested having a mailing and including a link to sign up for the e-blast. Mr. Masters had no problem sending out a mailing, once they had the proper language. Dr. Payne pointed out that they would formalize the communication by putting it in the e-blast, reinforcing it on Facebook and send out a special mailing to all residents.

Ms. Little questioned how they could let residents know who to contact if they feel jeopardized by an e-biker or see a violation of their policy, so it was confidential. Mr. Haber felt that residents needed to be well educated to understand what the violation of the CDD policies were, versus just a general violation out in the community, because the CDD would not be able to do anything about violations on sidewalks and streets that were owned by the county. As far as the confidentiality, residents must fully understand when they communicate with the CDD, especially in writing, it would become a public record. If they wanted it to be confidential, they must create a note or email, to protect their own identity. Mr. Blalock pointed out that it would labor intensive for staff to answer inquiries for every potential violation and then determine whether it was under the CDD policy, the county policy or State Law. Dr. Payne noted that the other piece was whether or not to increase the presence of the deputies from 15 hours per month, to 30 hours per month, for three or six months, to see how it worked out. Mr. Metych was in favor of it for one or two days per week with a patrol car, paying attention to just those specific areas, as he recalled at a prior meeting, the Board went through a process of approving more hours for traffic control and felt that this was more important. Mr. Jolly would like to dictate the times that they would be coming out.

Mr. Masters requested that the deputies use an unmarked vehicle and not only look for e-bike violations. In addition, he would like the St. Johns Sheriff's Department to come out and teach an e-bike safety class. Ms. Little agreed that the deputy should be in an unmarked car. Dr. Payne was in favor of having a deputy for an additional 15 hours per month and dictating the time and location for having an unmarked vehicle. Mr. Blalock estimated if it was the same rate as Deputy Lauren, the cost would be \$900 per month. Mr. Masters suggested starting on a monthly basis and tracking it and then decide to do another month. Dr. Payne confirmed that they would start at 15 hours per month, location and time specific, in an unmarked vehicle on a month-to-month basis or do it for two months until the next Board meeting. *There was Board consensus to do it for two months.* Mr. Masters would contact someone that Deputy Lauren

January 14, 2026

Brandy Creek CDD

recommended at the St. Johns County Sheriff’s Department who would provide e-bike safety classes. A Resident suggested combining it with another event, such as an ice cream social. Dr. Payne felt that it was worth a shot, as well as enlisting the POAs and having a town hall with residents, to have a community discussion. A Resident suggested having a disclaimer at the bottom of the letter, to let residents know who to contact if there was an incident. Mr. Masters directed residents to contact the non-emergency number at the Sheriff’s Department. Dr. Payne requested that language be added at the bottom of the newsletter, to contact the Sheriff’s Department for any law enforcement concerns.

Ms. Little left the meeting at 7:30 p.m.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber was filling in for Mr. Mike Eckert, who he spoke with before the meeting and had no report. Dr. Payne thanked Mr. Haber for attending, as well as the residents, who left the meeting.

B. Engineer

There being no comments, the next item followed.

C. Manager

Mr. Oliver reported that he sent letters to the trustee for the District, who managed the 2013 and 2015 bond funds, asking that they transfer the excess funds to the Capital Projects Fund. There was approximately \$75,000 in excess funds. Dr. Payne reviewed the reserves and felt that they needed to increase reserves, as expenses were forthcoming.

D Operations Manager

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

January 14, 2026

Brandy Creek CDD

Mr. Masters presented the Operation Manager, Yellowstone and Lake Doctors Reports, which were included in the agenda package. The pool was empty, as there were plans to plaster it this Friday; however, the weather would put them a few days behind. He anticipated having a pool full of water in the middle of next week. It would take 10 days to get the water conditioned. There were no issues so far and the area was blocked out, fairly well, to keep everyone out of this area. Yellowstone has been cutting back cord grasses at the entrances and Amenity Centers. Every three to four years, Taylor Tree Service went through the community, to cut the weed line in common areas and along Johns Creek Parkway. This was not one of the services that Yellowstone performed but could do so through their arbor division; however, it would cost 40% to 50% more. Therefore, he preferred to use Taylor Tree Service, as they do a good job and provide good rates. He was approved by the Chairman to spend \$6,500 and they were currently going through the neighborhood and cutting trees. They were also cutting 12 trees in the preserve that looked like they were going to fall on resident's homes. Lake Doctors was slow this time of year with the cooler weather. They were out today, as there was some algae growth on Pond 9. The pool renovation was going well.

Dr. Payne pointed out that the pool renovation was a massive undertaking and requested that Mr. Masters include pictures in the e-blast, to show residents the level of detail. Mr. Masters reported speaking with Ms. Hamilton about including a before and after picture of the pool in the February newsletter. Regarding future projects, they were planning on painting the interior of the Fitness Center, to provide a fresh look and welcomed Board Members to assist and provide a suggested color. During the holidays, they decorated quite a bit, as well as handling projects that they do, to try to keep the community looking good and current. Dr. Payne asked about the painting of the fence. Mr. Masters recalled last April, providing a proposal to the Board to paint the fence around the Phase 1 pool, but the Board directed him to table it for one year. However, the fence was in bad condition and recommended that it be painted now. The proposal for this year included pressure washing around the fence area and Phase 1 playground and painting all visible areas for \$5,200. Mr. Blalock asked if it would be the same color. Mr. Masters recalled discussing painting it black. Dr. Payne had no color preference. Mr. Masters pointed out that if they changed to black, every scape would show up green and if it was the same color as it was currently, they would get a longer look. Mr. Blalock agreed to keep it the same color. Dr. Payne liked green, as it matched the color scheme of the facility.

January 14, 2026

Brandy Creek CDD

On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor painting and soft pressure washing the fence around the Phase 1 pool in a not-to-exceed amount of \$6,000 was approved.

E. Amenity Manager

1. Report

Ms. Hamilton presented the Amenity Manager Report, which was included in the agenda package. The coffee and community connections was discontinued, due to low turnout, but would try to bring it back in the Summer. She started to do small, inexpensive events once a month for families and kids. In November, they had a Thanksgiving craft for kids, where they offered ice cream and candy toppings and in December, they offered donuts and hot chocolate at the roundabout. Both events were successful. Kids came up on their bikes to get the hot chocolate. The big highlight was Cookies with Santa, which she received great feedback on. 120 kids showed up and every kid went home with a stuffed animal. One resident volunteered to help with the Halloween and Christmas events. Mr. Blalock suggested providing a Certificate of Appreciation to the resident. Ms. Hamilton reported that there was a Daddy Daughter Dance in February and was thinking about doing a mother son event, such as a potato sack race or three-legged race. She discussed with Mr. Masters about doing a grand reopening for the Phase 2 pool in the Spring. Mr. Masters noted that it was planned for the end of March or early April and there would be an obstacle course in the field. Dr. Payne pointed out that he participated in a number of events, such as the Christmas and coffee events. They were well attended and he appreciated the effort from Ms. Hamilton and Mr. Masters.

2. Sheriff's Office Report

Ms. Hamilton presented the Sheriff's Office Report, which was included in the agenda package. Dr. Payne pointed out that they were standard and liked that she was checking on the kids. Hopefully with this improved surveillance, they would have some improvement in compliance with their policies.

January 14, 2026

Brandy Creek CDD

TENTH ORDER OF BUSINESS**Supervisor's Requests and Audience Comments**

Mr. Jolly suggested having additional parking on Nature Walk Parkway for overflow parking. Mr. Masters pointed out that they already park their vehicles on Nature Walk Parkway and set up cones, so residents realize that they could park on Nature Walk Parkway, instead of the parking lot. Dr. Payne felt that was a good idea but believed that it would be costly and that the temporary alignment worked out well. Mr. Jolly questioned the status of the current District Engineer. Mr. Oliver reported that he was on a call with Mr. Bill Schaefer today for another CDD and asked if Mr. Schaefer wanted to attend this meeting by phone, but he did not call in. Therefore, he recommended that the Board terminate Mr. Schaefer and his firm and hire Mr. Yuro as District Engineer, as he was responsive and lived right down the street. They would not have to go out for RFP, if the cost was less than \$35,000. Dr. Payne requested that a letter be sent to Mr. Schaefer's firm, terminating its services.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor the termination of DEG as District Engineer was approved.

Dr. Payne requested that Mr. Haber and Mr. Eckert handle this matter and at the next meeting, facilitate the process to bring Mr. Yuro on board. Mr. Haber would speak with Mr. Eckert regarding the waiver of the Request for Qualifications (RFQ) process. Dr. Payne thanked Mr. Jolly for bringing this matter to the Board.

ELEVENTH ORDER OF BUSINESS**Financial Reports****A. Balance Sheet & Income Statement as of November 30, 2025**

Mr. Oliver presented the November 30, 2025 Balance Sheet and Income Statement, which were included in the agenda package. They were two months into the new fiscal year and there were no unusual variances. There was a positive variance of \$25,000 and a balance of \$274,000 in the Capital Reserve Fund. Another \$70,000 was budgeted for this fiscal year and as mentioned earlier, the trustee was asked to transfer \$79,000 to the Capital Reserve Fund, which would provide a balance \$424,000. Dr. Payne recalled that they still had to pay the second piece for the pool renovation. Mr. Masters reported that the CDD paid the initial payment and within

January 14, 2026

Brandy Creek CDD

three weeks, they would have a bill for the entire work, as the contractor would be completed. The full amount was \$145,650.

B. Assessment Receipt Schedule

Mr. Oliver presented the Assessment Receipt Schedule, which was included in the agenda package, showing that the District was 13.38% collected for Fiscal Year 2026. This was due to there not being many receipts processed and received from St. Johns County, in November and early December. However, every year, the District was fully collected. Even if someone did not pay their property tax bill, the tax certificate for the property could be sold.

C. Approval of Check Registers

Mr. Oliver presented the Check Register from October 1, 2025 to November 30, 2025 in the amount of \$144,981.71, which was included in the agenda package. Dr. Payne noted upon cursory review, everything was standard in terms of expenses incurred on a monthly basis. There was nothing unusual.

On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor the October 1, 2025 to November 30, 2025 in the amount of \$144,981.71 was approved.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – February 11, 2026 at 6:30 p.m. at Phase 2 Amenity Center

Dr. Payne stated that the next meeting was scheduled for March 11, 2026 at 6:30 p.m. at the Phase 2 Amenity Center. There would be no meeting in February.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Dr. 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