Brandy Creek
Community Development District

August 14, 2026

AGENDA

Brandy Creek
Community Development District

475 West Town Place
Suite 114
St. Augustine, Florida 32092
***District Website*: www.BrandyCreekCDD.com**

August 12, 2026

Board of Supervisors
Brandy Creek Community Development District

Dear Board Members:

The Brandy Creek Community Development District Meeting is scheduled for **Wednesday, August 19, 2026 at 6:30 p.m.** at the Johns Creek Phase 2 Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092.

Following is the advance agenda for the meeting:

I. Roll Call

II. Public Comment *(regarding agenda items listed below)*

III. Approval of the Minutes of the May 13, 2026 Meeting

IV. Ratification of Agreement with Yuro & Associates for Professional Engineering Services

V. Consideration of:
   A. Work Authorization with Yellowstone Landscape for Pocket Park Excavation and Sod Install

   B. Third Amendment to Yellowstone Landscape and Irrigation Maintenance Agreement

VI. Acceptance of Audit Report for Fiscal Year 2025

VII. Consideration of Resolutions:
   A. Resolution 2026-05, Resetting the Public Hearing Date to Adopt the Fiscal Year 2027 Budget

   B. Resolution 2026-06, Resetting the Public Hearing Date to Adopt Revised Rules of Procedure

VIII. Fiscal Year 2027 Budget

A. Overview of Budget

B. Public Hearing Adopting the Budget for Fiscal Year 2027
   1. Consideration of Resolution 2026-07, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027

   2. Consideration of Resolution 2026-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027

IX. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-09

X. Other Business

XI. Staff Reports
A. Attorney

B. Engineer

C. Manager
   1. Discussion of Fiscal Year 2027 Meeting Schedule

   2. Discussion of Fiscal Year 2027 Goals and Objectives

D. Operations Manager
   1. Report

   2. Yellowstone Report

   3. Lake Doctors Report

E. Amenity Manager
   1. Report

   2. Sheriff's Office Report

XII. Supervisor's Requests and Audience Comments

XIII. Financial Reports
A. Balance Sheet & Income Statement as of July 31, 2026

B. Assessment Receipt Schedule

C. Approval of Check Register

XIV. Next Scheduled Meeting – September 9, 2026 at 6:30 p.m. at Phase 2 Amenity Center

XV. Adjournment

THIRD ORDER OF BUSINESS

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, May 13, 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 *by phone*	Supervisor
Thomas Metych	Supervisor
Clarence Blalock	Supervisor

Also present were:

Jim Oliver	District Manager
Matt Biagetti	GMS
Wes Haber	District Counsel
Jim Masters	Vesta/Amenity Services Group
Georgia Hamilton	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Residents	

The following is a summary of the actions taken at the May 13, 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 in person, with the exception of Mr. Jolly who was present via phone.

SECOND ORDER OF BUSINESS **Public Comment**

Resident (Brittany) who lived on Thorn Hollow Court voiced concern about traffic cutting through the neighborhood, as she had children who attend elementary and middle school, who had to cross the road every day to get to the bus. Dr. Payne pointed out that the CDD did not

have control over the roads, but there could be communication to residents about speeding. The CDD recently sent out a survey about whether residents would be amenable to putting in speed bumps. Mr. Metych suggested a four way stop sign to deter traffic, at the three busiest intersections; Johns Creek Parkway, Thorn Hollow Court and American Eagle West, as all three of these intersections had bus stops. Dr. Payne pointed out that speed bumps would be discussed under the Field Manager's Report or Supervisor's Requests. Mr. Blalock felt that Mr. Metych's suggestion was a better idea than the speed bumps. The Resident voiced concern that people might go the back way through Johns Creek and suggested placing more stop signs on the backside. Dr. Payne requested that this item be placed on the agenda and look at other options such as speed bumps but felt that Mr. Metych had an excellent suggestion. Mr. Masters suggested speaking with the County Commissioner for this area. A Resident (Chuck) recalled discussion 10 years ago about the State doing a survey on the highways and whether residents wanted speed bumps. Many people did not want them.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the March 11, 2026 Meeting**

Dr. Payne reviewed the minutes of the March 11, 2026 meeting and had no comments or corrections.

On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor the Minutes of the March 11, 2026 Meeting were approved as presented.

FOURTH ORDER OF BUSINESS **Approval of the Minutes of the March 11, 2026 Audit Committee Meeting**

Dr. Payne reviewed the minutes of the March 11, 2026 Audit Committee Meeting and had no comments or corrections.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the Minutes of the March 11, 2026 Audit Committee Meeting were approved as presented.

FIFTH ORDER OF BUSINESS **Ratification of Berger, Toombs, Elam, Gaines and Frank Engagement Letters**

A. Fiscal Year 2025

Mr. Oliver presented an Engagement Letter from Berger, Toombs, Elam, Gaines & Frank, to perform the audit for Fiscal Year 2025, in the amount of $3,800, which was included in the Proposed Budget for Fiscal Year 2026.

On MOTION by Mr. Payne seconded by Ms. Little with all in favor the approval of the Engagement Letter from Berger, Toombs, Elam, Gaines and Frank for Fiscal Year 2025 in the amount of $3,800 was ratified.

B. Annual Renewals (4)

Mr. Oliver recalled that during the Request for Proposals (RFP) process for auditing services, it was for a five-year period. However, each year, staff would bring a proposal from the auditor, which would include the terms and pricing.

SIXTH ORDER OF BUSINESS **Review and Ranking of Response to RFQ for District Engineering Services**

Dr. Payne reported that engineering proposals were received from Alliant, BGE and Yuro & Associates and requested that each Supervisor provide a ranking sheet. Mr. Oliver suggested that the Board provide their top ranked firms, without going through the scores. Dr. Payne pointed out that BGE was the only firm who qualified as a certified minority business enterprise. Mr. Blalock ranked Yuro & Associates as the top firm, BGE number two and Alliant number three. Ms. Little ranked the same. Mr. Metych ranked Yuro & Associates 95 points, BGE 94 points and Alliant 91 points. Mr. Jolly ranked Yuro & Associates as the top firm, BGE number two and Alliant number three. Dr. Payne ranked BGE number one, Yuro & Associates number two and Alliant number three, but agreed with the Board. *There was Board consensus to rank Yuro & Associates the number one ranked firm, with 94 points, BGE number two with 88 points and Alliant number three with 82 points.* Mr. Masters would enter into negotiations with Yuro & Associates.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor ranking Yuro & Associates as the number one ranked firm to provide engineering services and staff entering into the contract, BGE number two and Aliant number three was approved.

Dr. Payne appreciated Mr. Haber and Mr. Oliver for facilitating this and hoped that they get great work out of Yuro & Associates.

SEVENTH ORDER OF BUSINESS Consideration of Proposals

A. Pocket Park Excavation and Sod Install from Yellowstone

Mr. Masters recalled that at the last meeting, there was discussion about removing the mound at the pocket park and adding sod, which was recommended by EGIS, the District's insurance carrier, who inspected the property in January. EGIS felt that it was a liability issue, as kids were using it as a ramp with their bikes. A proposal was provided by Yellowstone, which was $3,107.71 to flatten the mound, sod it and use soil for top dressing across the park. The proposal from another company was $7,000. Mr. Blalock felt that this was the best way to handle it. Ms. Little noted that the price was reasonable. Mr. Masters recommended doing a good top dressing, in order to get the sod to grow back. Dr. Payne recalled that signage would be placed in the park, prohibiting scooters. Mr. Masters confirmed that the signs were already there. Mr. Metych was in favor of removing the mound, as it was a matter of time that someone would be badly injured from jumping the hill.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor the Proposal from Yellowstone to remove the mound at the pocket park and install sod in the amount of $3,107.71 was approved.

B. Fitness Center AC Replacement/Repair from Chiller Medic & Beuhler

Mr. Masters recalled that the air conditioner at the Fitness Center, was last replaced six years ago, which was one year after the warranty. Griffin Services provided a 10-year warranty, but they were no longer in business. According to the manufacturer, the air conditioner should only last five years. He was advised by a resident that it was warm in the Fitness Center and as a result called Chiller Medic, who serviced it before. There was a leak in a coil. They provided two proposals: one for $3,000 to replace the coil, with a one-year warranty or $10,500 to replace the

entire system, with a 10-year warranty. Recently, Florida passed a law stating that residential air conditioners must come with a 10-year warranty, but not commercial and Mr. Masters asked Chiller Medic how they could provide a 10-year warranty. They stated that the air conditioner would be written as residential. Buehler Air & Plumbing also inspected it and found a small leak in the coil and submitted a proposal for $4,400 to replace the coil and $10,700 to replace the entire system. Mr. Masters had 4 pounds of freon added into the current system, which was holding, but did not know whether the air conditioner would work a month or six months.

Dr. Payne asked District Counsel had any concerns with the air conditioner being written up as residential, since the CDD was not residential. Mr. Haber was not familiar with this law and would have to look at the implications of writing it up as residential, but if Chiller Medic was willing to provide a 10-year warranty, he would draft an agreement with them. Mr. Blalock was in favor, if Chiller Medic was willing to put in writing that they would provide a 10-year warranty, as it did not preclude business or governments from having a 10-year warranty. Dr. Payne was in favor of replacing the entire system for $10,150, as replacing the coil for $3,000 was not economical. Mr. Biagetti would have a conversation with the owner of Chiller Medic about the CDD being recognized as commercial versus residential and requested that the Board delegate authority to the Chair to work with staff on the best possible deal on the warranty. Mr. Blalock asked if it was a freon system or a puron system. Mr. Masters did not know but would find out. Dr. Payne appreciated Mr. Blalock's expertise.

> On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor the Proposal from Chiller Medic to replace the air conditioner in the Fitness Center in the amount of $10,150 and authorization for the Chair to work with District Counsel and Mr. Masters to negotiate the best warranty and technology was approved.

EIGHTH ORDER OF BUSINESS **Ratification of Fitness Center Treadmill Replacement with First Place Fitness**

Mr. Masters recalled that a treadmill in the Fitness Center, stopped working last month. There were two treadmills in the Fitness Center and neither one had been replaced in eight years. The preventative maintenance company, First Place Fitness, quoted $1,200 to get the treadmill up and running. However, he went with the Chairman to First Place Fitness' showroom, found a

commercial treadmill and purchased it for $3,298. It had a warranty of 10 years for the frame, five years for the motor and two years for the labor. It was delivered within a week and installed.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor the proposal from First Place Fitness to replace the treadmill in the Fitness Center in the amount of $3,298 was approved.

NINTH ORDER OF BUSINESS Review of Fiscal Year 2027 Budget

A. Review of Proposed Budget *(will be sent under separate cover)*

Mr. Oliver presented the Proposed Budget for Fiscal Year 2027. It proposed an assessment increase of 9.7% and a contribution to the Capital Reserve Fund of $122,000. This was augmented by the Florida, Power & Light (FPL) easement for the front entry in the amount of $70,000 and $79,000 that was received earlier this year, in excess funds from debt service loans, reducing the contribution down to $43,000. There were also excess funds on the Balance Sheet, which could be used, in additional to *Carry Forward Surplus,* to decrease the assessment to 4%. In the General Fund, *Special Assessments* increased from $921,000 to $1,010,000, but by using capital reserves, there would be a minimal increase of 3% to 5%. Dr. Payne estimated an increase of $89,000, by multiplying 583 units by $153,000. Mr. Oliver reported that the CDD was required to approve a Proposed Budget by June 15th of each year and set the public hearing to be held no sooner than 60 days after the budget was approved and provided to St. Johns County. The budget would be discussed in further detail at the public hearing and a mailed notice would be sent to residents.

Mr. Blalock questioned whether they could split the difference and instead of using $70,000, use $35,000, as 9.7% was too high. Dr. Payne disagreed, as he wanted to have a significant capital reserve, for anticipated expenses, such as replacing the playground in the pocket park and making repairs in Phase 1 and preferred that it be lowered, since last year's assessment increase was 4% and there was no increase for the prior two years. Mr. Oliver would lower the capital reserve contribution for the approved budget and use *Carry Forward Surplus* from prior years, to keep the assessment increase at 4% or 5%. However, the Board would be approving this Proposed Budget with a 9.6% increase, giving the latitude for him to reduce the assessment to 5%. Mr. Blalock would rather keep the assessment increase closer to $100. Dr.

Payne felt that $100 was reasonable. Mr. Oliver would keep the assessment increase in a not-to-exceed amount of $100.

B. Consideration of Resolution 2026-03, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (July 15, 2026)

Mr. Oliver presented Resolution 2026-03 Approving the Proposed Budget for Fiscal Year 2026 and Setting the Public Hearing for July 15, 2026 at 6:30 p.m. at this location.

> On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor Resolution 2026-03 Approving the Proposed Budget for Fiscal Year 2027, increasing the assessment by no more than $100 and Setting the Public Hearing for July 15, 2026 at 6:30 p.m. at this location was adopted.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2026-04, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Dr. Payne reported that along with setting the public hearing on the budget, the Board was also setting the public hearing to adopt the revised Rules of Procedure, which was also on July 15th. Mr. Oliver pointed out that Kutak Rock would review the Rules of Procedure, prior to the public hearing.

> On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor Resolution 2026-04 Setting the Public Hearing for July 15, 2026 at 6:30 p.m. at this location to adopt the revised Rules of Procedure was adopted.

- **Review of Proposed Budget** *(Item 9A)*

Ms. Little questioned where in the budget the annual fee for non-residents to use the facility was charged. Mr. Oliver indicated that it was in the revenue line item, but sometimes only one or two families use it. Mr. Masters confirmed that no non-residents were using the Amenity Center. Ms. Little further questioned the $105 annual fee that was imposed this year. Dr. Payne explained that each phase had their own annual fee, which went to the POA. A Resident (Chuck) asked if the Special Session's action on eliminating property taxes affected the

distribution or credits that residents received from the county. Mr. Oliver confirmed that Property Tax Bills would still go out, as they currently had no information that would change the way that the CDD does business. Dr. Payne pointed out that the Tax Bill had many components, including property taxes, but there were also school taxes.

ELEVENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being no comments, the next item followed.

C. Manager

1. 2026 General Election

Mr. Oliver reported that this was an election year and three seats were up for election, as Dr. Payne, Ms. Little and Mr. Metych's terms end in November of 2026. Any interested candidates could coordinate with the Supervisor of Elections office to pre-qualify. The qualifying period was from June 8th at Noon through June 12th at Noon.

2. Report on the Number of Registered Voters (1,252)

Mr. Oliver reported that each year, the District was required by Chapter 190 of the Florida Statutes, to announce the number of registered voters. According to the St. Johns County Supervisor of Elections, there were 1,252 registered voters in the District as of April 15, 2026.

3. Annual Form 1 Filing & Annual Ethics Training

Mr. Oliver reminded all Supervisors to update their Form 1, Statement of Financial Interest by July 1st. This was done electronically. He would send a reminder to the Board. As public officials, each Supervisor was required to complete four hours of ethics training by December 31st. Discussion ensued regarding the General Election.

D Operations Manager

1. Report

Mr. Masters presented the Operation Manager Report and discussed expenses that the CDD had in the last two months, as there were more expenditures than they had in several years. They would have to replace the play structure in the pocket park in one or two years, which was estimated to be in the $60,000 range. They should be able to get through this Summer and next Summer with the Phase 1 pool, depending on how the marcite holds up, as the remarciting was estimated to be in the $225,000 range. He would not know how it held up until August. In the last few months, there have been some substantial expenditures, some of which were suggested by the CDD's insurance carrier, EGIS. Many of the faded signs in the community, were replaced. Signs were added to the splash feature, with rules and regulations. No e-bike signs were installed throughout the community, as well as No Trespassing signs, in strategic areas. Wildlife caution signs were also added around the ponds. A total of 31 signs were installed, at a cost of $4,200. Dr. Payne questioned how they would know that the signs were working. Mr. Masters pointed out that they needed the No Trespassing signs, in order to have the Sheriff's Department enforce it.

Mr. Masters reported that in the last two months, $8,500 was spent on irrigation repairs, including $2,900 that was spent to repair a damaged main line in Phase 2 and the wiring to each valve, due to a lightning strike to a Pine tree in the garden. It was submitted to EGIS for reimbursement, but due to a $2,500 deductible, they would only receive $400. When the sidewalk was repaired on Nature Walk Parkway, the county did half of the repair and caused $2,200 worth of damage. However, the CDD had no recourse, because it was not CDD property. The rest of the sidewalk was subcontracted out, which caused $200 in damage. Mr. Blalock questioned what damage they caused. Mr. Masters indicated that there were broken irrigation heads and damage to some of the turf, which they replaced with St. Augustine, but there was Zoysia at the entrance. The CDD must spend money to replace it, even though the county owned it, because the CDD maintained it. Dr. Payne questioned whether grass would be replaced around the monument or under the tree. Mr. Masters planned to replace the area on the McDonalds side, right in front of the flowers, which did not look good, as there was St. Augustine grass and not Zoysia. Irrigation costs for Nature Walk Parkway were $8,500, which was more than he ever spent in a four-month period.

Mr. Masters recalled that last year, the pool chairs and lounges were repaired and looked great, but were now discolored, due to sunscreen. He sent out 20 lounges and 11 chairs to be repaired and they should be returned shortly. He expected a bill of $3,000 to $3,500. Dr. Payne suggested replacing two strips of black at the top and middle, so they would only have three or four white strips to replace. Mr. Masters felt that this was a great suggestion and would talk to the vendor. Ms. Little suggested that staff remind residents to use towels when using the lounges. Mr. Masters reported that he drove around the community with Mr. Metych, to look at the islands. There were three islands; one on Huffner Hill Circle, which just had trees, one off of West American Eagle Drive, which had three plant beds and one off of Johns Creek Parkway, which had a sod replacement several years ago at a cost of $7,000. However, two beds degraded to the point of where there needed to be new plants, which they could replace for $400. Proposals were provided by Yellowstone to remove the plant material and install sod. To strip the two plant beds in the island on West American Eagle Drive and install St. Augustine grass, the cost would be $1,797. Staff could install a Crepe Myrtle and six new Loropetalums for $250. They could use another company to install the sod, but they would not guarantee it for a year like Yellowstone would. Yellowstone provided a proposal to replace the sod in the island off of Johns Creek Parkway for $2,400.

Dr. Payne questioned whether there was irrigation. Mr. Masters replied affirmatively. Mr. Metych felt that the best solution was to install mulch instead of sod in these areas. Ms. Little asked if they would mulch the entire island. Mr. Masters confirmed that they would install mulch or sod where there was plant material. Ms. Little felt that mulch would look better. Mr. Masters was concerned about the mulch spreading when it rained. Ms. Little agreed that they should remove the bushes up front. Mr. Masters would remove the Crepe Myrtle and pull out the bad plant material. For $400, they could install some nice plants. Dr. Payne felt that it was more economical to have mulch, as opposed to replacing plants or sod. Mr. Masters pointed out that they expected a shipment of mulch in the next 10 days, which gives them enough time for staff to pull the bushes. Dr. Payne asked if there was a barrier that they could place to stop the mulch from washing away. Mr. Blalock suggested installing rocks. Mr. Masters did not like rocks, as kids picked up the rocks and threw them.

Ms. Little questioned when coming out of the Gym in Phase 1, if there was no trespassing on the other side of the pond. Mr. Masters indicated that where the exercise equipment was on

the sidewalk, it was not a no trespassing area. The only signs that they had out there, was for the equipment and the wildlife. However, no fishing was allowed in this pond, due to the fountain and the electricity. Ms. Little chased kids that were fishing in this area two weeks ago, but kids were going back and forth on their e-bikes. Mr. Masters pointed out that there were signs posted for no e-bikes, but kids from Silverleaf were coming down the hill. If Deputy Lauren noticed someone using an e-bike in this area, she would issue a No Trespassing warning. Mr. Blalock questioned the status of the access gate for the ballpark. Mr. Masters explained that one of the boards for the access system was down. It should be installed this Friday at a cost of $1,500. Mr. Blalock recalled an incident where kids from Silverleaf used the basketball court. Mr. Masters indicated that had a key that could lock the basketball court.

2 Yellowstone Report

Mr. Masters presented the Yellowstone Report. Ms. Little commented about how nice the community looked. Mr. Masters pointed out that they were walking away from the freeze with not a large expense, which was due to Yellowstone keeping on top of it. Their service days were changed from Monday and Tuesday to Thursday and Friday, so that the community looked nice over the weekend. It was overgrown in the front, but they would start seeing improvements on the ponds, as soon as it rained.

3. Lake Doctors Report

Mr. Masters presented the Lake Doctors Report. Ms. Little pointed out that the lakes were still not cleaned out. Mr. Masters reported that the lakes were in a drought situation and would improve in a month or two. Dr. Payne asked if there were any concerns with Yellowstone or Lake Doctors. Mr. Masters noted no concerns. Staff tried to do as much as they could in-house, in order to save money. For example, Yellowstone wanted $900 to replace five Oleanders, but he purchased six from Pats in Fleming Island for $285. Dr. Payne appreciated that they did many items in-house to reduce costs. Ms. Little questioned Mr. Masters relationship with Yellowstone. Mr. Masters confirmed that he has had a good relationship with Yellowstone. They make mistakes from time to time, but as soon as he called them, they rectified it. Mr. Oliver pointed out if an item needed to be added to the budget, they could add it.

E. Amenity Manager

1. Report

2. Sheriff's Office Report

Ms. Hamilton presented the Amenity Manager and Sheriff's Office Reports. The food trucks were coming back twice a month and seemed to be doing well. Year to date, there were 19 rentals for the month of May. The Amenity Center was crowded, as there many graduations, birthdays and end of the year soccer parties. Many activities were planned for the Spring. Families came out to build bird houses. There was a Spring themed Bingo, but she later found out that Bingo was not permitted as a CDD event and they would not be having Bingo in the future. Dr. Payne asked if it was not permitted, due to the prize money. Mr. Haber explained that there was a specific Florida law prohibiting Bingo, with the exception of some very limited circumstances. There was also a law prohibiting games of chance, where someone had the opportunity to win something of value. However, if a resident was not paying to play and the CDD was providing a prize that had no monetary value, it was acceptable, but not if people were paying to play the game. Ms. Hamilton confirmed that no one paid to play. They awarded fidget spinners to kids and cooling towels to adults.

Ms. Hamilton reported that for Spring Break, there was a Spring Bling Easter egg hunt, which was very successful, even though the weather was not the best. There was fresh popcorn, cotton candy, an egg hunt, obstacle course, crafts and tattoos. When school was closed for the day, popsicles were given out in Phase 1. There was a community yard sale on Friday, the 3rd, which was advertised in the Florida Times Union. Signs were posted at the houses that had a yard sale. The weather was beautiful compared to the Fall one. For Mother's Day, 15 to 20 kids made handprint cards. A Fourth Be With You event was held on May 4th. A resident approached her the day of the event and asked if they could be part of the event, as his family was into Star Wars. There was a craft for kids to make and a food truck. There was an upcoming ice cream social for the last day of school on May 29th, as well as a Summer kickoff, the first week that school was out. On Saturday, June 6th, there would be music by the pool, a water slide and food truck. A Father's Day craft was planned for the dads in the community and a big Fourth of July event at the end of June. Dr. Payne suggested that kids decorate their bicycles for the Fourth of July event and that there be a contest.

Mr. Blalock noticed when he walks around the Phase 1 field at 6:00 p.m. every day, that the field was being used at least three or four times a week for organized sports. Mr. Masters

confirmed that the field was used for amenity athletics, which the CDD offers. Ms. Hamilton reported that she presented Ms. Diane Shore a $15 Starbucks gift card for volunteering her time at recent events, which Ms. Shore appreciated. Ms. Ashley Morgan, a volunteer with the American Foundation for Suicide Prevention (AFSP), had an event on May 9th. Ms. Morgan suggested setting up a table at larger events, to pass out literature. Dr. Payne felt this made sense. Ms. Little questioned whether Ms. Morgan had good attendance at her event. Mr. Masters confirmed that there was little attendance, as this was a difficult subject. Dr. Payne did not see anything egregious in the Sheriff's Report. The results of the speed bumps were presented to the Board. Mr. Oliver reported that he received a phone call last Friday from Deputy Lauren, regarding a complaint that was made to the Sheriff's Department by a resident who was cited for running a stop sign. She was encouraged to come to the CDD meeting and was told that there would be an investigation. Mr. Blalock pointed out that there would always be complaints about people breaking the law and how law enforcement enforces the law.

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

Dr. Payne reiterated that the sidewalk on Nature Walk Parkway that Mr. Masters discussed, was owned by the county and not by the CDD and felt that the area should be left alone and the CDD should not be spending any money. Mr. Blalock asked if CDD was responsible for maintaining the irrigation and not the grass. Mr. Masters indicated that the CDD needed to do the best that it could in maintaining the irrigation, but their entrances should look good. However, the county was not going to spend any money and would only cut the grass once a year, if the CDD stopped maintaining the irrigation. Dr. Payne did not believe that it was an eyesore and preferred to allow the tree and grass to grow. Mr. Masters agreed, but wanted to do something at the front monument, as it identified Brandy Creek. Ms. Little recalled that years ago, the CDD planted trees on that property. Dr. Payne pointed out that at that time, the decision was made to make the entrance look more appealing. Mr. Masters confirmed that the CDD owned the islands in the middle, at the entrance.

Dr. Payne noticed many comments on Facebook regarding speeding and as a result, asked Mr. Oliver to send out a survey, to see if residents wanted speed bumps and to use a QR code. The results were shared electronically. There was a split down the middle of people wanting speed bumps, as speeding continued to be a concern. The survey was well received, as

over 145 people responded and suggested that the survey continue, until there was a response from 30% of the community. Mr. Masters would try to get someone from the county to come to the next meeting to address the Board's concerns and suggested using the County Commissioner for leverage. Dr. Payne questioned how they would proceed with Mr. Metych's proposal, which was discussed earlier in the meeting. Mr. Masters asked if the Board wanted Mr. Mike Yuro to attend the next meeting, regarding the use of stop signs. Mr. Oliver suggested consulting with Mr. Yuro before the meeting. Ms. Little recalled that Mr. Yuro lived in St. Johns Country Club, where there was a speeding problem, but it was much better. Mr. Masters reported that St. Johns Country Club owned the roads and could do more than this CDD could do, such as installing speed signs that flash.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement as of April 31, 2026

Mr. Oliver presented the March 31, 2026 Balance Sheet and Income Statement.

B. Assessment Receipt Schedule

Mr. Oliver presented the Assessment Receipt Schedule, showing that the District was 98% collected. This was as of the last distribution in March and assumed that the CDD was now at 100%, which he would verify.

C. Approval of Check Registers

Mr. Oliver presented the Check Register from February 1, 2026 to March 31, 2026 in the amount of $210,565.27. Dr. Payne noticed that the water bill was high at the last meeting and thanks to Mr. Masters, the leak was repaired. Mr. Oliver noted that there was a positive variance with expenditures.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the February 1, 2026 to March 31, 2026 in the amount of $210,565.27 was approved.

FIFTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – July 15, 2026 at 6:30 p.m. at Phase 2 Amenity Center**

Dr. Payne reported that the next meeting was scheduled for July 15, 2026 at 6:30 p.m. at the Phase 2 Amenity Center.

SIXTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Dr. Payne seconded by Mr. Blalock with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

AGREEMENT BETWEEN BRANDY CREEK DEVELOPMENT DISTRICT AND YURO AND ASSOCIATES, LLC FOR PROFESSIONAL ENGINEERING SERVICES

This Agreement for Professional Engineering Services (the "**Agreement**") is made and entered into as of the 1st day of July, 2026, by and between:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in St. Johns County, Florida, with a mailing address of 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (the "**District**"); and

YURO & ASSOCIATES, LLC, a Florida limited liability company, with a mailing address of 145 Hilden Road, Unit 108, Ponte Vedra, Florida 32081 (the "**Engineer**").

RECITALS

WHEREAS, the District is a local unit of special purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*; and

WHEREAS, the District is authorized to plan, acquire, and/or maintain improvements, facilities, and services in conjunction with the development and maintenance of the lands within the District; and

WHEREAS, pursuant to Sections 190.033 and 287.055, *Florida Statutes*, the District solicited qualifications from qualified firms and individuals to provide professional engineering services to the District on a continuing basis; and

WHEREAS, Engineer submitted a proposal to serve in this capacity; and

WHEREAS, the District's Board of Supervisors (the "**Board**") ranked Engineer as the most qualified firm to provide professional engineering services for the District and authorized the negotiation of a contract pursuant to Section 287.055, *Florida Statutes*; and

WHEREAS, the District intends to employ Engineer to perform engineering, construction administration, environmental management and permitting, financial and economic studies, as defined by a separate work authorization or work authorizations; and

WHEREAS, the Engineer shall serve as District's professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of these services.

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties hereto and the payments by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

ARTICLE 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and are incorporated by reference herein as a material part of this Agreement.

ARTICLE 2. SCOPE OF SERVICES.

A. The Engineer will provide general engineering services for the District, including:

1. Preparation of any necessary reports and attendance at meetings of the Board.

2. Assisting in meeting with necessary parties involving bond issues, special reports, feasibility studies or other tasks.

3. Providing professional engineering services, including but not limited to, review and execution of documents under the District's Trust Indentures and monitoring of District projects.

4. Any other items requested by the Board.

B. Engineer shall, when authorized by the Board, provide general services related to construction of any District projects, including but not limited to:

1. Periodic visits to the site, or full-time construction management of District projects, as directed by District.

2. Processing of contractors' pay estimates.

3. Preparation of, and/or assistance with, the preparation of work authorizations, requisitions, change orders and acquisitions for review by the District Manager, District Counsel, and the Board.

4. Final inspection and requested certificates for construction, including the final certificate of construction.

5. Consultation and advice during construction, including performing all roles and actions required of any construction contract between District and any contractor(s) in which Engineer is named as owner's representative or "Engineer."

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

6. Any other activity related to construction as authorized by the Board.

C. With respect to maintenance of the facilities, Engineer shall render such services as authorized by the Board.

ARTICLE 3. METHOD OF AUTHORIZATION. Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a work authorization which shall include the scope of services, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized and shall be in a form similar to the form set for in **Exhibit A** hereto ("**Work Authorization**"). Authorization of services or projects under this Agreement shall be at the sole option of the District.

ARTICLE 4. COMPENSATION. It is understood and agreed that the payment of compensation for services under this Agreement shall be stipulated in each Work Authorization. One of the following methods will be utilized:

A. ***Lump Sum Amount –*** The District and Engineer shall mutually agree to a lump sum amount for the services to be rendered payable monthly in direct proportion to the work accomplished. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in Section 287.017 of the Florida Statutes for CATEGORY FOUR, the District shall require the Engineer to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The price for any lump sum Work Authorization, and any additions thereto, will be adjusted to exclude any significant sums by which the District determines the Work Authorization was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such adjustments must be made within one (1) year following the completion of the work contemplated by the lump sum Work Authorization.

B. ***Hourly Personnel Rates*** – For services or projects where the scope of services is not clearly defined or recurring services or other projects where the District desires the use of the hourly compensation rates, the rates outlined in **Exhibit B**, attached hereto and incorporated by this reference, shall apply. The District and Engineer may agree to a "not to exceed" amount when utilizing hourly personnel rates for a specific work authorization.

ARTICLE 5. REIMBURSABLE EXPENSES. Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the services for the incidental expenses as listed as follows:

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

A. Expenses of transportation and living when traveling in connection with a project and fees paid for securing approval of authorities having jurisdiction over the project. All expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District's travel policy.

B. Expense of reproduction, postage and handling of drawings and specifications.

ARTICLE 6. TERM OF AGREEMENT. It is understood and agreed that the term of this Agreement will be from the time of execution of this Agreement by the parties hereto until terminated in accordance with its terms.

ARTICLE 7. SPECIAL CONSULTANTS. When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis. Engineer's time and expenses associated with the retention and coordination of special consultants shall be paid by the District.

ARTICLE 8. BOOKS AND RECORDS. Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder, or such further time as required under Florida law. The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

ARTICLE 9. OWNERSHIP OF DOCUMENTS.

A. Upon payment of all applicable compensation as properly invoiced and paid pursuant to Article 4, all rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement (the "**Work Product**") shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.

B. Upon payment of all applicable compensation as properly invoiced and paid pursuant to Article 4, the Engineer shall deliver all Work Product to the District upon completion thereof, unless it is necessary for the Engineer in the District's sole discretion to retain possession for a longer period of time. Notwithstanding the foregoing, the Engineer agrees that delivery of any Work Product necessary to proceed with the ongoing work of the District shall not be withheld or unreasonably delayed solely based upon the timing of the invoicing or payment. Upon early termination of the Engineer's services hereunder, the Engineer shall deliver to the District all such Work Product, whether complete or not. The District shall have all rights to use any and all

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used in whole without the District's prior express written consent. The Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the District.

C. The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. The Engineer hereby assigns to the District any and all rights the Engineer may have including, without limitation, the copyright with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise, the preparation of such copyrightable or patentable materials or designs.

ARTICLE 10. REUSE OF DOCUMENTS. All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. Such documents are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer. All documents including drawings, plans and specifications furnished by Engineer to District are subject to reuse in accordance with Section 287.055(10), *Florida Statutes*.

ARTICLE 11. ESTIMATE OF COST. Since Engineer has no control over the cost of labor, materials, or equipment or over a contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer's opinions of probable cost provided as a service hereunder are to be made on the basis of its experience and qualifications and represent Engineer's best judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by Engineer. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

ARTICLE 12. INSURANCE.

A. Subject to the provisions of this Article, the Engineer shall, at a minimum, maintain throughout the term of this Agreement the following insurance:

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

1. Workers' Compensation Insurance in accordance with the laws of the State of Florida.

2. Commercial General Liability Insurance, including but not limited to, bodily injury (including contractual), property damage (including contractual), products and completed operations, and personal injury with limits of not less than One Million Dollars and No Cents ($1,000,000.00) per occurrence, and not less than Two Million Dollars and No Cents ($2,000,000.00) in the aggregate covering all work performed under this Agreement.

3. Automobile Liability Insurance, including without limitation bodily injury and property damage, including all vehicles owned, leased, hired, and non-owned vehicles with limits of not less than One Million Dollars and No Cents ($1,000,000.00) combined single limit covering all work performed under this Agreement.

4. Professional Liability Insurance for Errors and Omissions, with limits of not less than One Million Dollars and No Cents ($1,000,000.00).

B. All insurance policies, except for the Professional Liability Insurance, secured by Engineer pursuant to the terms of this Agreement shall be written on an "occurrence" basis to the extent permitted by law.

C. The District and the District's officers, supervisors, agents, staff, and representatives shall be named as additional insured parties, except with respect to the Worker's Compensation Insurance and Professional Liability Insurance for which only proof of insurance shall be provided. The Engineer shall furnish the District with the Certificate of Insurance evidencing compliance with the requirements of this Section. No certificate shall be acceptable to the District, unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the state of Florida.

D. If the Engineer fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Engineer shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

ARTICLE 13. CONTINGENT FEE. The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 14. AUDIT. Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. The Engineer agrees that the District or any of its duly authorized representatives shall have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement for a period of four (4) years or longer as required by law. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until either (a) the completion of an audit and resolution of all questions arising therefrom, or (b) three years after the expenditure of all funds under this Agreement, or (c) the public record retention period established by the District's records retention policy, whichever comes later.

ARTICLE 15. COMPLIANCE WITH GOVERNMENTAL REGULATIONS. In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by the Engineer, shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction. If the Engineer fails to notify the District in writing within ten (10) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Engineer or any of its agents, servants, or employees, or fails to comply with any requirement of such agency within ten (10) days after receipt of any such notice, order request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

ARTICLE 16. COMPLIANCE WITH PROFESSIONAL STANDARDS. In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by Engineer, shall maintain the generally accepted professional standard of care, skill, diligence, and professional competency for such work and/or services consistent with industry standards used by members of the Engineer's profession practicing under similar circumstances. Any designs, drawings, reports, or specifications prepared or furnished by Engineer that contain errors, conflicts, or omissions will be promptly corrected by Engineer at no cost to the District.

ARTICLE 17. INDEMNIFICATION.

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

A. The Engineer agrees, to the fullest extent permitted by law (except against professional liability claims), to indemnify, defend, and hold harmless the District and the District's officers, supervisors, agents, staff, and representatives (together, the "**Indemnitees**"), from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Engineer and other persons employed or utilized by the Engineer in the performance of this Agreement, including without limitation the Engineer's contractors, subcontractors, and sub-subcontractors. To the extent a limitation on liability is required by Section 725.06 of the Florida Statutes or other applicable law, liability under this section shall in no event exceed the sum of One Million Dollars and No Cents ($1,000,000.00) and Engineer shall carry, at his own expense, insurance in a company satisfactory to District to cover the aforementioned liability. Engineer agrees such limitation bears a reasonable commercial relationship to the Agreement and was part of the project specifications or bid documents.

B. The Engineer agrees and covenants that nothing in this Agreement shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to Section 768.28, *Florida Statutes*, or other law, and nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

C. In the event that any indemnification, defense, or hold harmless provision of this Agreement is determined to be unenforceable, the provision shall be reformed in accordance with the mutual intent of the Engineer and the District to provide indemnification, defense, and hold harmless provisions to the maximum effect allowed by Florida law and for the benefit of the Indemnitees.

D. Neither District nor Engineer shall be liable to the other party in any circumstances for any indirect, economic, special or consequential loss or damage, including but not limited to, loss of revenue, loss of production or loss of profit.

ARTICLE 18. EMPLOYMENT VERIFICATION. The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

ARTICLE 19. INDEPENDENT CONTRACTOR. In all matters relating to this Agreement, the District and the Engineer agree and acknowledge that the Engineer shall serve as an independent contractor of the District. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any Federal or State unemployment, insurance laws, or any other potentially applicable laws. The Engineer agrees to assume all liabilities or obligations by any one or more of such laws with respect to employees of

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District, unless set forth differently herein or authorized by vote of the Board.

ARTICLE 20. CONTROLLING LAW. The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue for all proceedings with respect to this Agreement shall be St. Johns County, Florida.

ARTICLE 21. NOTICE. All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

A. If to Engineer:	Yuro and Associates, LLC 145 Hilden Road, Unit 108 Ponte Vedra, Florida 32801 Attn: Michael J. Yuro
B. If to District:	Brandy Creek Community Development District 475 West Town Place, Suite 114 St. Augustine, Florida 32092 Attn: District Manager
With a copy to:	Kutak Rock LLP 107 West College Avenue Tallahassee, Florida 32301 Attn: District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Engineer may deliver Notice on behalf of the District and the Engineer. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

ARTICLE 22. PUBLIC RECORDS. Engineer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Engineer agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Engineer acknowledges that the designated public records custodian for the District is **Jim Oliver** ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Engineer shall 1) keep and maintain public records required by the District to perform the Services; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Engineer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Engineer's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Engineer, the Engineer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats (latest editions).

IF THE ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, JOLIVER@GMSNF.COM, OR 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.

ARTICLE 23. NO THIRD PARTY BENEFITS. Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

ARTICLE 24. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

ARTICLE 25. ASSIGNMENT. Except as provided otherwise in this Agreement, neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Any purported assignment without such written consent is void. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate and consistent with this Agreement.

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

ARTICLE 26. CONSTRUCTION DEFECTS. ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, *FLORIDA STATUTES*.

ARTICLE 27. AMENDMENT. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Engineer.

ARTICLE 28. ARM'S LENGTH TRANSACTION. This Agreement reflects the negotiated agreement of the District and the Engineer, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement.

ARTICLE 29. INDIVIDUAL LIABILITY. UNDER THIS AGREEMENT, AND PURSUANT TO THE REQUIREMENTS OF SECTION 558.0035, *FLORIDA STATUTES*, THE REQUIREMENTS OF WHICH ARE EXPRESSLY INCORPORATED HEREIN, AN INDIVIDUAL EMPLOYEE OR AGENT OF THE ENGINEER MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

ARTICLE 30. TERMINATION. The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days' written notice. At such time as the Engineer receives notification of the intent of the District to terminate the Agreement, the Engineer shall not perform any further services, unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

ARTICLE 31. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

ARTICLE 32. ENFORCEMENT OF AGREEMENT. In the event that either the District or the Engineer is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorney's fees, paralegal fees, expert witness fees, and costs at all judicial levels.

ARTICLE 33. ACCEPTANCE. Acceptance of this Agreement is indicated by the signatures of the authorized representatives of the District and the Engineer in the spaces provided below.

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

ARTICLE 34. COUNTERPARTS. This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

ARTICLE 35. E-VERIFY. The Engineer shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Engineer shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Engineer has knowingly violated Section 448.09(1), *Florida Statutes*. By entering into this Agreement, the Engineer represents that no public employer has terminated a contract with the Engineer under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

ARTICLE 36. COMPLIANCE WITH SECTION 20.055, *FLORIDA STATUTES*. The Engineer agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes.*

ARTICLE 37. SCRUTINIZED COMPANIES STATEMENT. Engineer certifies it: (i) is not in violation of Section 287.135, *Florida Statutes;* (ii) is not on the Scrutinized Companies with Activities in Sudan List; (iii) is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; (iv) does not have business operations in Cuba or Syria; (v) is not on the Scrutinized Companies that Boycott Israel List; and (vi) is not participating in a boycott of Israel. If the Engineer is found to have submitted a false statement with regards to the prior sentence, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, has engaged in business operations in Cuba or Syria, and/or has engaged in a boycott of Israel, the District may immediately terminate the Contract.

[signatures on following page]

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Attest:

DocuSigned by:
Jim Oliver
D1BA5E5E7410418...
Secretary / Assistant Secretary

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

Signed by:
Meredith Payne
F90EE6B0C57E452...
Chairperson / Vice Chairperson,
Board of Supervisors

YURO & ASSOCIATES, LLC
a Florida Limited Liability Company

Witness

By: Michael J. Yuro
Its: President

EXHIBIT A: Form of Work Authorization
EXHIBIT B: Rate Schedule

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

Exhibit A

Form of Work Authorization

_____, 202_

Brandy Creek Community Development District
St. Johns County, Florida

Subject: **Work Authorization Number ___**
Brandy Creek Community Development District

Dear Chairperson, Board of Supervisors:

Yuro & Associates, LLC ("Engineer"), is pleased to submit this work authorization to provide engineering services for the Brandy Creek Community Development District (the "District"). We will provide these services pursuant to our current agreement dated _____, 2026 ("Engineering Agreement") as follows:

I. Scope of Work. The District will engage Engineer to perform those services [INSERT SERVICES TO BE PROVIDED].

II. Fees. The District will compensate Engineer pursuant to the hourly rate schedule contained in the Engineering Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the District and Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering Yuro & Associates, LLC. We look forward to helping you create a quality project.

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Brandy Creek Community
Development District

Sincerely,

_____

Date: _____

Docusign Envelope ID: 802D3EB8-5741-8525-808B-95EAF1AB6129

Exhibit B
Rate Schedule

Yuro & Associates, LLC

- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

Yuro & Associates, LLC

FY 2026 Fee Schedule

PROFESSIONAL SERVICES	***HOURLY RATE***
Principal (*Professional Engineer*)	$ 205.00
Project Manager (*Professional Engineer*)	$ 185.00
Engineer *(EIT)*	$ 165.00
Designer / Draftsman	$ 145.00
Construction Manager / Inspector	$ 135.00
Administrative	$ 105.00

REIMBURSABLE EXPENSES:

- Paper Copies:
  - 8 ½" x 11" B&W - $0.20 each
  - 8 ½" x 11" Color - $0.35 each
  - 11" x 17" B&W - $0.40 each
  - 11" x 17" Color - $0.70 each
- Binding: $5.00 per document
- The following items will be billed at cost plus 10%
  - 24" x36" Plots (Color and B&W)
  - Travel & Hotel Expenses
  - Shipping and delivery
- Mileage charged at current IRS rates

145 Hilden Road, Unit 108, Ponte Vedra FL 32081
(904) 342-5199 * myuro@mjyuro.com

FIFTH ORDER OF BUSINESS

A.

WORK AUTHORIZATION NO. ____
LANDSCAPE & IRRIGATION MAINTENANCE SERVICES

THIS WORK AUTHORIZATION ("**Work Authorization**"), dated May ___, 2026, authorizes additional work in accordance with the requirements established by that certain *Landscape and Irrigation Maintenance Agreement*, as amended from time to time ("**Agreement**"), by and between:

> **BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, with a mailing address of 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("**District**"); and
>
> **YELLOWSTONE LANDSCAPE, INC.**, a Delaware corporation, with a mailing address of 3235 North State Street, Bunnell, Florida 32110 ("**Contractor**").

SECTION 1. SCOPE OF SERVICES. In addition to the Services described in the Agreement and any Exhibits, Amendments and Work Authorizations thereto, Contractor shall provide additional landscaping services, as set forth in Contractor's Proposal No. 696193, dated April 27, 2026, and attached hereto as **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement ("**Additional Services**"). Contractor may make changes to the scope of Additional Services without further written authorization from the District, to the extent that such changes are communicated to Contractor by the District's representative and do not increase the price of the Additional Services.

SECTION 2. COMPENSATION. It is understood and agreed that the compensation for the Additional Services under this Work Authorization shall be in the amount of **Three Thousand One Hundred Seven Dollars and Seventy-One Cents ($3,107.71)** and shall be remitted in the manner set forth in the Agreement. The total compensation for the Additional Services shall not exceed the actual services and/or work rendered under this Work Authorization. It is understood and agreed upon that the compensation for the completion of the Additional Services is based upon all materials and labor required to perform such services.

SECTION 3. FINAL AGREEMENT. This Work Authorization, together with the Agreement, any Exhibits, Amendments and Work Authorizations thereto, represents the entire understanding between the District and the Contractor with regard to the Additional Services and supersedes any previously executed proposal or agreement related to the provision of such services.

SECTION 4. ACCEPTANCE. Acceptance of this Work Authorization will authorize the Contractor to complete the Additional Services as outlined herein and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Additional Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

[*Signatures on next page*]

IN WITNESS WHEREOF, the parties hereto have caused this Work Authorization to be executed the day and year first above written.

ATTEST**:**	**BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT**
_____	_____
Secretary/Assistant Secretary	Chairperson, Board of Supervisors
WITNESS:	**YELLOWSTONE LANDSCAPE, INC.,** a Delaware corporation
_____	_____
Witness	By:_____
	Its:_____

Exhibit A: Scope of Additional Services

Exhibit A
Scope of Additional Services

YELLOWSTONE LANDSCAPE

Proposal #: 696193
Date: 4/27/2026
From: Jason Campbell

Landscape Enhancement Proposal for
Brandy Creek CDD

Jim Masters
Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092
jmasters@vestapropertyservices.com

LOCATION OF PROPERTY

224 Johns Creek Pkwy
St. Augustine, FL 32092

Pocket Park Excavation & Sod

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Enhancement Labor	10	$75.00	$750.00
Zoysia Sod	1	$1,157.00	$1,157.00
topdressing 25k sq ft	1	$715.00	$715.00
Excavation (Skid Steer)	2	$242.86	$485.71

Excavate the mound at Pocket Park and sod the space with Empire Zoysia. Take the sand from the Excavation site and topdress the park area

Terms and Conditions: Signature below authorizes Yellowstone to perform work as described in this proposal and verifies that the prices and specifications are hereby accepted. This quote is firm for 30 days and change in plans or scope may result in a change of price. All overdue balances will be charged a 1.5% a month, 18% annual percentage rate.

Limited Warranty: Plant material is under a limited warranty for one year. Transplanted material and/or plant material that dies due to conditions out of Yellowstone's control (i.e., Act of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

AUTHORIZATION TO PERFORM WORK:

By _____

_____
Print Name/Title

Date _____

Brandy Creek CDD

Subtotal	$3,107.71
Sales Tax	$0.00
Proposal Total	**$3,107.71**

THIS IS NOT AN INVOICE

B.

THIRD AMENDMENT TO THE LANDSCAPE AND IRRIGATION MAINTENANCE AGREEMENT BY AND BETWEEN BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT AND YELLOWSTONE LANDSCAPE, INC.

This Third Amendment ("Amendment") is made and entered into this 7 day of July, 2026, by and between:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida, and whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"), and

YELLOWSTONE LANDSCAPE, INC., a Delaware corporation, whose address is 3235 N. State Street, P.O. Box 849, Bunnell, Florida 32110 ("Contractor" and, together with the District, the "Parties").

RECITALS

WHEREAS, the District and the Contractor previously entered into a Landscape and Irrigation Maintenance Agreement as amended from time to time ("Maintenance Agreement") and is incorporated herein by reference; and

WHEREAS, pursuant to Section 20 of the Maintenance Agreement, the parties desire to amend the Maintenance Agreement as set forth in more detail in Section 2 below; and

WHEREAS, each of the parties hereto has the authority to execute this Amendment and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Amendment so that this Amendment constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Contractor agree as follows:

SECTION 1. The Maintenance Agreement is hereby affirmed and the parties hereto agree that it continues to constitute a valid and binding agreement between the parties. Except as described in Section 2 of this Amendment, nothing herein shall modify the rights and obligations of the parties under the Maintenance Agreement. All of the remaining provisions remain in full effect and fully enforceable.

SECTION 2. The Maintenance Agreement is hereby amended as follows:

A. The Parties hereby renew the Maintenance Agreement beginning January 1, 2026, and ending December 31, 2026.

B. Beginning January 1, 2026, as compensation for services described in the Maintenance Agreement, the District agrees to pay the Contractor twelve

(12) monthly payments of _____ ($ 12,214.92), for a not-to-exceed annual total of _____ ($ 146,579). Such payment shall be due and payable in accordance with the terms of the Maintenance Agreement.

SECTION 3. All other terms of the Maintenance Agreement shall remain in full force and effect and are hereby ratified.

IN WITNESS WHEREOF, the parties hereto have signed this Amendment to the Maintenance Agreement on the day and year first written above.

ATTEST:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary/Assistant Secretary

_____
Chairperson, Board of Supervisors

YELLOWSTONE LANDSCAPE, INC.

_____
By:

By: Gareth Cannady

_____
By:

Its: Branch Manager

SIXTH ORDER OF BUSINESS

Brandy Creek
Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2025

Brandy Creek Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2025

TABLE OF CONTENTS

	Page Number
REPORT OF INDEPENDENT AUDITORS	1-3
MANAGEMENT'S DISCUSSION AND ANALYSIS	4-9
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	10
Statement of Activities	11
Fund Financial Statements:	
Balance Sheet – Governmental Funds	12
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities	13
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	14
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	15
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	16
Notes to Financial Statements	17-31
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*	32-33
MANAGEMENT LETTER	34-36
INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE WITH SECTION 218.415 FLORIDA STATUTES	37

Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Brandy Creek Community Development District
St. Johns County, Florida

Report on Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities and each major fund of Brandy Creek Community Development District (the "District"), as of and for the year ended September 30, 2025, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2025, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards)*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

To the Board of Supervisors
Brandy Creek Community Development District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts, and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements.

To the Board of Supervisors
Brandy Creek Community Development District

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with Florida Statutes 218.39(3)(c) but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated August 17, 2026 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts and grant agreements and other matters.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

August 17, 2026

Brandy Creek Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2025

Management's discussion and analysis of Brandy Creek Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements,* 2) *Fund financial statements,* and 3) *Notes to financial statements.* The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories: 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, physical environment, culture/recreation and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including capital assets, are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds, are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as special assessment bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliations are provided from the *fund financial statements* to the *government-wide financial statements.*

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements.*

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2025.

- The District's total assets and deferred outflows of resources exceeded total liabilities by $491,460 (net position). Net investment in capital assets was $(342,006) and restricted net position was $102,071. Unrestricted net position was $731,395.

- Governmental activities revenues totaled $1,455,772 while governmental activities expenses totaled $1,250,759.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, deferred outflows of resources, liabilities, and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2025	**2024**
Current assets	$ 771,812	$ 923,349
Restricted assets	273,116	257,662
Capital assets	3,245,646	3,257,590
Total Assets	4,290,574	4,438,601
Deferred outflows of resources	17,700	20,060
Current liabilities	446,814	427,214
Non-current liabilities	3,370,000	3,745,000
Total Liabilities	3,816,814	4,172,214
Net Position		
Net investment in capital assets	(342,006)	(692,195)
Restricted	102,071	85,841
Unrestricted	731,395	892,801
Total Net Position	$ 491,460	$ 286,447

The decrease in current assets is primarily due to expenditures in excess of revenues at the fund level in the current year.

The decrease in non-current liabilities is primarily related to the principal payments made on bonds payable in the current year.

The increase in net investment in capital assets is primarily related to principal payments made on bonds payable and capital asset additions in the current year.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change In Net Position

	Governmental Activities	
	2025	2024
Program Revenues		
Charges for services	$ 1,379,434	$ 1,380,544
General Revenues		
Miscellaneous revenues	22,791	23,815
Investment earnings	53,547	52,393
Total Revenues	1,455,772	1,456,752
Expenses		
General government	125,959	114,095
Physical environment	135,426	147,196
Culture/recreation	843,649	821,857
Interest and other charges	145,725	158,957
Total Expenses	1,250,759	1,242,105
Change in Net Position	205,013	214,647
Net Position - Beginning of Year	286,447	71,800
Net Position - End of Year	$ 491,460	$ 286,447

The increase in culture/recreation is related to the increase in special events, pool maintenance, and water and irrigation expenses in the current year.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2025 and 2024.

Description	Governmental Activities 2025	2024
Land	$ 100,960	$ 100,960
Construction in progress	206,123	-
Buildings and improvements	4,091,013	4,060,948
Infrastructure	3,504,275	3,504,275
Equipment	135,386	113,062
Accumulated depreciation	(4,792,111)	(4,521,655)
Total Capital Assets, net	$ 3,245,646	$ 3,257,590

During the year, capital asset activity consisted of depreciation, $270,456, and additions to construction in progress, $206,123, buildings and improvements, $30,065, and equipment, $22,324.

General Fund Budgetary Highlights

The actual expenditures were less than budgeted amounts primarily because engineering fees and utility expenditures were less than anticipated.

The September 30, 2025 budget was not amended.

Debt Management

Governmental Activities debt includes the following:

- In March 2013, the District issued $4,545,000 Special Assessment Refunding Bonds, Series 2013. The Bonds were issued to refund the Special Assessments Bonds, Series 2003. The balance outstanding at September 30, 2025 was $2,155,000.

- In October 2015, the District issued $2,535,000 Special Assessment Refunding Bonds, Series 2015. The Bonds were issued to refund the Special Assessments Bonds, Series 2006A. The balance outstanding at September 30, 2025 was $1,570,000.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Economic Factors and Next Year's Budget

Brandy Creek Community Development District does not expect any economic factors to have any significant effect on the financial position or results of operations of the District in fiscal year 2026.

Request for Information

The financial report is designed to provide a general overview of Brandy Creek Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Brandy Creek Community Development District, C/O Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Brandy Creek Community Development District
STATEMENT OF NET POSITION
September 30, 2025

	Governmental Activities
ASSETS	
Current Assets	
Cash	$ 187,268
Investments	518,989
Due from other governments	14,660
Deposits	2,000
Prepaid expenses	48,895
Total Current Assets	771,812
Non-current Assets	
Restricted assets	
Investments	273,116
Capital assets, not being depreciated	
Land	100,960
Construction in progress	206,123
Capital assets, being depreciated	
Buildings and improvements	4,091,013
Infrastructure	3,504,275
Equipment	135,386
Less: accumulated depreciation	(4,792,111)
Total Non-current Assets	3,518,762
Total Assets	4,290,574
DEFERRED OUTFLOWS OF RESOURCES	
Deferred amount on refunding, net	17,700
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	35,016
Bonds payable	355,000
Accrued interest	56,798
Total Current Liabilities	446,814
Non-current liabilities	
Bonds payable	3,370,000
Total Liabilities	3,816,814
NET POSITION	
Net investment in capital assets	(342,006)
Restricted for debt service	102,071
Unrestricted	731,395
Total Net Position	$ 491,460

See accompanying notes to financial statements.

Brandy Creek Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2025

Functions/Programs	Expenses	Program Revenues: Charges for Services	Net (Expense) Revenues and Changes in Net Position: Governmental Activities
Governmental Activities			
General government	$ (125,959)	$ 134,320	$ 8,361
Physical environment	(135,426)	-	(135,426)
Culture/recreation	(843,649)	736,889	(106,760)
Interest and other charges	(145,725)	508,225	362,500
Total Governmental Activities	$ (1,250,759)	$ 1,379,434	128,675
General Revenues			
Miscellaneous revenues			22,791
Investment earnings			53,547
Total General Revenues			76,338
Change in Net Position			205,013
Net Position - October 1, 2024			286,447
Net Position - September 30, 2025			$ 491,460

See accompanying notes to financial statements.

Brandy Creek Community Development District
BALANCE SHEET –
GOVERNMENTAL FUNDS
September 30, 2025

	General	Debt Service	Capital Projects	Total Governmental Funds
ASSETS				
Cash	$ 103,750	$ -	$ 83,518	$ 187,268
Investments	313,256	-	205,733	518,989
Due from other funds	-	5,401	-	5,401
Due from other governments	14,660	-	-	14,660
Prepaid expenses	48,895	-	-	48,895
Deposits	2,000	-	-	2,000
Restricted assets				
Investments	-	273,116	-	273,116
Total Assets	$ 482,561	$ 278,517	$ 289,251	$ 1,050,329
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable and accrued expenses	$ 30,110	$ -	$ 4,906	$ 35,016
Due to other funds	5,401	-	-	5,401
Total Liabilities	35,511	-	4,906	40,417
Fund Balances				
Nonspendable				
Deposits	2,000	-	-	2,000
Prepaids	48,895	-	-	48,895
Restricted				
Debt service	-	278,517	-	278,517
Assigned				
Capital reserves	-	-	284,345	284,345
Unassigned	396,155	-	-	396,155
Total Fund Balances	447,050	278,517	284,345	1,009,912
Total Liabilities and Fund Balances	$ 482,561	$ 278,517	$ 289,251	$ 1,050,329

See accompanying notes to financial statements.

Brandy Creek Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2025

Total Governmental Fund Balances	$	1,009,912
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets, land, $100,960, construction in progress, $206,123, buildings and improvements, $4,091,013, infrastructure, $3,504,275, and equipment, $135,386, net of accumulated depreciation, $(4,792,111), used in governmental activities are not current financial resources and therefore, are not reported at the fund level.		3,245,646
Deferred outflows of resources are not current financial resources and therefore, are not reported at the governmental fund level.		17,700
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore, are not reported at the fund level.		(3,725,000)
Accrued interest expense for long-term debt is not a current financial use and therefore, is not reported at the fund level.		(56,798)
Net Position of Governmental Activities	$	491,460

See accompanying notes to financial statements.

Brandy Creek Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS
For the Year Ended September 30, 2025

	General	Debt Service	Capital Projects	Total Governmental Funds
REVENUES				
Special assessments	$ 871,209	$ 508,225	$ -	$ 1,379,434
Miscellaneous revenues	22,791	-	-	22,791
Interest income	22,528	15,863	15,156	53,547
Total Revenues	916,528	524,088	15,156	1,455,772
EXPENDITURES				
Current				
General government	125,805	-	154	125,959
Physical environment	-	-	18,445	18,445
Culture/recreation	690,174	-	-	690,174
Capital outlay	-	-	258,512	258,512
Debt service				
Principal	-	365,000	-	365,000
Interest	-	148,905	-	148,905
Total Expenditures	815,979	513,905	277,111	1,606,995
Excess of Revenues Over/(Under) Expenditures	100,549	10,183	(261,955)	(151,223)
Other Financing Sources/(Uses)				
Transfers in	-	-	70,000	70,000
Transfers out	(70,000)	-	-	(70,000)
Total Other Financing Sources/(Uses)	(70,000)	-	70,000	-
Net Change in Fund Balances	30,549	10,183	(191,955)	(151,223)
Fund Balances - October 1, 2024	416,501	268,334	476,300	1,161,135
Fund Balances - September 30, 2025	$ 447,050	$ 278,517	$ 284,345	$ 1,009,912

See accompanying notes to financial statements.

Brandy Creek Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2025

Net Change in Fund Balances - Total Governmental Funds	$	(151,223)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation. This is the amount that depreciation, $(270,456), exceeded capital outlay, $258,512, in the current period.		(11,944)
Repayments of bond principal are expenditures at the governmental fund level, but the repayments reduce long-term liabilities in the Statement of Net Position.		365,000
The deferred outflow of resources for refunding of debt is recognized as a component of interest expense in the Statement of Activities, but not at the governmental fund level. This is the amount of current year interest.		(2,360)
In the Statement of Activities, interest is accrued on outstanding bonds; whereas at the governmental fund level, interest expenditures are reported when due. This is the net amount between the prior year and current year accruals.		5,540
Change in Net Position of Governmental Activities	$	205,013

See accompanying notes to financial statements.

Brandy Creek Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended September 30, 2025

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	$ 857,021	$ 857,021	$ 871,209	$ 14,188
Miscellaneous revenues	18,659	18,659	22,791	4,132
Interest income	12,000	12,000	22,528	10,528
Total Revenues	887,680	887,680	916,528	28,848
Expenditures				
Current				
General government	142,670	142,670	125,805	16,865
Culture/recreation	704,839	704,839	690,174	14,665
Total Expenditures	847,509	847,509	815,979	31,530
Excess of Revenues Over/(Under) Expenditures	40,171	40,171	100,549	60,378
Other Financing Sources/(Uses)				
Transfers out	(70,000)	(70,000)	(70,000)	-
Net Change in Fund Balances	(29,829)	(29,829)	30,549	60,378
Fund Balances - October 1, 2024	29,829	29,829	416,501	386,672
Fund Balances - September 30, 2025	$ -	$ -	$ 447,050	$ 447,050

See accompanying notes to financial statements.

Brandy Creek Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2025

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended ("the Act") by St. Johns County Ordinance 2003-53, as a Community Development District. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Brandy Creek Community Development District. The District is governed by a Board of Supervisors who are elected by qualified electors within the District. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Brandy Creek Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are primarily supported by special assessments and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District classifies fund balance in accordance with Governmental Accounting Standards Board Statement 54 – *Fund Balance Reporting and Governmental Fund Type Definitions.* The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter, to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources".

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

Debt Service Funds – The Debt Service Fund accounts for debt service requirements to retire the special assessment bonds which were used to finance the construction of District infrastructure improvements.

Capital Projects Funds – The Capital Projects Fund accounts for financial resources to be used in the acquisition and construction of infrastructure improvements within the boundaries of the District.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as capital assets, and non-current governmental liabilities, such as long-term debt, be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;

2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;

3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;

4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity (Continued)

b. Restricted Net Position

Certain net position of the District is classified as restricted assets on the statement of net position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted assets, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which includes land, construction in progress, buildings and improvements, infrastructure and equipment, are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of $5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure	20-30 years
Buildings and Improvements	10-30 years
Equipment	10 years

d. Deferred Outflow of Resources

Deferred outflow of resources is the consumption of net position by the government that is applicable to a future reported period. Deferred amount on refunding is amortized and recognized as a component of interest expense over the life of the bond.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Deferred Outflows of Resources, Liabilities, and Net Position or Equity (Continued)

e. Budgets

Budgets are prepared and adopted after a public hearing for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

f. Use of Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the financial statement date and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

"Total fund balances" of the District's governmental funds, $1,009,912, differs from "Net Position" of governmental activities, $491,460, reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the governmental fund balance sheet. The effect of the differences is illustrated below.

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the cost of those assets is reported as expenditures at the governmental fund level. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Land	$ 100,960
Construction in progress	206,123
Buildings and improvements	4,091,013
Infrastructure	3,504,275
Equipment	135,386
Accumulated depreciation	(4,792,111)
Total	$ 3,245,646

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position (Continued)

Deferred outflow of resources

Deferred outflow of resources applicable to the District's governmental activities are not current financial resources and therefore, are not reported as deferred outflow of resources at the fund level:

Deferred amount on refunding, net	$ 17,700

Long-term debt transactions

Governmental Activities long-term liabilities are not due and payable in the current period and are not reported as fund level liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2025 were:

Bonds payable	$ (3,725,000)

Accrued liabilities in the Statement of Net Position differ from the amount reported at the governmental fund level due to the accrued interest on bonds.

Accrued interest	$ (56,798)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

The "net change in fund balances" for government funds, $(151,223), differs from the "change in net position" for governmental activities, $205,013, reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated as follows.

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures at the governmental fund level. However, in the Statement of Activities, the costs of those assets are capitalized and the cost is allocated over their estimated useful lives as depreciation.

Depreciation	$ (270,456)
Capital outlay	258,512
Total	$ (11,944)

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities (Continued)

Long-term debt transactions

Proceeds from the issuance of debt are recognized as an other financing source at the fund level and increase long-term debt at the government-wide level. Repayments of bond principal are reported as an expenditure at the governmental fund level and, thus, have the effect of reducing fund balance because current financial resources have been used.

Bond principal payments	$ 365,000

Accrued interest

Interest is reported at the fund level when paid, however, at the government-wide level interest is reported as incurred. This is the change in accrued interest in the current year.

Accrued interest	$ 5,540

Deferred outflow of resources

The deferred outflow of resources for refunding debt is recognized as a component of interest expense at the government-wide level. This is the amount of interest in the current year.

Deferred amount on refunding	$ (2,360)

NOTE C – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk; however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2025, the District's bank balance was $187,611 and the carrying value was $187,268. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by the Federal Deposit Insurance Corporation or collateralized under Chapter 280, Florida Statutes.

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Investments

As of September 30, 2025, the District had the following investments and maturities:

Investment	Maturities	Fair Value
U.S. Bank Money Market	N/A	$ 208,417
First American Government Obligations Fund	45 days*	273,116
Florida PRIME	47 days*	310,572
Total		$ 792,105

*Weighted average maturity

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the District's investments in First American Government Obligations Fund are Level 1 assets.

The District's investment policy allows management to invest funds in investments permitted under Section 218.415, Florida Statutes. The investment in Florida PRIME is measured at amortized cost. Florida PRIME has established policies and guidelines regarding participant transactions and the authority to limit or restrict withdrawals or impose a penalty for an early withdrawal. As of September 30, 2025, there were no redemption fees, maximum transaction amounts, or any other requirement that would limit daily access to 100 percent of the account value.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2025, the District's investments in Florida PRIME and First American Government Obligations Fund were rated AAAm by Standard & Poor's. The District's investments in U.S. Bank Money Market were not rated.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The investments in First American Government Obligations Fund were 35% of the District's total investments, Florida PRIME were 39% of the District's total investments and U.S. Bank Money Market were 26% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2025 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary.

NOTE D – CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2025 was as follows:

	Balance October 1, 2024	Additions	Deletions	Balance September 30, 2025
Governmental Activities:				
Capital assets, not being depreciated:				
Construction in progress	$ -	$ 206,123	$ -	$ 206,123
Land	100,960	-	-	100,960
Total Capital Assets, Not Being Depreciated	100,960	206,123	-	307,083
Capital assets, being depreciated:				
Buildings and improvements	4,060,948	30,065	-	4,091,013
Infrastructure	3,504,275	-	-	3,504,275
Equipment	113,062	22,324	-	135,386
Total Capital Assets, Being Depreciated	7,678,285	52,389	-	7,730,674
Less accumulated depreciation for:				
Buildings and improvements	(2,141,725)	(142,169)	-	(2,283,894)
Infrastructure	(2,338,373)	(116,981)	-	(2,455,354)
Equipment	(41,557)	(11,306)	-	(52,863)
Total Accumulated Depreciation	(4,521,655)	(270,456)	-	(4,792,111)
Total Capital Assets Depreciated, Net	3,156,630	(218,067)	-	2,938,563
Governmental Activities Capital Assets	$ 3,257,590	$ (11,944)	$ -	$ 3,245,646

Depreciation of $270,456 was charged to physical environment, $116,981, and culture/recreation $153,475.

NOTE E – SPECIAL ASSESSMENT REVENUES

Special assessment revenues recognized for the 2024-2025 fiscal year were levied in July 2024. All assessments are payable on November 1 or as soon as the assessment roll is certified and delivered to the Tax Collector. Per Section 197.162, Florida Statutes, discounts are allowed for early payment at the rate of 4% in November, 3% in December, 2% in January, and 1% in February. Assessments paid in March are without discount. All unpaid assessments become delinquent as of April 1. Virtually all unpaid assessments that were on the assessment roll certified and delivered to the Tax Collector are collected via the sale of tax certificates on or prior to June 1.

NOTE F – LONG-TERM DEBT

The following is a summary of activity in the long-term debt account group of the District for the year ended September 30, 2025:

Long-term debt at October 1, 2024	$ 4,090,000
Principal payments	(365,000)
Long-term debt at September 30, 2025	$ 3,725,000

Long-term debt is comprised of the following:

Special Assessment Refunding Bonds

$4,545,000 Series 2013 Special Assessment Refunding Bonds due in annual principal installments beginning May 2014 and maturing May 2033. Interest is due semi-annually on May 1 and November 1, at a fixed interest rate of 3.570%. Current portion is $235,000.	$ 2,155,000
$2,535,000 Series 2015 Special Assessment Refunding Bonds due in annual principal installments beginning May 2017 and maturing May 2036. Interest is due semi-annually on May 1 and November 1, at a fixed interest rate of 3.70%. Current portion is $120,000.	$ 1,570,000

NOTE F – LONG-TERM DEBT (CONTINUED)

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2025 are as follows:

Year Ending September 30,	Principal	Interest	Total
2026	$ 355,000	$ 135,831	$ 490,831
2027	370,000	122,939	492,939
2028	380,000	109,640	489,640
2029	395,000	95,711	490,711
2030	410,000	81,374	491,374
2031-2035	1,645,000	184,225	1,829,225
2036	170,000	6,395	176,395
Totals	$ 3,725,000	$ 736,115	$ 4,461,115

The Series 2013 Bonds are subject to redemption at the option of the District prior to their maturity, in whole, but not in part, on any Interest Payment Date, at a redemption price equal to 101% of the principal amount of the Series 2013 Bonds to be redeemed, together with accrued interest to the date of redemption. The Series 2013 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Trust Indenture.

The Series 2015 Bonds are subject to redemption at the option of the District prior to their maturity, in whole or in part, at a redemption price equal to 100% of the principal amount of the Series 2015 Bonds to be redeemed, together with accrued interest to the date of redemption. The Series 2015 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Trust Indenture.

The Trust Indenture requires certain amounts to be maintained in a reserve account. In addition, the Trust Indenture has certain restrictions and requirements relating to the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

NOTE F – LONG-TERM DEBT (CONTINUED)

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

Reserve Fund – The Series 2013 Reserve Account was funded from the proceeds of the Series 2013 Bonds in an amount equal to 10% of the maximum annual debt service outstanding on the Series 2013 Bonds. The Series 2015 Reserve Account was funded from the proceeds of the Series 2015 Bonds in an amount equal to 50% of the maximum annual debt service outstanding on the Series 2015 Bonds. Monies held in the reserve account will be used only for the purposes established in the Trust Indenture.

The following is a schedule of required reserve deposits as of September 30, 2025:

	Reserve Balance	Reserve Requirement
Series 2013 Special Assessment Refunding Bonds	$ 31,821	$ 31,132
Series 2015 Special Assessment Refunding Bonds	$ 90,412	$ 88,516

NOTE G – INTERFUND ACTIVITY

Interfund balances as of September 30, 2025, consisted of the following:

	Payable Fund
Receivable Fund	General Fund
Debt Service Fund	$ 5,401

Interfund balances relate to monies collected in one fund on behalf of another that were not remitted as of year end.

Interfund transfers for the year ended September 30, 2025, consisted of the following:

	Transfers Out
Transfers In	General Fund
Capital Projects Fund	$ 70,000

Interfund transfers relate to the funding of capital reserves in the current year.

NOTE H – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no claims or settled claims from these risks that have exceeded commercial insurance coverage over the past three years.

NOTE I – SUBSEQUENT EVENT

In November 2025, the District made prepayments of $5,000 on the Series 2013 and Series 2015 Bonds.

In May 2026, the District made a prepayment of $10,000 on the Series 2015 Bonds.

Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Supervisors
Brandy Creek Community Development District
St. Johns County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements, as listed in the table of contents, of Brandy Creek Community Development District, as of and for the year ended September 30, 2025, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated August 17, 2026.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered Brandy Creek Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Brandy Creek Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Brandy Creek Community Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

To the Board of Supervisors
Brandy Creek Community Development District

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Brandy Creek Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

August 17, 2026

Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

MANAGEMENT LETTER

To the Board of Supervisors
Brandy Creek Community Development District
St. Johns County, Florida

Report on the Financial Statements

We have audited the financial statements of Brandy Creek Community Development District as of and for the year ended September 30, 2025, and have issued our report thereon dated August 17, 2026.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated August 17, 2026, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been made to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the preceding financial audit report.

To the Board of Supervisors
Brandy Creek Community Development District

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not Brandy Creek Community Development District met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that Brandy Creek Community Development District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Brandy Creek Community Development District. It is management's responsibility to monitor Brandy Creek Community Development District's financial condition; and our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

The information below was provided by management and has not been audited by us; therefore, we do not express an opinion or provide any assurance on the information.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, Brandy Creek Community Development District reported:

1) The total number of District employees compensated in the last pay period of the District's fiscal year as: 5
2) The total number of independent contractors, to whom nonemployee compensation was paid in the last month of the District's fiscal year as: 11
3) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as: $6,095.10
4) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: $989,645.27
5) Each construction project with a total cost of at least $65,000 approved by the District that is scheduled to begin on or after October 1, 2024, together with the total expenditures for such project as: Splash Pool Remodel $146,754.00
6) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes: The Board did not amend the budget.

Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

To the Board of Supervisors
Brandy Creek Community Development District

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)9, Rules of the Auditor General, Brandy Creek Community Development District reported:

1) The rate or rates of non-ad valorem special assessments imposed by the District: $1,563.80 for the General Fund and $854.77 – $1,100.00 for the Debt Service Fund
2) The amount of special assessments collected by or on behalf of the District: $1,379,434.20
3) The total amount of outstanding bonds issued by the District and the terms of such bonds are as follows: $2,155,000 Series 2013 Bonds maturing May 2033 and $1,570,000 Series 2015 Bonds maturing May 2036

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or fraud, waste, or abuse, that has occurred or is likely to have occurred, that has an effect on the financial statements that is less than material, but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

August 17, 2026

Berger, Toombs, Elam,
Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Board of Supervisors
Brandy Creek Community Development District
St. Johns County, Florida

We have examined Brandy Creek Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2025. Management is responsible for Brandy Creek Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Brandy Creek Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Brandy Creek Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Brandy Creek Community Development District's compliance with the specified requirements.

In our opinion, Brandy Creek Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2025.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

August 17, 2026

SEVENTH ORDER OF BUSINESS

A.

RESOLUTION 2026-05
[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2026-03; APPROVING PROPOSED BUDGET(S) FOR FY 2027; RESCHEDULING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (**"FY 2027"**), the District Manager prepared and submitted to the Board of Supervisors ("**Board**") of the Brandy Creek Community Development District (**"District"**) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A** (**"Proposed Budget"**); and

WHEREAS, the Board now desires to reset the required public hearing on the Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **RESCHEDULING OF PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby rescheduled for the following date, time, and location:

DATE: August 19, 2026
TIME: 6:30 PM
LOCATION: Phase II Amenity Center
251 Huffner Hill Circle
St. Augustine, Florida 32092

Resolution 2026-03 is hereby amended to reflect that the public hearing is rescheduled as provided in this Resolution, and District staff is directed to provide notice of the same in accordance with Florida law.

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District's website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 19th DAY OF AUGUST, 2026.

ATTEST:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary / Assistant Secretary

_____
Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A
Proposed Budget

B.

RESOLUTION 2026-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT TO AMENDING RESOLUTION 2026-04; RESCHEDULING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION OF NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Brandy Creek Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the District ("Board") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. A Public Hearing to adopt Rules of Procedure is hereby rescheduled for August 19, 2026, at 6:30 p.m., at the Phase II Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of July 2026.

ATTEST:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary/Assistant Secretary

_____
Chair/Vice Chair, Board of Supervisors

EIGHTH ORDER OF BUSINESS

A.

Brandy Creek

Community Development District



Approved Budget

FY 2027

August 19, 2026

Presented by:

Table of Contents

1-2	General Fund
3-6	Narratives
7	Debt Service Fund Series 2013
8	Series 2013 Amortization Schedule
9	Debt Service Fund Series 2015
10	Series 2015 Amortization Schedule
11	Capital Reserve Fund
12	Assessment Schedule

Brandy Creek
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
REVENUES:					
Special Assessments - On Roll	$921,386	$926,410	$-	$926,410	$975,909
Interest Income	15,000	19,925	3,920	23,845	15,000
Rental/Miscellaneous Income	6,000	3,840	1,000	4,840	6,000
Cost Sharing Revenue	11,557	11,746	-	11,746	11,746
Special Event Revenues	1,500	1,500	-	1,500	1,500
Swim Lessons Revenue	500	-	500	500	500
Carry Forward Surplus	5,000	-	-	-	35,002
TOTAL REVENUES	**$960,943**	**$963,421**	**$5,420**	**$968,841**	**$1,045,657**
EXPENDITURES:					
Administrative					
Supervisor Fees	$6,000	$4,000	$1,000	$5,000	$6,000
FICA Taxes	459	306	77	383	459
Engineering	15,000	2,950	1,000	3,950	15,000
Attorney	25,000	14,301	5,699	20,000	25,000
Annual Audit	4,000	-	3,800	3,800	3,800
Assessment Administration	5,565	5,565	-	5,565	5,899
Arbitrage Rebate	600	-	600	600	600
Trustee Fees	8,662	8,224	-	8,224	8,662
Management Fees	62,680	52,233	10,446	62,680	66,441
Information Technology	1,809	1,508	302	1,809	1,918
Telephone	300	114	86	200	300
Postage & Delivery	1,400	1,717	104	1,821	1,400
Insurance General Liability	11,778	10,413	-	10,413	12,715
Printing & Binding	1,000	1,449	50	1,499	1,000
Legal Advertising	1,420	2,026	210	2,236	1,420
Other Current Charges	2,200	2,245	384	2,629	2,200
Office Supplies	100	5	5	10	100
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	**$148,148**	**$107,231**	**$23,762**	**$130,993**	**$153,088**

Brandy Creek
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
Operations & Maintenance					
Maintenance					
Insurance	$41,114	$39,806	$-	$39,806	$ 34,054
Facility Administration/Events Coordinator	41,299	34,416	6,883	41,299	42,348
Facility Staffing (Contingency)	5,000	-	-	-	5,000
Pool Monitors	44,778	33,029	11,749	44,778	47,913
Field Operations Manager	78,985	65,821	13,164	78,985	81,354
Mobile App	2,500	-	-	-	2,500
Office Supplies / Mailings / Printing	1,900	878	250	1,128	1,900
Pool Maintenance Service (Vesta)	38,291	37,252	6,382	43,634	39,440
Pool Chemicals (Pool Sure)	20,352	16,010	3,223	19,233	20,352
Permit Fees	925	925	-	925	925
Landscape Maintenance	142,309	117,555	23,718	141,273	146,579
Landscape Contingency	25,000	34,205	-	34,205	25,000
Community Garden	5,000	2,532	1,000	3,532	5,000
Irrigation Maintenance	10,000	21,132	-	21,132	10,000
Sign Repairs	2,500	1,558	-	1,558	2,500
Lake Maintenance	13,430	9,950	3,130	13,080	15,050
General Facility Maintenance	50,000	37,775	9,154	46,929	50,000
Pet Waste Disposal	8,259	6,883	1,377	8,259	8,506
Streetlighting	42,834	35,945	7,606	43,552	47,000
Telephone	600	491	99	590	600
Cable	2,300	2,315	676	2,991	4,300
Electric	32,000	21,391	4,800	26,191	32,000
Water/Sewer/Irrigation	48,000	41,840	11,000	52,840	59,000
Security	12,000	12,844	3,000	15,844	14,000
Security Camera Maintenance	3,000	315	-	315	3,000
Security - License Plate Reader System	11,000	10,000	-	10,000	11,000
Refuse Service	4,500	4,486	990	5,476	5,400
Janitorial Services	30,969	25,808	5,162	30,969	31,899
Community Web Site Services	750	625	125	750	750
Special Events	12,000	12,019	-	12,019	12,000
Recreational Passes	1,200	-	840	840	1,200
Performance Incentive	10,000	7,118	-	7,118	10,000
TOTAL MAINTENANCE	**$742,795**	**$634,922**	**$114,328**	**$749,250**	**$770,569**
TOTAL EXPENDITURES	**$890,943**	**$742,154**	**$138,090**	**$880,243**	**$923,657**
Other Sources/(Uses)					
Excess Revenue Transfer In	$-	$79,259	$-	79,259	$ -
Capital Reserve Transfer Out	(70,000)	(149,259)	-	(149,259)	(122,000)
TOTAL OTHER SOURCES/(USES)	**$(70,000)**	**$(70,000)**	**$-**	**$(70,000)**	**$(122,000)**
EXCESS REVENUES (EXPENDITURES)	**$-**	**$151,268**	**$(132,670)**	**$18,598**	**$-**

			FY 2026	FY 2027
Net Assessments			**$921,386**	**$975,909**
Add: Discounts and Collections (6%)			**$58,812**	**$62,292**
Gross Assessments			**$980,198**	**$1,038,201**
Assessable Units	**$ Increase**	**% Increase**	**583**	**583**
Per Unit O&M assessments (Net)	$93.52	5.9%	**$1,580.42**	**$1,673.94**
Per Unit O&M assessments (Gross)			**$1,681.30**	**$1,780.79**

Brandy Creek
Community Development District
Budget Narrative

REVENUES

Special Assessments-Tax Roll
The District will levy a non-ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year.

Interest
The operating fund of the District will be invested in Governmental Securities with U.S. Bank.

Rental/Miscellaneous Income
Represents estimated income from the rental of the Community Room, access card deposits, non-resident fee and other miscellaneous deposit that the District may receive.

Cost Sharing Revenue
The District has entered into a Cost Sharing Agreement with Regency Realty Group, Inc. for the maintenance of lakes and landscaping areas outside the boundaries of the District.

Special Event Revenues
Represents estimated income from HOA, POA and from special events planned for the District

Swim Lessons Revenues
Represents estimated income received for the use of pool for swin lessons.

Expenditures - Administrative

Supervisors Fees
Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated $200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

FICA Taxes
Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering
The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. Dominion Engineering serves as the District's engineering firm.

Attorney
The District's Attorney, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit
The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

Assessment Roll Administration
The District has contracted with Governmental Management Services for the certification of the District's annual maintenance and debt service assessments to the County Tax Collector.

Arbitrage Rebate
The District is required to annually have an arbitrage rebate calculation on the District's Series 2013 Special Assessment Refunding Bonds and 2015 Special Assessment Revenue Bonds. The District has contracted with Grau and Associates to calculate the rebate liability and submit a report to the District.

Trustee Fees
A Trustee at U.S. Bank holds the District's series 2013 & 2015 Special Assessment Revenue Bonds. The amount represents the fee for the administration of the District's bond issue.

Management Fees
The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Information Technology
Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Communication - Telephone
New internet and Wi-Fi service for Office.

Expenditures - Administrative (continued)

Postage and Delivery
Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability
The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon estimated premium.

Printing and Binding
Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising
The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges
This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies
Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions
The District is required to pay an annual fee to the Florida Department of Commerce for $175.

Expenditures – Field

Insurance
The District's Property Insurance policy is with the EGIS, who specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to two Amenity Centers and other district property facilities and capital assets.

Facility Administration/Events Coordinator
The District has contracted with Vesta to provide Facility Administration & Event Coordinator services, to include part-time staffing of 20 hours weekly.

Contract	Monthly	Annual
Vesta	$3,529	$42,348

Facility Staffing (Contingency)
Funding for additional staffing for event support and after-hours emergency responses.

Pool Monitors
The District has contracted with Vesta Property Services to provide personnel to monitor usage of the two pools during peak swim season.

Field Operations Manager
The District has contracted with Vesta Property Services to provide Field Operations services, to include supervision of operating and maintaining District's common areas and management of O&M related vendor contracts. The Field Operations manager shall work 40 hours weekly.

Contract	Monthly	Annual
Vesta	$6,780	$81,354

Mobile App
Alternative mobile communication of information related to Amenity Facilities for residents and patrons included but not limited to hours of operations, resident programs, special events, and other services for the District. Contracted with Vesta to manage website and maintain services.

Office Supplies / Mailings / Printing
Consists of mailings to residents, access control expenses, etc.

Pool Maintenance Service
The District has contracted with Vesta Property Services for the maintenance of the Amenity Center Swimming Pool and Spray Ground Area and maintenance of Phase 2 pool.

Contract	Description	Monthly	Annual
Vesta	Pool Maintenance	$3,287	$39,440

Expenditures – Field (continued)

Pool Chemicals (Poolsure)
The District has contracted with Poolsure to provide pool chemicals for Amenity pools.

Contract	Description	Monthly	Annual
PoolSure	Pool Chemicals	$1,596	$19,152
	Contingency	$100	$1,200
Total Pool Chemicals		$1,696	$20,352

Permit Fees
Represents Permit Fees paid to the Department of Health for the swimming pool and spray ground area.

Landscape Maintenance
The District has contracted with Yellowstone Landscape to maintain the common areas of the District.

Contract	Monthly	Annual
Yellowstone Landscape	$12,215	$146,579

Landscape Contingency
Other landscape costs not under contract, which includes landscape light repairs, tree removals, tree trimmings, additional mulching and new projects and replacements.

Community Garden
The estimated cost for repair and maintenance of the Community Garden .

Irrigation Maintenance
Cost of miscellaneous repairs and maintenance to irrigation system.

Sign Repairs
The District will repair and replace signs at its facilities, common areas and streets.

Lake Maintenance
The District has contracted with The Lake Doctors to maintain the water quality in all the lakes and additional grass carp stocking in Brandy Creek Community Development District.

Contract	Monthly	Annual
The Lake Doctor	$1,025	$12,300
Carp Stocking		$2,750
	$1,025	$15,050

General Facility Maintenance
Cost of labor (when outsourced) and supplies for routine repairs and maintenance of the District's common areas and Amenity Centers, to include painting, pressure washing, carpet cleaning and replacement of lighting in and around the facilities.

Pet Waste Disposal
The District has contracted with Vesta Property Services for weekly servicing of pet waste stations and supplies for the pet waste stations.

Contract	Monthly	Annual
Vesta	$709	$8,506

Streetlighting
The District has various utility amounts with Florida Power and Light for street lighting cost to the community. The amount is based upon the agreement plus estimated cost for fuel charges.

Account #	Location	Monthly	Annual
9156475411	Johns Creek Pkwy	$3,863	$46,359
	Contingency	$53	$641
Total Streetlighting		**$3,917**	**$47,000**

Telephone
The Amenity Center currently pays AT&T for cell phone services. The amounts are based upon the following:

Account #	Location	Monthly	Annual
9042304208	224 Johns Creek Pkwy	$50	$600

Cable
The District has various accounts to provide internet services for amenity center and gym.

Contract	Monthly	Annual
Comcast	$149	$1,785
Comcast -Phase 2	$205	$2,460
Contingency	$5	$55
Total Cable	**$358**	**$4,300**

Brandy Creek
Community Development District
Budget Narrative

Expenditures – Field (continued)

Electric
The District has various utility accounts with Florida Power and Light for lighting.

Account #	Location	Monthly	Annual
6946833487	224 Johns Creek Pkwy	$1,266	$15,192
1063920597	224 Johns Creek Pkwy#1	$30	$360
7908738508	251 Huffner Hill Cir#Amenity	$715	$8,580
5919788496	101 Nature Walk Pkwy #1	$30	$360
4300684380	181 Huffner Hill Cir # Irrig	$26	$312
4940740477	231 Johns Creek Pkwy # 1	$90	$1,080
3276629379	391 Johns Creek Pkwy # 1	$280	$3,360
559825385	993 Huffner Hill Cir # Park	$35	$420
2413998580	55 Avery Garden Pl # Sign	$31	$372
	Contingency	$164	$1,964
Total Electric		**$2,667**	**$32,000**

Water/Sewer/Irrigation
The District has various utility accounts with JEA for water, sewer, and irrigation used by the district.

Account #	Location	Monthly	Annual
81842844	224 Johns Creek Pkwy-Water	$140	$1,680
81842844	224 Johns Creek Pkwy-Sewer	$350	$4,200
74527267	251 Huffner Hill Cir#-Sewer	$100	$1,200
74527267	251 Huffner Hill Cir#-Water	$35	$420
68260355	104 Field Crest Drive S	$550	$6,600
69088378	16 Avery Garden Pl	$1,287	$15,444
64512183	1707 Anthler Hill Cir	$115	$1,380
74759588	251 Huffner Hill Cir	$800	$9,600
67133289	277 Johns Creek Pkwy	$750	$9,000
66725332	306 Johns Creek Pkwy	$55	$660
67133230	371 Johns Creek Pkwy	$350	$4,200
64512184	907 Hawk Run Ct	$60	$720
	Contingency	$325	$3,896
Total Water/Sewer/Irrigation		**$4,917**	**$59,000**

Security
The district uses St Johns County Sheriff's Office off-duty deputies for security patrols of District property and uses RollKall for payment processing.

Security Camera Maintenance
The District will contracted with vendor to provide service and maintenance of the security camera system.

Security - License Plate Reader System
Operation and maintenance costs for new LPR camera system linked to law enforcement network.

Refuse Service
The District has contracted Republic Services for garbage disposal service.

Janitorial Services
The District has contracted with Vesta Property Services to provide janitorial services for both Amenity Centers. Also included are maintenance services.

Community Web Site Services
The District has engaged Unicorn Web Development to serve as Webmaster for brandycreekcdd.com and to maintain website information required under Florida Law to be posted online for all Special Districts.

Special Events
Represents estimated cost for the District to host any special events for the community throughout the Fiscal Year. Costs are partially offset by rental and miscellaneous income.

Recreational Passes
Represents the estimated cost for issuing access cards to the District's residents for Amenity Center privileges. Residents must purchase replacement cards and receipts are posted to miscellaneous income.

Performance Incentive
Bonus pool available for the Board to award performance incentive bonus to on-site staff as designated by Board policy.

Capital Reserve
The District has established a maintenance reserve to fund the capital projects and renewal and replacement of the District's capital related facilities.

Brandy Creek

Community Development District

Approved Budget

Debt Service Series 2013A Special Assessment Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
REVENUES:					
Special Assessments-On Roll	$321,394	$320,722	$-	$320,722	$321,394
Interest Earnings	6,000	5,779	460	6,239	5,000
Carry Forward Surplus [1]	91,912	97,219	-	97,219	53,264
TOTAL REVENUES	**$419,305**	**$423,720**	**$460**	**$424,180**	**$379,657**
EXPENDITURES:					
Interest - 11/1	$38,467	$38,467	$-	$38,467	$34,183
Special Call - 11/1	-	5,000	-	5,000	-
Interest - 5/1	38,467	38,378	-	38,378	34,183
Principal - 5/1	235,000	235,000	-	235,000	245,000
TOTAL EXPENDITURES	**$311,934**	**$316,844**	**$-**	**$316,844**	**$313,366**
Other Sources/(Uses)					
Interfund transfer In/(Out)	$-	$(54,072)	$-	$(54,072)	$-
TOTAL OTHER SOURCES/(USES)	**$-**	**$(54,072)**	**$-**	**$(54,072)**	**$-**
TOTAL EXPENDITURES	**$311,934**	**$370,917**	**$-**	**$370,917**	**$313,366**
EXCESS REVENUES (EXPENDITURES)	**$107,372**	**$52,804**	**$460**	**$53,264**	**$66,292**

[1] Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27	$29,809.50
	$29,809.50

Brandy Creek

Community Development District

AMORTIZATION SCHEDULE

Debt Service Series 2013A Special Assessment Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	1,915,000	3.570%	-	34,183	34,182.75
05/01/27	1,915,000	3.570%	245,000	34,183	
11/01/27	1,670,000	3.570%	-	29,810	308,992.25
05/01/28	1,670,000	3.570%	255,000	29,810	
11/01/28	1,415,000	3.570%	-	25,258	310,067.25
05/01/29	1,415,000	3.570%	265,000	25,258	
11/01/29	1,150,000	3.570%	-	20,528	310,785.25
05/01/30	1,150,000	3.570%	275,000	20,528	
11/01/30	875,000	3.570%	-	15,619	311,146.25
05/01/31	875,000	3.570%	280,000	15,619	
11/01/31	595,000	3.570%	-	10,621	306,239.50
05/01/32	595,000	3.570%	290,000	10,621	
11/01/32	305,000	3.570%	-	5,444	306,065.00
05/01/33	305,000	3.570%	305,000	5,444	
					310,444.25
Total			**$1,915,000**	**$282,923**	**$2,197,923**

Brandy Creek

Community Development District

Approved Budget

Debt Service Series 2015 Special Assessment Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
REVENUES:					
Special Assessments-On Roll	$189,222	$181,937	$-	$181,937	$189,222
Interest Earnings	6,000	5,165	640	5,805	4,500
Prepayment	-	7,830	-	7,830	-
Carry Forward Surplus [1]	55,301	60,608	-	60,608	37,189
TOTAL REVENUES	**$250,523**	**$255,540**	**$640**	**$256,180**	**$230,911**
EXPENDITURES:					
Interest - 11/1	$29,690	$29,690	$-	$29,690	$27,137
Special Call - 11/1	-	5,000	-	5,000	-
Interest - 5/1	29,206	29,113	-	29,113	26,695
Principal - 5/1	120,000	120,000	-	120,000	120,000
Special Call - 5/1	-	10,000	-	10,000	-
TOTAL EXPENDITURES	**$178,897**	**$193,804**	**$-**	**$193,804**	**$173,832**
Other Sources/(Uses)					
Transfer In/(Out)	$-	$(25,187)	$-	$(25,187)	$-
TOTAL OTHER SOURCES/(USES)	**$-**	**$(25,187)**	**$-**	**$(25,187)**	**$-**
TOTAL EXPENDITURES	**$178,897**	**$218,990**	**$-**	**$218,990**	**$173,832**
EXCESS REVENUES (EXPENDITURES)	**$71,626**	**$36,549**	**$640**	**$37,189**	**$57,079**

[1] Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27	$24,868.11
	$24,868.11

Brandy Creek

Community Development District

AMORTIZATION SCHEDULE

Debt Service Series 2015 Special Assessment Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	1,435,000	3.700%		27,137	27,137
05/01/27	1,435,000	3.700%	120,000	26,695	
11/01/27	1,315,000	3.700%		24,868	171,563
05/01/28	1,315,000	3.700%	125,000	24,598	
11/01/28	1,190,000	3.700%		22,504	172,102
05/01/29	1,190,000	3.700%	130,000	22,137	
11/01/29	1,060,000	3.700%		20,046	172,183
05/01/30	1,060,000	3.700%	135,000	19,719	
11/01/30	925,000	3.700%		17,493	172,212
05/01/31	925,000	3.700%	140,000	17,208	
11/01/31	785,000	3.700%		14,845	172,053
05/01/32	785,000	3.700%	145,000	14,684	
11/01/32	640,000	3.700%		12,103	171,787
05/01/33	640,000	3.700%	150,000	11,906	
11/01/33	490,000	3.700%		9,266	171,172
05/01/34	490,000	3.700%	155,000	9,115	
11/01/34	335,000	3.700%		6,335	170,451
05/01/35	335,000	3.700%	165,000	6,232	
11/01/35	170,000	3.700%		3,215	174,447
05/01/36	170,000	3.700%	170,000	3,180	
					173,180
Total			**$1,435,000**	**$313,287**	**$1,748,287**

Brandy Creek
Community Development District
Approved Budget
Capital Reserve Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Budget FY 2027
REVENUES:					
Interest Income	$7,500	$7,724	$1,754	$9,478	$7,000
Carry Forward Balance	341,312	284,344	-	284,344	307,387
TOTAL REVENUES	**$348,812**	**$292,069**	**$1,754**	**$293,823**	**$314,387**
EXPENDITURES:					
Capital Outlay					
Capital Outlay - Equipment/Facilities	$30,000	$11,035	$-	$11,035	$30,000
Other Current Charges	$450	390	104	$494	600
Repair & Replacements	22,050	124,165	-	124,165	25,000
TOTAL EXPENDITURES	**$52,500**	**$135,590**	**$104**	**$135,694**	**$55,600**
Other Sources/(Uses)					
Transfer in/(Out)	$70,000	$149,259	$-	$149,259	$122,000
TOTAL OTHER SOURCES/(USES)	**$70,000**	**$149,259**	**$-**	**$149,259**	**$122,000**
EXCESS REVENUES (EXPENDITURES)	**$366,312**	**$305,737**	**$1,650**	**$307,387**	**$380,787**

Brandy Creek

Community Development District

Non-Ad Valorem Assessments Comparison

2026-2027

Neighborhood	O&M Units	Bonds Units 2013	Bonds Units 2015	Annual Maintenance Assessments			Annual Debt Assessments					Total Assessed Per Unit				
				FY 2027	**FY2026**	**Increase/ (decrease)**	**FY 2027**	**FY 2027**	**FY2026**	**FY2026**	**Increase/ (decrease)**	**FY 2027**	**FY 2027**	**FY2026**	**FY2026**	**Increase/ (decrease)**
							Series 2013	**Series 2015**	**Series 2013**	**Series 2015**	**Total**	**Total Series 2013**	**Total Series 2015**	**Total Series 2013**	**Total Series 2015**	**Total**
Single Family	583	400	183	**$1,780.79**	$1,681.30	**$99.49**	**$854.77**	**$1,100.00**	$854.77	$1,100.00	**$0.00**	**$2,635.56**	**$2,880.79**	$2,536.07	$2,781.30	**$99.49**
Total	583	400	183			**5.9%**										

B.

1.

RESOLUTION 2026-07
[FY 2027 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("**FY 2027**"), the District Manager prepared and submitted to the Board of Supervisors ("**Board**") of the Brandy Creek Community Development District (**"District"**) prior to June 15, 2026, proposed budget(s) ("**Proposed Budget**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statute*s; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website, brandycreekcdd.org, in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

a. The Proposed Budget, attached hereto as **Exhibit A,** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (**"Adopted Budget"**), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.

b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Brandy Creek Community Development District for the Fiscal Year Ending September 30, 2027."

c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Chapter 189, *Florida Statutes*, and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2027, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A.**

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2027 or within 60 days following the end of the FY 2027 may amend its Adopted Budget for that fiscal year as follows:

a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.

b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of $15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Chapter 189, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. APPROVAL OF PRIOR ACTIONS. The actions of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretaries, and all District Staff in finalizing the Adopted Budget, including preparing the Proposed Budget and setting, noticing, and all other actions required for the public hearing on the Proposed Budget, are hereby ratified, approved, and confirmed in all respects.

SECTION 5. SEVERABILITY; EFFECTIVE DATE. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

[CONTINUED ON NEXT PAGE]

PASSED AND ADOPTED THIS 19TH DAY OF AUGUST, 2026.

ATTEST:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary / Assistant Secretary

_____
Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2027 Budget

Exhibit A
FY 2027 Budget

2.

RESOLUTION 2026-08
[FY 2027 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2027 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Brandy Creek Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes,* for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in St. Johns County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (**"FY 2027"**), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget (**"Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT:

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B** ("**Assessment Roll**").

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

   a. Benefit Findings. The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

b. O&M Assessment Imposition. Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance ("**O&M Assessment(s)**") is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

c. Maximum Rate. Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District's Board hereby certifies for collection the FY 2027 installment of the District's previously levied debt service special assessments ("**Debt Assessments**," and together with the O&M Assessments, the "**Assessments**") in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same**.**

4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes,* the District is authorized to collect and enforce the Assessments as set forth below.

a. Tax Roll Assessments. To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the "**Tax Roll Property**" identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* ("**Uniform Method**"). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District's Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.

b. Future Collection Methods. The District's decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B,** is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.

6. **APPROVAL OF PRIOR ACTIONS.** The actions of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretaries, and all District Staff in finalizing the Assessments and Assessment Roll as provided herein are hereby ratified, approved, and confirmed in all respects.

7. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 19TH DAY OF AUGUST, 2026.

ATTEST:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

_____
Secretary / Assistant Secretary

By:_____

Its:_____

Exhibit A: Adopted Budget
Exhibit B: Assessment Roll

Exhibit A
Adopted Budget

Exhibit B
Assessment Roll

NINTH ORDER OF BUSINESS

RESOLUTION 2026-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Brandy Creek Community Development District ("District") is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the District's Governing Board (the "Board") finds that it is in the best interest of the District to consider the amended and restated Rules of Procedure.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, Florida Statutes.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall supersede any rules of procedure previously adopted by the District and remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 19TH day of AUGUST, 2026.

ATTEST:

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

_____
Assistant Secretary

_____
Chairman, Governing Board

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A

Amended and Restated Rules of Procedure

RULES OF PROCEDURE
BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT
RULE NO. 2026-___

EFFECTIVE AS OF _____, 2026

TABLE OF CONTENTS

Rule 1.0 General 2

Rule 1.1 Board of Supervisors; Officers and Voting. 3

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination. 7

Rule 1.3 Public Meetings, Hearings, and Workshops. 10

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse 15

Rule 2.0 Rulemaking Proceedings. 16

Rule 3.0 Competitive Purchase. 29

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act. 34

Rule 3.2 Procedure Regarding Auditor Selection. 38

Rule 3.3 Purchase of Insurance. 42

Rule 3.4 Pre-qualification 44

Rule 3.5 Construction Contracts, Not Design-Build. 49

Rule 3.6 Construction Contracts, Design-Build. 54

Rule 3.7 Payment and Performance Bonds. 59

Rule 3.8 Goods, Supplies, and Materials. 60

Rule 3.9 Maintenance Services. 64

Rule 3.10 Contractual Services. 67

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9. 68

Rule 4.0 Effective Date. 71

Rule 1.0 General.

(1) The Brandy Creek Community Development District (the "**District**") was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "**Rules**") is to describe the general operations of the District.

(2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.

(3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.

(4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

(1) Board of Supervisors. The Board of Supervisors of the District (the "**Board**") shall consist of five (5) members. Members of the Board ("**Supervisors**") appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.

(a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.

(b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.

(c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.

(d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.

(2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.

(a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

(b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.

(c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars ($1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars ($1,000,000) that names the District as an additional insured.

(d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars ($1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars ($1,000,000) that names the District as an additional insured.

(e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

(f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

(g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.

(3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.

(4) Record Book. The Board shall keep a permanent record book entitled "**Record of Proceedings**," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.

(5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.

(6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.

(7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "**voting conflict of interest**" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

(a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

(b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.

(c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.

(d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

(1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:

(a) Agenda packages for prior 24 months and next meeting;

(b) Official minutes of meetings, including adopted resolutions of the Board;

(c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;

(d) Adopted engineer's reports;

(e) Adopted assessment methodologies/reports;

(f) Adopted disclosure of public financing;

(g) Limited Offering Memorandum for each financing undertaken by the District;

(h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;

(i) District policies and rules;

(j) Fiscal year end audits; and

(k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

(2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

(3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.

(4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of $0.15 per page for one-sided copies and $0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar ($1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars ($25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

(5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.

(6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

(7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

(1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:

(a) The date, time and place of the meeting, hearing or workshop;

(b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;

(c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and

(d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5899. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."

(e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

(f) The following or substantially similar language: "The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record."

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District's website at least seven (7) days prior to such meeting, hearing, or workshop.

(2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.

(3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as "meeting materials" shall not convert such materials into "meeting materials." For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

Call to order
Roll call
Public comments
Organizational matters
Review of minutes
Specific items of old business
Specific items of new business
Staff reports
    (a) District Counsel
    (b) District Engineer
    (c) District Manager
        1. Financial Report
        2. Approval of Expenditures
Supervisor's requests and comments

Adjournment

(4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.

(5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

(6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.

(7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.

(8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

(9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

(10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.

(11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.

(12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:

(a) The Board identifies on the record at the original meeting a reasonable need for a continuance;

(b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and

(c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

(13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

(1) Internal Controls. The District shall establish and maintain internal controls designed to:

(a) Prevent and detect "**fraud**," "**waste**" and "**abuse**" as those terms are defined in section 11.45(1),

(b) Florida Statutes; and

(c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and

(d) Support economical and efficient operations; and

(e) Ensure reliability of financial records and reports; and

(f) Safeguard assets.

(2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

(1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A "**rule**" is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

(2) Requirements of a Rule. All District rules as drafted shall:

(a) Contain only one subject;

(b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;

(c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and

(d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.

(3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs ("**SERC**") based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of $200,000 in the aggregate in the state within one (1) year after implementation of the rule.

(4) Notice of Rule Development.

(a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule ("**Notice of Rule Development**") setting forth the following:

(i) the subject area to be addressed by rule development;

(ii) A short, plain explanation of the purpose and effect of the proposed rule;

(iii) The grant of rulemaking authority for the proposed rule;

(iv) The law being implemented;

(v) The proposed rule number; and

(vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.

(b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the "**Notice of Rulemaking**") setting forth the following:

(i) A short, plain explanation of the purpose and effect of the proposed rule;

(ii) The proposed rule number;

(iii) A summary of the proposed rule or amendment;

(v) The grant of rulemaking authority for the proposed rule;

(vi) The law being implemented or interpreted;

(vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

(viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;

(ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;

(x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;

(xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;

(x) The date, time, and location of the public hearing on the proposed rule;

(xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and

(xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.

(b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

(c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-

mail address, and may be required to pay the cost of copying and mailing as applicable.

(d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.

(6) Modification of Rules.

(a) Technical Changes.

(i) Prior to rule adoption, the District shall publish a notice of correction ("**Notice of Correction**") if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.

(ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

(i) Prior to rule adoption, the District shall publish a notice of change ("**Notice of Change**") if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;

2. In response to written materials submitted to the District; or

3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

(a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.

(b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

(c) In the event of a withdrawal of a proposed rule, the District shall publish a notice ("**Notice of Rule Withdrawal**") in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.

(d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

(a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

(b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.

(c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:

(i) The place, date, and time of the workshop;

(ii) The subject area that will be addressed; and

(iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

(a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.

(b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

(c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.

(i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District

shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the "**Notice of Denial of Rulemaking Petition**"). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing ("**Notice of Public Hearing**") in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:

(i) The date, time, and location of the public hearing; and

(ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

(a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.

(b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the "**Notice of Emergency Rule**") which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:

(i) The full text of the rule(s); and

(ii) The District's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.

(c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

(i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the "**Notice of Renewal of Emergency Rule**") shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the

District is located and shall include the specific facts and reasons for such renewal.

(ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.

(d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.

(e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.

(f) The District may repeal an emergency rule before it expires by publishing a notice ("**Notice of Repeal of Emergency Rule**") in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:

(i) The full text of the emergency rule and a summary thereof;

(ii) The rule number; and

(iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.

(12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.

(13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record ("**Rulemaking Record**") which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:

(a) A copy of the rule;

(b) Any material incorporated by reference in the rule;

(c) A detailed written statement of the facts and circumstances justifying the proposed rule;

(d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;

(e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;

(f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and

(g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

(a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.

(i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.

(ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.

(b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

(c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.

(d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:

(i) Administer oaths and affirmations;

(ii) Rule upon offers of proof and receive relevant evidence;

(iii) Regulate the course of the hearing, including any pre-hearing matters;

(iv) Enter orders; and

(v) Make or receive offers of settlement, stipulation, and adjustment.

(f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

(15) Variances and Waivers. A "**variance**" means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A "**waiver**" means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:

(a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "**substantial hardship**" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "**principles of fairness**" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

(b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District's rule. Each petition shall specify:

(i) The rule from which a variance or waiver is requested;

(ii) The type of action requested;

(iii) The specific facts that would justify a waiver or variance for the petitioner; and

(iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

(c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

(d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.
Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

(1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.

(2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.

(3) Definitions.

(a) "**Competitive Solicitation**" means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.

(b) "**Continuing Contract**" means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars ($2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars ($200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.

(c) "**Contractual Service**" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

(d) "**Design-Build Contract**" means a single contract with a Design-Build Firm for the design and construction of a public construction project.

(e) "**Design-Build Firm**" means a partnership, corporation or other legal entity that:

(i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or

(ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.

(f) "**Design Criteria Package**" means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District's Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.

(g) "**Design Criteria Professional**" means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.

(h) "**Emergency Purchase**" means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

(i) "**Invitation to Bid**" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.

(j) "**Invitation to Negotiate**" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.

(k) "**Negotiate**" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.

(l) "**Professional Services**" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.

(m) "**Proposal (or Reply or Response) Most Advantageous to the District**" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:

(i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;

(ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and

(iii) For a cost to the District deemed by the Board to be reasonable.

(n) "**Purchase**" means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

(o) "**Request for Proposals**" or "**RFP**" is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

(p) "**Responsive and Responsible Bidder**" means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. "Responsive and Responsible Vendor" means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:

(i) The ability and adequacy of the professional personnel employed by the entity/individual;

(ii) The past performance of the entity/individual for the District and in other professional employment;

(iii) The willingness of the entity/individual to meet time and budget requirements;

(iv) The geographic location of the entity's/individual's headquarters or office in relation to the project;

(v) The recent, current, and projected workloads of the entity/individual;

(vi) The volume of work previously awarded to the entity/individual;

(vii) Whether the cost components of the bid or proposal are appropriately balanced; and

(viii) Whether the entity/individual is a certified minority business enterprise.

(q) "**Responsive Bid**," "**Responsive Proposal**," "**Responsive Reply**," and "**Responsive Response**" all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

(1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "**Project**" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

(2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:

(a) Hold all required applicable state professional licenses in good standing;

(b) Hold all required applicable federal licenses in good standing, if any;

(c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and

(d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

(3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

(a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:

(i) The ability and adequacy of the professional personnel employed by each consultant;

(ii) Whether a consultant is a certified minority business enterprise;

(iii) Each consultant's past performance;

(iv) The willingness of each consultant to meet time and budget requirements;

(v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;

(vi) The recent, current, and projected workloads of each consultant; and

(vii) The volume of work previously awarded to each consultant by the District.

(b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.

(c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.

(b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."

(c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

(d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.

(8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. "**Auditing Services**" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("**Committee**"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and

(iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

(b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:

(i) Ability of personnel;

(ii) Experience;

(iii) Ability to furnish the required services; and

(iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

(3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

(4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals ("**RFP**"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

(5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(6) Board Selection of Auditor.

(a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

(d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

(7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services;

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;

(c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;

(d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.

(e) Provisions required by law that require the auditor to comply with public records laws.

(8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

(1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.

(2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:

(a) The Board shall cause to be prepared a Notice of Invitation to Bid.

(b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.

(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.

(d) Bids shall be opened at the time and place noted in the Invitation to Bid.

(e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.

(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.

(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

(h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

(1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.

(2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:

(a) The Board shall cause to be prepared a Request for Qualifications.

(b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.

(c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars ($250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars ($250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars ($500,000).

(d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.

(e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

(g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.

(h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.

(i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

(i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.

(ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.

(iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.

(iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.

(v) The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

(vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

(vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

(viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.

(ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.

(x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.

(xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.

(xii) The vendor or affiliate(s) has been convicted of a contract crime.

1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.

2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

(b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

(c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.

(d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.

(e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

(i) Impacts on project schedule, cost, or quality of work;

(ii) Unsafe conditions allowed to exist;

(iii) Complaints from the public;

(iv) Delay or interference with the bidding process;

(v) The potential for repetition;

(vi) Integrity of the public contracting process;

(vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

(1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.

(2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:

(a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars ($500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.

(c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.

(e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

(g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

(h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.

(i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.

(j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.

(k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(l) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.

(4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

(6) Exceptions. This Rule is inapplicable when:

(a) The project is undertaken as repair or maintenance of an existing public facility;

(b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;

(c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

(d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

(1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:

(2) Procedure.

(a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.

(b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.

(c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.

(i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.

(ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars ($500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.

2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:

    a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;

    b. Hold all required applicable federal licenses in good standing, if any;

    c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;

    d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

    Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.

5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.

6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.

9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

(3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

(a) The project is undertaken as repair or maintenance of an existing public facility;

(b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;

(c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or

(d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

(1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

(2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of $200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

(3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding $200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

(1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of "**goods, supplies, and materials**" do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:

(a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.

(c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.

(e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

(g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

(h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

(i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

(3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.

(4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.

(5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.

(6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

(1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:

(a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

(b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.

(c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.

(e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

(i) Hold all required applicable state professional licenses in good standing;

(ii) Hold all required applicable federal licenses in good standing, if any;

(iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of

the Florida Statutes, if the vendor is a corporation; and

(iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

(g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.

(h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

(i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.

(3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.

(4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.

(5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

(1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

(2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

(a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

(b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

(c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

(d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.

(2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.

(3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.

(4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:

(a) Administer oaths and affirmations;

(b) Rule upon offers of proof and receive relevant evidence;

(c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the B**i**ds, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.

(7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

ELEVENTH ORDER OF BUSINESS

C.

1.

NOTICE OF MEETINGS
BRANDY CREEK
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Brandy Creek Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2027 at 6:30 p.m. at the Phase II Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092 on the second Wednesday of each month listed below or otherwise noted:

November 4, 2026 (1st Wednesday)
January 13, 2027
March 10, 2027
May 12, 2027
July 14, 2027
September 8, 2027

2.

Memorandum

To: Board of Supervisors

From: District Management

Date: August 19, 2026

RE: HB7013 – Special Districts Performance Measures and Standards

---

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the attached key categories to focus on for Fiscal Year 2027 and develop statutorily compliant goals for each:

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

Exhibit A:

Goals, Objectives and Annual Reporting Form

Brandy Creek Community Development District
Performance Measures/Standards &
Annual Reporting Form

October 1, 2026 – September 30, 2027

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least five regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.
Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.
Standard: A minimum of five board meetings were held during the Fiscal Year.
Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.
Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.
Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).
Achieved: Yes ☐ No ☐

2. Financial Transparency and Accountability

Goal 2.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.
Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.
Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.
Achieved: Yes ☐ No ☐

Goal 2.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.
Standard: CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.
Achieved: Yes ☐ No ☐

Goal 2.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.
Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.
Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.
Achieved: Yes ☐ No ☐

Chair/Vice Chair:_____ Date:_____
Print Name:_____
Brandy Creek Community Development District

District Manager:_____ Date:_____
Print Name:_____
Brandy Creek Community Development District

D.

1.

Brandy Creek CDD



Field Operation Manager's Report

Date of report: August 19, 2026 **Submitted by: Jim Masters**

YELLOWSTONE / LANDSCAPING:

- Yellowstone's in-season service continues. Service days are scheduled for Thursdays and Fridays to ensure the community looks its best heading into the weekend. In season service includes, mowing, edging, trimming, ect.
- Yellowstone trimmed all palm trees on property.
- Discuss landscape enhancements to islands.
- Yellowstone report attached.

US MULCHING:

- Community wide mulch install completed June 2026.

LAKE DOCTORS:

- The ponds are inspected twice a month, and Lake Doctors will come out additionally based on pond conditions.
- Lake Doctors service reports attached.

Phase 1 Rec Pool:

- Several areas of marcite deterioration had to be patched this season.

PROJECTS COMPLETED:

- Fitness Center Treadmill Replacement – May 2026
- Fitness Center AC Replacement – June 2026
- Phase 1 Fence Paint – June 2026
- Sod Replacement at CR 210 Entrance – June 2026

- Phase 2 Atrium System Board Replacement – June 2026
- Pool Chair Re-strapping (Phase 1 & 2) – June 2026
- Community Wide Mulch Install – June 2026
- Phase 2 Electrical Repairs – June 2026
- Preserve Tree Maintenance (cut and drop) – July 2026
- Replaced 2 spotlights at Phase 2 pool – July 2026 (In-House)
- Repaired Phase 2 Handicap gate – July 2026 (In-House)
- Replaced street sign pole – Huffner Hill Circle (car accident) – July 2026 (In-House)
- Replaced 2 urinal diaphragms at Phase 1 men's restroom – July 2026 (In-House)
- Pressure washed many areas throughout the community – July/August 2026 (In-House)
- Pothole Patch Phase 1 Parking Lot – August 2026 (In-House)
- See attached chart

FUTURE PROJECTS:

- Touch-up painting exterior of Phase 2 Social Hall
- Phase 1 restroom refresh; painting, faucet replacement, frame mirrors
- Complete Fitness Center paint project October/November
- Paint parking lot lines at Phase 1 (engineers report)
- Repair erosion at Phase 1 athletic field (engineers report)

REGULAR SERVICES:

- Regular services and cleaning are done according to contract
- Pool maintenance; cleaning, chemical checks and balancing, filter and pump cleaning/monitoring
- Fitness Center cleaned four days per week, touched up daily
- Restrooms cleaned three times per week, touched up daily
- Playground equipment inspected monthly
- Dog stations emptied and restored weekly (14 Stations)
- Trash pickup Monday through Friday, Amenity Centers, common areas and entrances
- Trash pickup on County Road 2209 once per week
- Trash pickup along all common area ponds weekly

Brandy Creek CDD Completed Projects May 2026 through July 2026

Date	Project	Vendor	Cost
May 2026	Fitness Center Treadmill Replacement	First Place Fitness	$3,298.00
June 2026	Fitness Center AC Replacement	Chiller Medic	$10,150.00
June 2026	Phase 1 Fence Paint	Investment Painting	$4,265.00
June 2026	Pocket Park Mound Removal	Yellowstone	$3,107.71
June 2026	Sod Replacement CR210 Entrance	Yellowstone	$847.00
June 2026	Phase 2 Board Replacement Atrium System	Atlantic Security	$3,492.45
June 2026	Pool Chair Re-strapping (Phase 1 & Phase 2)	The Pool And Patio Store	$2,500.00
June 2026	Community Wide Mulch Install	US Mulching	$9,800.00
June 2026	Electric Work Phase 2	DL Williams Electric	$3,670.00
July 2026	Preserve Tree Maintenance (cut & drop)	Taylor Tree Service	$3,850.00
	Total		**$44,980.16**

YELLOWSTONE
LANDSCAPE

Brandy Creek CDD:
August 2026 - Landscape Report

Irrigation Maintenance:

- The August irrigation inspection was completed on 08/08/26
- The repairs from this inspection included repairing and several heads/nozzles that were replaced.
- With warmer temperatures, the irrigation watering schedule has been adjusted with the season, and currently it is running 3 days a week.

Fungus/Pest/Fertilizer applications:

- Our chem / fert team completed the most recent lawn treatment on 07/22/2026 – 07/23/2026.
- The technician noted that there were some turf weeds along with fungal issues and pest on annuals and some plant material
- This most recent turf application should start showing results in the next 10-14 days.

Maintenance:

- The landscape maintenance team are on a weekly service schedule through October
- The maintenance crew has been focusing on detail work to include tree canopies, trimming and bed weeds
- This week specifically our main focus was on trimming of plant material and bed weeds
- The holly trees at the JEA lift station will be scheduled during our next visit.
- The retention ponds continue to be on bi-weekly service and continue to appear maintained

Special Projects:

All approved have been completed. Warranty Ornamental grass replacement will take place in late September when the weather breaks

Jason Campbell
Account Manager – Yellowstone Landscape

The Lake Doctors, Inc.
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

Completed Work Order Information

Account #: 709617 BRANDY CREEK CDD-JOHNS CREEK
Site Information: Johns Creek Pkwy , St. Augustine, FL 32092-
Customer Billing Information: 224 Johns Creek Parkway , St. Augustine FL 32092-

Service Branch Information: 11621 Columbia Park Dr W
(904) 262-5500
Lake Doctors Corporate HQ: 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256
AR@lakedoctors.com www.lakedoctors.com

Event Name: Water Management - Twice per
Work Order Number: 2199472
Service Date: 5/20/2026
Target Pests (if applicable):

Thank you for your business!

Service Notes & Observations

Pond 5A- Treated for algae, underwater weeds, and emergent shoreline weeds
Pond 2- Treated for algae, underwater weeds, and lilies
Pond 3- Treated for algae and underwater weeds

Environmental Conditions

Weather:	Partly Cloudy
Temperature:	86.41
Wind Direction:	East
Wind Speed:	1.99
Humidity:	65.0000

Treated for Algae & Invasive Aquatic Weeds, Treated Shoreline Weeds

Services Completed by:

Eric

Eric Wood
904-626-1887 I eric.wood@lakedoctors.com

Customer Signature (if needed):

American Owned & Operated

The Lake Doctors, Inc.
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

Completed Work Order Information

Account #: 709617 BRANDY CREEK CDD-JOHNS CREEK
Site Information: Johns Creek Pkwy , St. Augustine, FL 32092-
Customer Billing Information: 224 Johns Creek Parkway , St. Augustine FL 32092-

Service Branch Information: 11621 Columbia Park Dr W
(904) 262-5500
Lake Doctors Corporate HQ: 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256
AR@lakedoctors.com www.lakedoctors.com

Event Name: Water Management - Twice per
Work Order Number: 2200920
Service Date: 6/5/2026
Target Pests (if applicable):

Thank you for your business!

Service Notes & Observations

Pond 5A- Treated for algae, underwater weeds, and emergent shoreline weeds
Pond 5B- Treated for algae
Pond 8- Treated for algae
Pond 9- Looks good
Pond 10- Treated for algae
Pond 2- Much improved, lilies are dying

Environmental Conditions

Weather:	Sunny
Temperature:	85.35
Wind Direction:	East
Wind Speed:	3
Humidity:	57.0000

Treated Shoreline Weeds, Treated for Algae & Invasive Aquatic Weeds, Pond Dye Added

Services Completed by:

Eric

Eric Wood
904-626-1887 I eric.wood@lakedoctors.com

Customer Signature (if needed):

American Owned & Operated

The Lake Doctors, Inc.
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

Completed Work Order Information

Account #: 709617 BRANDY CREEK CDD-JOHNS CREEK
Site Information: Johns Creek Pkwy , St. Augustine, FL 32092-
Customer Billing Information: 224 Johns Creek Parkway , St. Augustine FL 32092-

Service Branch Information: 11621 Columbia Park Dr W
(904) 262-5500
Lake Doctors Corporate HQ: 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256
AR@lakedoctors.com www.lakedoctors.com

Event Name: Water Management - Twice per
Work Order Number: 2187263
Service Date: 6/25/2026
Target Pests (if applicable):

Thank you for your business!

Service Notes & Observations

Pond 1- Treated for algae and underwater weeds
Pond 3- Looks good, added algicide
Pond 8- Treated for algae
Pond 10- Treated for algae
Pond 2- Looking good

Environmental Conditions

Weather:	Partly Cloudy
Temperature:	93.56
Wind Direction:	South
Wind Speed:	1.99
Humidity:	52.0000

Treated for Algae & Invasive Aquatic Weeds, Treated Shoreline Weeds

Services Completed by:

Eric

Eric Wood
904-626-1887 I eric.wood@lakedoctors.com

HOPPY WITH US?
PLEASE SHARE YOUR FEEDBACK.

www.lakedoctors.com/leave-a-review/

The Lake Doctors, Inc.
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

Completed Work Order Information

Account #: 709617 BRANDY CREEK CDD-JOHNS CREEK
Site Information: Johns Creek Pkwy , St. Augustine, FL 32092-
Customer Billing Information: 224 Johns Creek Parkway , St. Augustine FL 32092-

Service Branch Information: 11621 Columbia Park Dr W
(904) 262-5500
Lake Doctors Corporate HQ: 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256
AR@lakedoctors.com www.lakedoctors.com

Event Name: Water Management - Twice per
Work Order Number: 2196075
Service Date: 7/9/2026
Target Pests (if applicable):

Thank you for your business!

Service Notes & Observations

Pond 5A- Treated for emergent shoreline weeds and added dye
Pond 5B- Looks good, added dye
Pond 7- Treated for algae and emergent shoreline weeds
Pond 8- Treated for emergent shoreline weeds
Pond 9- Treated for algae
Pond 6- Treated for emergent shoreline weeds and added dye

Environmental Conditions

Weather:	Partly Cloudy
Temperature:	96.48
Wind Direction:	North
Wind Speed:	3
Humidity:	53.0000

Treated for Algae, Treated Shoreline Weeds

Services Completed by:

Eric

Eric Wood
904-626-1887 I eric.wood@lakedoctors.com

HOPPY WITH US?
PLEASE SHARE YOUR FEEDBACK.

www.lakedoctors.com/leave-a-review/

The Lake Doctors, Inc.
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

Completed Work Order Information

Account #: 709617 BRANDY CREEK CDD-JOHNS CREEK
Site Information: Johns Creek Pkwy , St. Augustine, FL 32092-
Customer Billing Information: 224 Johns Creek Parkway , St. Augustine FL 32092-

Service Branch Information: 11621 Columbia Park Dr W
(904) 262-5500
Lake Doctors Corporate HQ: 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256
AR@lakedoctors.com www.lakedoctors.com

Event Name: Water Management - As Needed
Work Order Number: 2240825
Service Date: 7/10/2026
Target Pests (if applicable):

Thank you for your business!

Service Notes & Observations

Treated ponds for emergent shoreline weeds.

Environmental Conditions

Weather:	Partly Cloudy
Temperature:	91.58
Wind Direction:	South-West
Wind Speed:	3
Humidity:	69.0000

Treated Shoreline Weeds

Services Completed by:

Eric

Eric Wood
904-626-1887 I eric.wood@lakedoctors.com

HOPPY WITH US?
PLEASE SHARE YOUR FEEDBACK.

www.lakedoctors.com/leave-a-review/

The Lake Doctors, Inc.
Aquatic Management Services

The Lake Doctors, Inc. is committed to the stewardship of waterways as well as the health & safety of our Customers and Team Members. All materials selected for use on your property are registered by the United States Environmental Protection Agency. All of our Team Members are state-certified applicators and ensure that any materials used pass our quality assurance evaluations. To further promote safety, please comply with all instructions and recommendations.

Completed Work Order Information

Account #: 709617 BRANDY CREEK CDD-JOHNS CREEK
Site Information: Johns Creek Pkwy , St. Augustine, FL 32092-
Customer Billing Information: 224 Johns Creek Parkway , St. Augustine FL 32092-

Service Branch Information: 11621 Columbia Park Dr W
(904) 262-5500
Lake Doctors Corporate HQ: 4651 Salisbury Rd. Suite 155 Jacksonville, FL 32256
AR@lakedoctors.com www.lakedoctors.com

Event Name: Water Management - Twice per
Work Order Number: 2164170
Service Date: 7/31/2026
Target Pests (if applicable):

Thank you for your business!

Service Notes & Observations

P1 treated for shoreline weeds and algae.
P4 treated for shoreline weeds
P5A treated for algae.
P7 treated for shoreline weeds and added dye.
P9 treated for algae, aquatic weeds, and shoreline weeds.
P10 treated for algae and removed a dead fish.
P11 treated for algae.
All outfalls clear and water levels normal. Thank you.

Environmental Conditions

Weather:	Overcast
Temperature:	91.44
Wind Direction:	South-East
Wind Speed:	1.99
Humidity:	70.0000

Treated Shoreline Weeds, Fish Kill Clean Up (Removal & Disposal), Inspected Pond(s), Inspected OutFall Area, Pond Dye Added, Treated for Algae, Treated Invasive Aquatic Weeds

Services Completed by:

Alex Kastner
904-631-9038 I Alex.Kastner@lakedoctors.com

HOPPY WITH US?
PLEASE SHARE YOUR FEEDBACK.

www.lakedoctors.com/leave-a-review/

E.

1.

Brandy Creek CDD

Amenities Manager Report






August 19, 2026 Submitted by: **Georgia Hamilton**

Administration:

- Continuous updates of the Atrium system.
  - Cross checking Atrium records with St. Johns County property appraiser's records.
- Continuing with regular office duties, i.e. invoices, banking, newsletters, assisting residents, etc.
- Implemented "The More You Know Monday" Informational E-blast to the community.

Activities- Ongoing:

- **Food Trucks**
  - Food Trucks are back twice monthly. We will continue with Food Truck nights twice a month. The second and last Wednesday of the month.
    - Tangos R US
    - I Love Pierogi

Sheriff's Report:

- Reports will be available at the meeting.

Rentals – 2026

Rentals	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Phase 2 Room	0	6	3	6	7	11	7						40
Phase 1 Breezeway	1	1	0	1	5	4	4						16
Phase 2 Pergola	0	0	0	1	1	1	1						4
Phase 1 Field	0	0	0	0	0	0	0						0
Totals	**1**	**7**	**3**	**8**	**13**	**16**	**12**						**60**

*(*no rentals at phase 2 in January due to pool resurface)*

Special Events:

- Recent Events:
  - **Ice Cream Social:** We celebrated the last day of school with an ice cream party. We held the event in the late afternoon to ensure all kids from elementary, middle and high school had the opportunity to enjoy a sweet treat on the last day of school. We provided vanilla and chocolate ice cream with lots of candy toppings.
  - **Summer Fun Kick Off:** During the first week of summer, we scheduled 3 events to kick off the start of summer. On Monday June 1st we hosted a paper airplane contest. Residents were able to select a plane design and folder per the instructions. Then the contest began! The resident whose plane soared the furthest won a prize. (all participants also received a prize) We also provided popsicles to all who attended. On Wednesday June 3rd we hosted a creative rock painting craft. It was fun to see everyone's creative side. On Saturday June 6th we hosted a pool party that included love music by the pool, a waterslide, and a food truck. All 3 events we a success and it was a great start to the summer!
  - **Father's Day Craft:** On Saturday June 13th we provided cards that allowed a personal touch! (handprints and special notes).
  - **Father's Day Sweet Treat:** On Saturday June 20th, we gave out ice cream sandwiches to everyone at the phase 1 pool as a special treat for the dads of John Creek.
  - **4th of July Celebration:** We celebrated America's 250th in a huge way! We decorated both phase 1 and 2 Amenity Centers with a ton of RED, WHITE, AND BLUE. Saturday June 27th was our bash! We had a DJ pool side who provided great music, resident interaction, and lots of games to keep the residents involved and having fun. Out in the field we had a waterslide and foam cannon. Both were huge hits! Residents were also provided goodie bags that included sunglasses, bracelets, a keychain, and an American flag. We also had 2 crafts and our resident tattoo artist (Diane Shor) in the breezeway. About halfway through the event, we passed out popsicles to everyone. The weather held off and was beautiful during the event. The division of entertainment from the pool to the breezeway to the field allowed residents to have fun in the sun and fun in shade!
  - **Poolside Popsicles:** Several days throughout the month of June we passed out popsicles and ice cream sandwiches to residents enjoying the pool.
- Upcoming Events:
  - Labor Day Event

THIRTEENTH ORDER OF BUSINESS

A.

Brandy Creek

Community Development District

Unaudited Financial Reporting

July 31, 2026

Table of Contents

1	Balance Sheet
2-3	General Fund Income Statement
4-5	Month to Month
6	Capital Reserve Fund Income Statement
7	Debt Service Fund Series 2013 Income Statement
8	Debt Service Fund Series 2015 Income Statement
9	Assessment Receipt Schedules
10	Long Term Debt Summary
11	Check Register

Brandy Creek

Community Development District

Combined Balance Sheet

July 31, 2026

	General Fund	Capital Reserve Fund	Debt Service Fund	Totals Governmental Funds
Assets:				
Cash:				
Cash - WellsFargo	$ -	$ 23,501	$ -	$ 23,501
Cash - Hancock Bank	101,543	-	-	101,543
Due From Capital Reserve	1,306	-	-	1,306
Investments:				
State Board of Administration (SBA)	451,110	238,238	-	689,347
Custody Acct - General Account	67,740	-	-	67,740
Custody Acct - Capital Reserve	-	44,478	-	44,478
Series 2013A				
Reserve	-	-	31,487	31,487
Revenue	-	-	52,786	52,786
Redemption	-	-	18	18
Series 2015				
Reserve	-	-	89,203	89,203
Revenue	-	-	36,506	36,506
Redemption	-	-	43	43
Prepaid Expenses	1,635	-	-	1,635
Deposits	2,000	-	-	2,000
Total Assets	**$ 625,351**	**$ 306,217**	**$ 210,042**	**$ 1,141,610**
Liabilities:				
Accounts Payable	$ 15,879	-	$ -	$ 15,879
Accrued Expenses	11,155	-	-	11,155
FiCA Payable	-	-	-	-
Due to General Fund - 2013	-	480	-	480
Total Liabilites	**$ 27,034**	**$ 480**	**$ -**	**$ 27,513**
Fund Balance:				
Nonspendable:				
Prepaid Items	$ 1,635	$ -	$ -	$ 1,635
Deposits	$ 2,000	$ -	$ -	$ 2,000
Restricted for:				
Debt Service	-	-	210,042	210,042
Assigned for:				
Capital Reserve Fund	-	305,737	-	305,737
Unassigned	594,681	-	-	594,681
Total Fund Balances	**$ 598,317**	**$ 305,737**	**$ 210,042**	**$ 1,114,096**
Total Liabilities & Fund Balance	**$ 625,351**	**$ 306,217**	**$ 210,042**	**$ 1,141,610**

Brandy Creek

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	$ 921,386	$ 921,386	$ 926,410	$ 5,024
Interest Income	15,000	15,000	19,925	4,925
Rental/Miscellaneous Income	6,000	3,840	3,840	-
Cost Sharing Revenue	11,557	11,557	11,746	189
Special Events Revenue	1,500	1,250	1,500	250
Swim Lessons Revenue	500	-	-	-
Total Revenues	**$ 955,943**	**$ 953,033**	**$ 963,421**	**$ 10,388**
Expenditures:				
General & Administrative:				
Supervisor Fees	$ 6,000	$ 4,000	$ 4,000	$ -
PR-FICA	459	306	306	-
Engineering	15,000	12,500	2,950	9,550
Attorney	25,000	20,833	14,301	6,532
Annual Audit	4,000	-	-	-
Assessment Administration	5,565	5,565	5,565	-
Arbitrage Rebate	600	-	-	-
Trustee Fees	8,662	8,662	8,224	438
Management Fees	62,680	52,233	52,233	-
Information Technology	1,809	1,508	1,508	-
Telephone	300	250	114	136
Postage & Delivery	1,400	1,400	1,717	(317)
Insurance General Liability/Public Officials	11,778	11,778	10,413	1,365
Printing & Binding	1,000	833	1,449	(615)
Legal Advertising	1,420	1,420	2,026	(606)
Other Current Charges	2,200	1,833	2,245	(411)
Office Supplies	100	83	5	78
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	**$ 148,148**	**$ 123,380**	**$ 107,231**	**$ 16,149**

Brandy Creek

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Operations & Maintenance				
Field Expenditures				
Insurance	$ 41,114	$ 41,114	$ 39,806	$ 1,308
Facility Administration/Events Coordinator	41,299	34,416	34,416	-
Facility Staffing (Contingency)	5,000	-	-	-
Pool Monitors	44,778	33,029	33,029	-
Field Operations Manager	78,985	65,821	65,821	-
Mobile App	2,500	-	-	-
Office Supplies/Mailings/ Printing	1,900	1,583	878	705
Pool Maintenance Service (Vesta)	38,291	31,909	37,252	(5,343)
Pool Chemicals (Poolsure)	20,352	16,960	16,010	950
Permit Fees	925	925	925	-
Landscape Maintenance	142,309	118,591	117,555	1,036
Landscape Contingency	25,000	25,000	34,205	(9,205)
Community Garden	5,000	4,167	2,532	1,635
Irrigation Maintenance	10,000	10,000	21,132	(11,132)
Sign Repairs	2,500	1,558	1,558	-
Lake Maintenance	13,430	11,192	9,950	1,242
General Facility Maintenance	50,000	41,667	37,775	3,892
Pet Waste Disposal	8,259	6,883	6,883	-
Streetlighting	42,834	35,695	35,945	(250)
Telephone	600	500	491	9
Cable	2,300	2,300	2,315	(15)
Electric	32,000	26,667	21,391	5,275
Water/Sewer/Irrigation	48,000	40,000	41,840	(1,840)
Security (RollKall)	12,000	12,000	12,844	(844)
Security Camera Lease & Maintenance	3,000	2,500	315	2,185
Security - License Plate Reader System	11,000	9,167	10,000	(833)
Refuse Service	4,500	4,500	4,486	14
Janitorial	30,969	25,808	25,808	-
Community Web Site Services	750	625	625	-
Special Events	12,000	12,000	12,019	(19)
Recreation Passes	1,200	-	-	-
Performance Incentive	10,000	10,000	7,118	2,882
Total Operations & Maintenance	**$ 742,795**	**$ 626,574**	**$ 634,922**	**$ (8,348)**
Total Expenditures	**$ 890,943**	**$ 749,954**	**$ 742,154**	**$ 7,801**
Excess (Deficiency) of Revenues over Expenditures	$ 65,000		$ 221,268	
Other Financing Sources/(Uses):				
Excess Revenue Transfer In	$ -	$ -	$ 79,259	$ (79,259)
Capital Reserve - Transfer Out	(70,000)	(70,000)	(149,259)	79,259
Total Other Financing Sources/(Uses)	**$ (70,000)**	**$ (70,000)**	**$ (70,000)**	**$ -**
Net Change in Fund Balance	**$ (5,000)**	**$ (70,000)**	**$ 151,268**	**$ -**
Fund Balance - Beginning	$ 5,000		$ 447,049	
Fund Balance - Ending	$ -		$ 598,317	

Brandy Creek

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	$ -	$ 42,278	$ 80,976	$ 758,404	$ 19,378	$ 3,792	$ 8,325	$ -	$ 6,400	$ 6,858	$ -	$ -	$ 926,410
Interest Income	1,382	753	750	906	2,307	4,973	2,448	2,355	2,035	2,016	-	-	19,925
Rental/Miscellaneous Income	-	950	-	680	-	400	-	-	-	1,810	-	-	3,840
Cost Sharing Revenue	-	-	11,746	-	-	-	-	-	-	-	-	-	11,746
Special Events Revenue	-	-	1,500	-	-	-	-	-	-	-	-	-	1,500
Swim Lessons Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	**$ 1,382**	**$ 43,980**	**$ 94,972**	**$ 759,990**	**$ 21,685**	**$ 9,165**	**$ 10,773**	**$ 2,355**	**$ 8,435**	**$ 10,684**	**$ -**	**$ -**	**$ 963,421**
Expenditures:													
General & Administrative:													
Supervisor Fees	$ -	$ 1,000	$ -	$ 1,000	$ -	$ 1,000	$ -	$ 1,000	$ -	$ -	$ -	$ -	$ 4,000
PR-FICA	-	77	-	77	-	77	-	77	-	-	-	-	306
Engineering	-	-	-	-	2,950	-	-	-	-	-	-	-	2,950
Attorney	548	3,048	455	3,380	1,350	1,997	392	2,851	282	-	-	-	14,301
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,565	-	-	-	-	-	-	-	-	-	-	-	5,565
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	5,934	-	-	-	-	2,290	-	-	-	-	-	-	8,224
Management Fees	5,223	5,223	5,223	5,223	5,223	5,223	5,223	5,223	5,223	5,223	-	-	52,233
Information Technology	151	151	151	151	151	151	151	151	151	151	-	-	1,508
Telephone	15	0	-	10	-	3	-	45	-	42	-	-	114
Postage & Delivery	131	138	7	104	249	72	19	23	471	504	-	-	1,717
Insurance General Liability/Public Officials	10,413	-	-	-	-	-	-	-	-	-	-	-	10,413
Printing & Binding	36	14	22	13	43	6	44	59	642	571	-	-	1,449
Legal Advertising	-	70	-	167	-	257	-	135	795	603	-	-	2,026
Other Current Charges	376	155	203	204	213	192	311	207	192	192	-	-	2,245
Office Supplies	0	1	0	0	0	0	1	1	1	1	-	-	5
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	**$ 28,567**	**$ 9,876**	**$ 6,060**	**$ 10,329**	**$ 10,179**	**$ 11,267**	**$ 6,140**	**$ 9,770**	**$ 7,756**	**$ 7,286**	**$ -**	**$ -**	**$ 107,231**

Brandy Creek

Community Development District

Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Operations & Maintenance													
Field Expenditures													
Insurance	$ 36,992	$ -	$ -	$ 1,295	$ -	$ 1,519	$ -	$ -	$ -	$ -	$ -	$ -	$ 39,806
Facility Administration/Events Coordinator	3,442	3,442	3,442	3,442	3,442	3,442	3,442	3,442	3,442	3,442	-	-	34,416
Facility Staffing (Contingency)	-	-	-	-	-	-	-	-	-	-	-	-	-
Pool Monitors	567	-	-	-	-	3,150	3,256	4,041	11,396	10,619	-	-	33,029
Field Operations Manager	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	6,582	-	-	65,821
Mobile App	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies/Mailings/ Printing	62	-	101	62	205	62	133	62	100	91	-	-	878
Pool Maintenance Service (Vesta)	3,191	3,191	3,191	3,191	7,319	4,406	3,191	3,191	3,191	3,191	-	-	37,252
Pool Chemicals (Poolsure)	1,550	1,550	1,550	1,611	1,611	1,611	1,611	1,611	1,652	1,652	-	-	16,010
Permit Fees	-	-	-	-	-	-	-	925	-	-	-	-	925
Landscape Maintenance	11,514	11,514	11,514	11,859	11,859	11,859	11,859	11,859	11,859	11,859	-	-	117,555
Landscape Contingency	2,300	-	-	6,650	3,563	4,015	-	-	9,800	7,877	-	-	34,205
Community Garden	163	307	-	-	-	100	1,063	532	368	-	-	-	2,532
Irrigation Maintenance	746	-	1,163	780	921	1,487	4,825	7,319	918	2,973	-	-	21,132
Sign Repairs	-	-	-	-	-	-	779	779	-	-	-	-	1,558
Lake Maintenance	995	995	995	995	995	995	995	995	995	995	-	-	9,950
General Facility Maintenance	2,009	1,580	2,100	3,135	3,119	3,911	2,393	5,256	8,642	5,629	-	-	37,775
Pet Waste Disposal	688	688	688	688	688	688	688	688	688	688	-	-	6,883
Streetlighting	3,206	3,206	3,206	3,206	3,863	3,863	3,863	3,863	3,863	3,803	-	-	35,945
Telephone	49	49	49	49	49	49	49	49	49	49	-	-	491
Cable	180	390	259	259	125	200	120	118	328	338	-	-	2,315
Electric	2,031	1,953	1,987	2,280	1,881	2,300	2,086	2,119	2,365	2,389	-	-	21,391
Water/Sewer/Irrigation	5,559	4,838	4,715	4,346	3,663	3,424	2,691	4,617	3,909	4,078	-	-	41,840
Security (RollKall)	911	977	1,172	986	1,058	1,587	1,672	1,394	1,604	1,484	-	-	12,844
Security Camera Lease & Maintenance	-	-	-	-	-	-	-	315	-	-	-	-	315
Security - License Plate Reader System	-	-	-	-	10,000	-	-	-	-	-	-	-	10,000
Refuse Service	431	431	331	450	450	434	475	495	495	494	-	-	4,486
Janitorial	2,581	2,581	2,581	2,581	2,581	2,581	2,581	2,581	2,581	2,581	-	-	25,808
Community Web Site Services	63	63	63	63	63	63	63	63	63	63	-	-	625
Special Events	832	650	3,868	553	115	1,382	975	460	2,183	1,001	-	-	12,019
Recreation Passes	-	-	-	-	-	-	-	-	-	-	-	-	-
Performance Incentive	-	7,118	-	-	-	-	-	-	-	-	-	-	7,118
Total Operations & Maintenance	**$ 86,644**	**$ 52,103**	**$ 49,555**	**$ 55,063**	**$ 64,151**	**$ 59,709**	**$ 55,394**	**$ 63,355**	**$ 77,072**	**$ 71,878**	**$ -**	**$ -**	**$ 634,922**
Total Operations & Maintenance	**$ 86,644**	**$ 52,103**	**$ 49,555**	**$ 55,063**	**$ 64,151**	**$ 59,709**	**$ 55,394**	**$ 63,355**	**$ 77,072**	**$ 71,878**	**$ -**	**$ -**	**$ 634,922**
Total Expenditures	**$ 115,210**	**$ 61,979**	**$ 55,615**	**$ 65,392**	**$ 74,331**	**$ 70,976**	**$ 61,533**	**$ 73,125**	**$ 84,828**	**$ 79,164**	**$ -**	**$ -**	**$ 742,154**
Excess (Deficiency) of Revenues over Expenditures	$ (113,829)	$ (17,998)	$ 39,357	$ 694,598	$ (52,646)	$ (61,811)	$ (50,761)	$ (70,769)	$ (76,393)	$ (68,481)	$ -	$ -	$ 221,268
Other Financing Sources/Uses:													
Excess Revenue Transfer In	-	-	-	-	79,259	-	-	-	-	-	-	-	$ 79,259
Capital Reserve - Transfer Out	-	-	-	-	(149,259)	-	-	-	-	-	-	-	$ (149,259)
Total Other Financing Sources/Uses	**$ -**	**$ -**	**$ -**	**$ -**	**$ (70,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (70,000)**
Net Change in Fund Balance	**$ (113,829)**	**$ (17,998)**	**$ 39,357**	**$ 694,598**	**$ (122,646)**	**$ (61,811)**	**$ (50,761)**	**$ (70,769)**	**$ (76,393)**	**$ (68,481)**	**$ -**	**$ -**	**$ 151,268**

Brandy Creek

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues				
Interest	$ 7,500	$ 7,500	$ 7,724	$ 224
Total Revenues	**$ 7,500**	**$ 7,500**	**$ 7,724**	**$ 224**
Expenditures:				
Capital Outlay - Equipment/Facilities	$ 30,000	$ 25,000	$ 11,035	$ 13,965
Other Current Charges	450	375	390	(15)
Repair and Replacement	22,050	22,050	124,165	(102,115)
Total Expenditures	**$ 52,500**	**$ 47,425**	**$ 135,590**	**$ (88,165)**
Excess (Deficiency) of Revenues over Expenditures	**$ (45,000)**		**$ (127,866)**	
Other Financing Sources/(Uses)				
Capital Reserve Transfer In	$ 70,000	$ 70,000	$ 149,259	$ 79,259
Total Other Financing Sources (Uses)	**$ 70,000**	**$ 70,000**	**$ 149,259**	**$ 79,259**
Net Change in Fund Balance	**$ 25,000**		**$ 21,393**	
Fund Balance - Beginning	$ 341,312		$ 284,344	
Fund Balance - Ending	$ 366,312		$ 305,737	

Brandy Creek

Community Development District

Debt Service Fund Series 2013A

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	$ 321,394	$ 321,394	$ 320,722	$ (671)
Interest Income	6,000	5,000	5,779	779
Total Revenues	**$ 327,394**	**$ 326,394**	**$ 326,501**	**$ 108**
Expenditures:				
Interest -11/1	$ 38,467	$ 38,467	$ 38,467	$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	38,467	38,467	38,378	89
Principal - 5/1	235,000	235,000	235,000	-
Total Expenditures	**$ 311,934**	**$ 311,934**	**$ 316,844**	**$ (4,911)**
Excess (Deficiency) of Revenues over Expenditures	$ 15,460		$ 9,657	
Other Financing Sources/(Uses):				
Transfer In/(Out)	$ -	$ -	$ (54,072)	$ (54,072)
Total Other Financing Sources/(Uses)	$ -	$ -	$ (54,072)	$ (54,072)
Net Change in Fund Balance	**$ 15,460**	**$ -**	**$ (44,415)**	**$ (54,072)**
Fund Balance - Beginning	$ 91,912		$ 128,706	
Fund Balance - Ending	$ 107,372		$ 84,291	

Brandy Creek

Community Development District

Debt Service Fund Series 2015

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	$ 189,222	$ 189,222	$ 181,937	$ (7,285)
Interest Income	6,000	5,000	5,165	165
Prepayment	-	-	7,830	
Total Revenues	**$ 195,222**	**$ 194,222**	**$ 194,932**	**$ (7,120)**
Expenditures:				
Interest -11/1	$ 29,690	$ 29,690	$ 29,690	$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	29,206	29,206	29,113	93
Principal - 5/1	120,000	120,000	120,000	-
Special Call - 5/1	-	-	10,000	(10,000)
Total Expenditures	**$ 178,897**	**$ 178,897**	**$ 193,804**	**$ (14,907)**
Excess (Deficiency) of Revenues over Expenditures	$ 16,325		$ 1,128	
Other Financing Sources/(Uses):				
Transfer In/(Out)	$ -	$ -	$ (25,187)	$ (25,187)
Total Other Financing Sources/(Uses)	$ -	$ -	$ (25,187)	$ (25,187)
Net Change in Fund Balance	**$ 16,325**	**$ -**	**$ (24,059)**	**$ (25,187)**
Fund Balance - Beginning	$ 55,301		$ 149,810	
Fund Balance - Ending	$ 71,626		$ 125,752	

Brandy Creek

Community Development District

Long Term Debt Report

Series 2013 Special Assessment Refunding Bonds

Interest Rate:	6.35%
Maturity Date:	5/1/2034
Reserve Fund Definition	10% Max Annual
Reserve Fund Requirement	$31,115
Reserve Fund Balance	31,487
Bonds Outstanding - 9/30/2013	$4,545,000
Less: November 1, 2013 (Prepayment)	$0
Less: May 1, 2014 (Mandatory)	($160,000)
Less: May 1, 2015 (Mandatory)	($165,000)
Less: May 1, 2015 (Prepayment)	($10,000)
Less: May 2, 2016 (Mandatory)	($170,000)
Less: May 1, 2017 (Mandatory)	($175,000)
Less: November 1, 2017 (Prepayment)	($5,000)
Less: May 1, 2018	($180,000)
Less: November 1, 2018 (Prepayment)	($5,000)
Less: May 1, 2019	($190,000)
Less: May 1, 2020	($195,000)
Less: May 1, 2020 (Prepayment)	($10,000)
Less: November 1, 2020 (Prepayment)	($5,000)
Less: May 1, 2021	($200,000)
Less: May 1, 2021 (Prepayment)	($5,000)
Less: November 1, 2021 (Prepayment)	($5,000)
Less: May 1, 2022	($210,000)
Less: May 1, 2022 (Prepayment)	($5,000)
Less: May 1, 2023	($215,000)
Less: May 1, 2023 (Prepayment)	($5,000)
Less: November 1, 2023 (Prepayment)	($5,000)
Less: May 1, 2024	($225,000)
Less: May 1, 2024 (Prepayment)	($5,000)
Less: November 1, 2024 (Prepayment)	($5,000)
Less: May 1, 2025	($230,000)
Less: May 1, 2025 (Prepayment)	($5,000)
Less: November 1, 2025 (Prepayment)	($5,000)
Less: May 1, 2026	($235,000)
Current Bonds Outstanding	**$1,915,000**

Series 2015 Special Assessment Bonds

Interest Rate:	3.70%
Maturity Date:	5/1/1936
Reserve Fund Definition	50% Max Annual
Reserve Fund Requirement	$87,224
Reserve Fund Balance	89,203
Bonds outstanding - 10/30/2015	$2,535,000
Less: May 2, 2016	($15,000)
Less: May 1, 2017	($85,000)
Less: November 1, 2017 (Prepayment)	($5,000)
Less: May 1, 2018	($90,000)
Less: November 1, 2018 (Prepayment)	($5,000)
Less: May 1, 2019	($95,000)
Less: May 1, 2020	($95,000)
Less: May 1, 2020 (Prepayment)	($5,000)
Less: November 1, 2020 (Prepayment)	($5,000)
Less: May 1, 2021	($100,000)
Less: November 1, 2021 (Prepayment)	($5,000)
Less: May 1, 2022	($100,000)
Less: May 1, 2022 (Prepayment)	($5,000)
Less: May 1, 2023	($105,000)
Less: May 1, 2023 (Prepayment)	($5,000)
Less: November 1, 2023 (Prepayment)	($5,000)
Less: May 1, 2024	($110,000)
Less: May 1, 2024 (Prepayment)	($5,000)
Less: November 1, 2024 (Prepayment)	($5,000)
Less: May 1, 2025	($115,000)
Less: May 1, 2025 (Prepayment)	($5,000)
Less: November 1, 2025 (Prepayment)	($5,000)
Less: May 1, 2026	($120,000)
Less: May 1, 202 (Prepayment)	($10,000)
Current Bonds Outstanding	**$1,435,000**

B.

Brandy Creek

COMMUNITY DEVELOPMENT DISTRICT

Special Assessment Receipts - St Johns County

Fiscal Year 2026

ASSESSED	#UNITS ASSESSED	SERIES 2003 / 2013 DEBT ASMNT	SERIES 2006 / 2015 DEBT ASMT	O&M ASMT	TOTAL ASSESSED
NET ASSESSMENTS TAX ROLL	583	318,983.07	180,950.00	921,386.03	1,421,319.10

ST JOHNS COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2003 / 2013 DEBT RECEIPTS	SERIES 2006 / 2015 DEBT RECEIPTS	O&M RECEIPTS	TOTAL RECEIVED
1	11/3/2025	507.16	287.70	1,464.95	2,259.81
2	11/18/2025	8,671.07	4,918.85	25,046.49	38,636.41
3	11/21/2025	5,458.25	3,096.31	15,766.22	24,320.79
4	12/16/2025	9,310.10	5,281.35	26,892.32	41,483.77
5	12/23/2025	18,723.76	10,621.45	54,083.78	83,428.99
6	1/14/2026	261,864.75	148,548.41	756,399.15	1,166,812.31
Interest 1	1/26/2026	694.19	393.80	2,005.19	3,093.18
7	2/19/2026	6,708.54	3,805.57	19,377.70	29,891.81
8	3/13/2026	1,312.89	744.76	3,792.29	5,849.94
Interest 2	4/8/2026	279.97	158.82	808.70	1,247.49
9	4/23/2026	2,602.17	1,476.14	7,516.40	11,594.71
10	6/19/2026	2,215.53	1,256.80	6,399.57	9,871.90
11	7/1/2026	2,374.08	1,346.75	6,857.55	10,578.37
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
TOTAL RECEIVED		$ 320,722.47	$ 181,936.71	$ 926,410.30	$ 1,429,069.48

	SERIES 2003 / 2013 DEBT	SERIES 2006 / 2015 DEBT	O&M	TOTAL
BALANCE DUE	$ (1,739.40)	$ (986.71)	$ (5,024.27)	$ (7,750.38)
PERCENT COLLECTED	100.55%	100.55%	100.55%	100.55%

C.

Brandy Creek
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026
Check Register

Fund	*Date*	*check # 's*	*Amount*	*Amount*
General Fund				
	4/1/26 - 4/30/26	2951-2972	$ 54,101.65	
	5/1/26 - 5/31/26	2973-2984	50,209.68	
	6/1/26 - 6/30/26	2985-3005	55,018.92	
	7/1/26 - 7/31/26	3006-3021	78,228.92	
				$ 237,559.17
Capital Reserve Fund				
	4/1/26 - 4/30/26			
	5/1/26 - 5/31/26	201	$ 3,298.00	
	6/1/26 - 6/30/26	202	10,150.00	
	7/1/26 - 7/31/26			
				$ 13,448.00
Utilities and Autopayments				
	04/06/26	AT&T	$ 49.30	
	04/07/26	Republic Services	475.10	
	04/10/26	JEA	2,691.12	
	04/13/26	HWB Credit Card	4,815.26	
	04/27/26	FPL	5,949.49	
	04/29/26	Comcast	119.77	
	05/01/26	RollKall Technol	853.13	
	05/04/26	RollKall Technol	819.00	
	05/05/26	AT&T	49.25	
	05/07/26	Republic Services	494.54	
	05/12/26	JEA	4,617.37	
	05/18/26	IRS FICA Payment	153.00	
	05/26/26	HWB Credit Card	361.16	
	05/27/26	FPL	5,981.78	
	05/28/26	DOH EH Pool Permit	925.35	
	05/29/26	Comcast	117.95	
	06/02/26	RollKall Technol	1,393.67	
	06/04/26	AT&T	49.25	
	06/08/26	Republic Services	494.54	
	06/09/26	SJC RollKall	409.50	
	06/10/26	JEA	3,909.24	
	06/22/26	Comcast	209.57	
	06/23/26	HWB Credit Card	1,182.05	
	06/26/26	FPL	6,228.62	
	06/29/26	Comcast	117.95	
	07/02/26	RollKall Technol	1,194.37	
	07/06/26	AT&T	49.24	
	07/07/26	Republic Services	493.55	
	07/10/26	Comcast	219.95	
	07/14/26	JEA	4,078.44	
	07/27/26	HWB Credit Card	2,486.01	
	07/28/26	FPL	6,192.69	
	07/29/26	Comcast	117.95	
	07/29/26	SJC RollKall	1,126.12	
		TOTAL UTILITIES PAID ONLINE OR AUTOPAY		$ 58,425.28
		TOTAL		$ 309,432.45

***Utilities and Autopayments available upon request**

*** CHECK DATES 04/01/2026 - 04/30/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/09/26	00390	3/26/26	15448	202603	320-57200-46600		*	510.00		
			REFRIGERANT/LEAK CHECK							
						CHILLER MEDIC INC			510.00	002951
4/09/26	00173	3/13/26	OF616859	202603	320-57200-46600		*	773.82		
			FIRE PROTECT INSPECTION							
						CINTAS FIRE 636525			773.82	002952
4/09/26	00334	3/27/26	9242	202603	320-57200-46600		*	53.05		
			MAINTENANCE SUPPLIES							
		3/28/26	9246	202603	320-57200-46600		*	5.93		
			MAINTENANCE SUPPLIES							
		3/30/26	9249	202603	320-57200-46600		*	7.19		
			MAINTENANCE SUPPLIES							
						CRONIN ACE HARDWARE			66.17	002953
4/09/26	00389	3/19/26	WO-49104	202603	320-57200-46600		*	149.95		
			QUTRLY PREVENTATIVE MAINT							
						FIRST PLACE FITNESS EQUIPMENT			149.95	002954
4/09/26	00378	3/27/26	7645796	202603	310-51300-48000		*	185.60		
			3/27 BC CDD - #12197333							
		3/31/26	7643731	202603	310-51300-48000		*	72.72		
			3/3 AC MTG #12101043							
		3/31/26	7643731	202603	310-51300-48000		*	184.24		
			3/27 ENGINEER #12218987							
		3/27/26	7645796	202603	310-51300-48000		V	185.60-		
			3/27 BC CDD - #12197333							
		3/31/26	7643731	202603	310-51300-48000		V	72.72-		
			3/3 AC MTG #12101043							
		3/31/26	7643731	202603	310-51300-48000		V	184.24-		
			3/27 ENGINEER #12218987							
						USA TODAY MEDIA CORP			.00	002955
4/09/26	00030	4/01/26	336	202604	310-51300-34000		*	5,223.33		
			APR MANAGEMENT FEES							
		4/01/26	336	202604	310-51300-35100		*	150.75		
			APR INFO TECH							
		4/01/26	336	202604	320-57200-34300		*	62.50		
			APR COMMUNITY WEBSITE SRV							
		4/01/26	336	202604	310-51300-51000		*	.75		
			OFFICE SUPPLIES							
		4/01/26	336	202604	310-51300-42000		*	18.50		
			POSTAGE							
		4/01/26	336	202604	310-51300-42500		*	43.95		
			COPIES							
						GOVERNMENTAL MANAGEMENT SERVICES			5,499.78	002956

*** CHECK DATES 04/01/2026 - 04/30/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/09/26	00341	4/01/26	13129563	202604	320-57200-46250			*	1,611.49		
			APR POOL CHEMICALS								
							POOLSURE			1,611.49	002957
4/09/26	00019	4/01/26	360419B	202604	320-57200-46800			*	995.00		
			APR LAKE MAINTENANCE								
							THE LAKE DOCTORS INC			995.00	002958
4/09/26	00083	3/25/26	8119893	202603	310-51300-31300			*	2,289.58		
			FY26 SE2013 TRUSTEE FEES								
		3/25/26	8119893	202603	300-15500-10000			*	1,635.42		
			FY27 SE2013 TRUSTEE FEES								
							US BANK			3,925.00	002959
4/09/26	00286	3/31/26	431724	202603	320-57200-49400			*	578.84		
			CDD MTG & SPRING FLING								
		4/01/26	431459	202604	320-57200-34700			*	6,582.08		
			APR FIELD MANAGEMENT SRVC								
		4/01/26	431459	202604	320-57200-34400			*	3,441.58		
			APR OFFICE ADMIN/EVENTS								
		4/01/26	431459	202604	320-57200-34200			*	2,580.75		
			APR JANITORIAL SERVICES								
		4/01/26	431459	202604	320-57200-46200			*	3,190.92		
			APR POOL MAINTENANCE								
		4/01/26	431459	202604	320-57200-46700			*	688.25		
			APR WASTE DISPOSAL SRVCS								
							VESTA PROPERTY SERVICES, INC.			17,062.42	002960
4/09/26	00378	3/31/26	7643731A	202603	310-51300-48000			*	72.72		
			3/3 AC MTG #12101043								
		3/31/26	7643731A	202603	310-51300-48000			*	184.24		
			3/27 ENGINEER #12218987								
							USA TODAY MEDIA CORP			256.96	002961
4/16/26	00304	4/07/26	33844	202604	320-57200-46300			*	3,814.93		
			BACKFLOW TEST								
							P3 SERVICES OF FL LLC			3,814.93	002962
4/16/26	00334	4/07/26	9270	202604	320-57200-46600			*	13.99		
			MAINTENANCE SUPPLIES								
							CRONIN ACE HARDWARE			13.99	002963
4/16/26	00404	3/26/26	827	202603	320-57200-46600			*	375.00		
			6 ALUMINUM POST-PARK SIGN								
							MASTERS QUALITY FENCE			375.00	002964

*** CHECK DATES 04/01/2026 - 04/30/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/16/26	00352	4/02/26	145183	202604	320-57200-46600		*	250.00		
			FOUND COYOTE TRIP - VALVE							
						PARTRIDGE WELL DRILLING			250.00	002965
4/16/26	00286	3/31/26	431925	202603	320-57200-46300		*	139.42		
			LEAF NET&DEBRIS/MESH BAGS							
		3/31/26	432054	202603	320-57200-34600		*	3,149.89		
			POOL MONITOR							
						VESTA PROPERTY SERVICES, INC.			3,289.31	002966
4/16/26	00271	4/01/26	1146642	202604	320-57200-46100		*	11,859.11		
			APR LANDSCAPE MAINTENANCE							
						YELLOWSTONE LANDSCAPE INC			11,859.11	002967
4/24/26	00334	4/01/26	9255	202604	320-57200-46600		*	14.38		
			MAINTENANCE SUPPLIES							
		4/14/26	9288	202604	320-57200-46120		*	51.25		
			MAINTENANCE SUPPLIES							
						CRONIN ACE HARDWARE			65.63	002968
4/24/26	00417	4/10/26	2202-170	202604	320-57200-46600		*	121.75		
			CAST OVERLAY							
		4/22/26	2202-170	202604	320-57200-46600		*	631.42		
			PRIVATE PROPERTY SIGNS							
						EASY RENT INC			753.17	002969
4/24/26	00414	4/22/26	611806	202604	320-57200-46120		*	550.00		
			70 BAGS-GARDEN CLUB AREA							
						JOHN HUBBS			550.00	002970
4/24/26	00270	4/16/26	4316-9	202604	320-57200-46600		*	139.92		
			PAINT SUPPLIES							
						SHERWIN-WILLIAMS			139.92	002971
4/24/26	00034	1/06/26	15703	202601	320-57200-46600		*	2,140.00		
			SIGN FACE-NO PARKING SIGN							
						SUNDANCER SIGN GRAPHICS, INC.			2,140.00	002972
						TOTAL FOR BANK C		54,101.65		
						TOTAL FOR REGISTER		54,101.65		

AIR CONDITIONING AND HEATING

CHILLER MEDIC

RESIDENTIAL AND COMMERCIAL LIC: CAC1818565

Email: david@chillermedic.com Phone #: 904-814-9677

Chiller Medic Inc.
8933 Western Way, Suite #18, Jacksonville, Florida 32256 United States
(904) 814-9677

Invoice 15448
Invoice Date 3/26/2026
Completed Date 3/26/2026
Payment Term Net 30
Due Date 4/25/2026

Billing Address
Brandy Creek CDD
224 Johns Creek Parkway
St. Augustine, FL 32092 USA

Job Address
224 johns Creek Parkway
224 John's Creek Parkway
St. Augustine, FL 32092 USA

Description of work

Low on refrigerant

Service #	Description	Quantity	Your Price	Total
01 Commercial Labor per Hour	Date: Description of work completed for this job: FFound the system low on refrigerant amd leak checked the system amd confirmed a leak on the indoor coil, charged 4 pound sof refrigerant into system and is cooling for now while qoutes are written.	1.00	$110.00	$110.00
06 Refrigerant 410A	06 Refrigerant 410A - To be Sold by the Pound Pounds Used - Multiplied by Price - $ Total Price - $	4.00	$100.00	$400.00

Sub-Total	$510.00
Tax	$0.00
Total	$510.00
Payment	$0.00
Balance Due	$510.00

Thank you for choosing Chiller Medic Inc.

RECEIVED
APR 03 2026
BY:

~~410~~
4-1-26
Jim Masters

CINTAS FIRE PROTECTION

*** INVOICE CUSTOMER COPY ***

Location : CINTAS FIRE PROTECTION

Invoice # : 0F61685910 Inv Date : 3/13/2026
Customer : 11028 Loc : F61
Type . . : CHG-S Route . : 14
PO Number : Acct # : 11028
WO Number : Acct Zip : 32092
Service Visit : 11886830

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904)562-7000

Bill to:
BRANDY CREEK CDD
224 JOHNS CREEK PKWY
SAINT AUGUSTINE, FL 32092

Serviced:
BRANDY CREEK CDD
224 JOHNS CREEK PKWY
SAINT AUGUSTINE, FL 32092

Item	Qty	Description	Unit Price	Net Amount	Tx
EEVSTEM	1	VALVE STEM ASSEMBLY	34.04	34.04	Y
EEOR	1	O RING ASSEMBLY	11.32	11.32	Y
IN	4	INSPECTION, EXTINGUISHER ANNUAL	15.37	61.48	Y
SY	1	6 YEAR MAINTENANCE	52.09	52.09	Y
DC5	1	DRY CHEMICAL 5#	61.94	61.94	Y
INEX	3	INSPECTION EXIT LIGHTING COMPREHENSIVE INSP	36.12	108.36	Y
EEGAUGE	1	EXTINGUISHER PRESSURE GUAGE	24.44	24.44	Y
EEVSC	1	VERIFICATION SVC COLLAR	13.43	13.43	Y
EESEAL	4	FLAG SEAL/TAMPER INDICATOR	5.00	20.00	Y
INEL	6	INSPECTION EMERGENCY LIGHTING COMPREHENSIVE INSP	36.12	216.72	Y
SC	1	Service Charge	170.00	170.00	Y

RECEIVED
APR 03 2026
BY:

4-1-26
Jim Masters

CINTAS FIRE PROTECTION

*** INVOICE CUSTOMER COPY ***

Location : CINTAS FIRE PROTECTION ,

Invoice # : 0F61685910 Inv Date : 3/13/2026
Customer : 11028 Loc : F61
Type . . : CHG-S Route . : 14
PO Number : Acct # : 11028
WO Number : Acct Zip : 32092
Service Visit : 11886830

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904)562-7000

Bill to:
BRANDY CREEK CDD
224 JOHNS CREEK PKWY
SAINT AUGUSTINE, FL 32092

Serviced:
BRANDY CREEK CDD
224 JOHNS CREEK PKWY
SAINT AUGUSTINE, FL 32092

Item	Qty	Description	Unit Price	Net Amount	Tx

SUB-TOTAL	:	773.82
TAX	:	.00
TOTAL	:	773.82

CINTAS FIRE PROTECTION
#98454000012007
#98452300012007
#502087000199
EF20000872

****

TO MAKE A PAYMENT:
570.891.0421 OPTION 1
CUSTOMER SERVICE OR BILLING ISSUES:
904.562.7000
QUESTIONS OR FURTHER ASSISTANCE:
GabrielleMiller@cintas.com

****

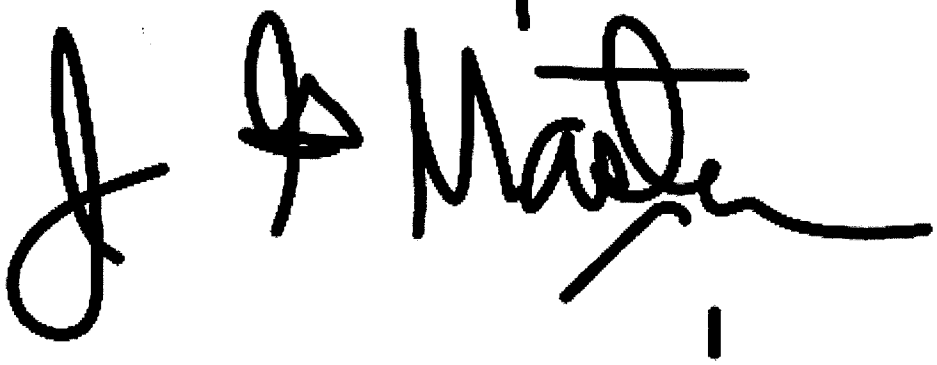
RECEIVED
APR 03 2026
BY:

4-1-26
Jim Masters

CINTAS FIRE PROTECTION

Customer: BRANDY CREEK CDD 11028 | PO#: | Invoice: 685910

Collected: $0.0 | Signer: JIM MASTERS | Authorizer: JIM MASTERS



As a recipient of Cintas' goods and/or services you accept and agree to Cintas' standard terms and conditions, available at Cintas.com/firecontract, an excerpt of which is set forth below:

15. DISCLAIMER OF WARRANTIES AND REPRESENTATIONS. Because of the great number and variety of applications for which Cintas's goods and services are purchased, Cintas does not design goods or services, does not recommend specific applications of goods or services, or and does not assume any responsibility for use, results obtained, or suitability for specific applications of goods or services. Customer acknowledges and agrees that Cintas has not made any representations or warranties to customer regarding any System at the Premises, its fitness for any purpose, its suitability or effectiveness as designed, installed, and/or utilized, or that it will operate as designed, intended, or expected. Customer further acknowledges and agrees that it has the sole responsibility for determining the appropriateness of Cintas's goods and services for Customer's specific application(s) before ordering and to test and evaluate thoroughly all goods before use. Cintas warrants that title to all goods it sells to Customer shall be good and marketable. CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS MAKES NO OTHER GUARANTEES, REPRESENTATIONS, OR OTHER WARRANTIES OF ANY KIND,EXPRESSED OR IMPLIED, IN CONNECTION WITH THE SALE OF THE GOODS AND/OR SERVICES PURSUANT TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY IMPLIED WARRANTY OF MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OTHER THAN AS SPECIFICALLY ENUMERATED ELSEWHERE IN THIS AGREEMENT. NO MODIFICATION, WAIVER, OR AMENDMENT OF THIS DISCLAIMER SHALL BE DEEMED EFFECTIVE UNLESS MADE IN A WRITING DRAFTED BY CINTAS FOR THIS EXPRESS PURPOSE THT IS (I) SIGNED BY CINTAS, (II) EXPLICITLY USES THE TERM "WARRANTY" IN ITS TITLE, (III) SPECIFICALLY REFERENCES THIS AGREEMENT; AND (IV) EXPLICITLY AND UNAMBIGUSUSLY DESCRIBES WHAT ADDITIONAL WARRANTY(IES) ARE BEING OFFERED TO CUSTOMER PURSUANT TO THIS AGREEMENT. CUSTOMER FURTHER AGREES THAT THIS EXPLICITLY EXCLUDES ANY OF CINTAS'S SALES MATERIALS, CIRCULARS, WEBSITES, OR OTHER ADVERTISING MATERIALS OF ANY TYPE FROM CREATING ANY WARRANTIES UNDER THIS AGREEMENT, AND CUSTOMER REPRESENTS AND WARRANTS THAT IT IS NOT RELYING UPON ANY SUCH MATERIALS FOR THIS PURPOSE.

16. CINTAS NOT AN INSURER; CUSTOMER'S OBLIGATION TO OBTAIN INSURANCE AS SOLE RECOVERY FOR ANY LOSS AND WARRANTY OF SAME. Customer acknowledges and agrees that neither Cintas nor its Subcontractors or assignees are insurers and that no insurance coverage is provided by this Agreement. CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS ASSUMES NO RESPONSIBILITY FOR, NOR SHALL IT HAVE ANY LIABILITY FOR, CLAIMS MADE AGAINST IT CLAIMING THAT IT IS AN INSURER OF CUSTOMER'S SYSTEMS OR ANY OTHER PROPERTY FOR ANY PURPOSE, INCLUDING, BUT NOT LIMITED TO, THE FAILURE OF SUCH SYSTEMS TO OPERATE EFFECTIVELY OR AS DESIGNED. Customer acknowledges that during the term of the Agreement, it is the specific intent of the parties that the Customer will obtain and maintain insurance coverage with minimum coverage of two million dollars (U.S) per incident, at the Customer's expense, that will cover any and all losses, damages, and expense arising out of or from, in connection with, related to, as a consequence of, or resulting from this Agreement in any way, including, but not limited to, public liability, bodily injury, sickness or death, losses for property damage, fire, water damage, and loss of property, and Customer agrees to and warrants that it will obtain and maintain such insurance coverage at all times at no cost to Cintas. Customer shall name Cintas as an additional insured by endorsement on any such policy(ies). This endorsement shall be without limitation or restriction of any type, and Cintas shall be exempt from, and in no way liable for, any sums of money related to this policy(ies) and associated coverage of any type, including, but not limited to, premium payments, deductible, co-payments, or self-insured retention, all of which are the sole responsibility of Customer. Customer agrees that recovery for all such injuries, losses, and damages shall be limited to this insurance coverage only and that it will look exclusively to its insurer(s) to recover for any such injuries, losses, and damages. CUSTOMER AGREES TO SHIFT THE RISK OF LOSS TO ITS INSURERS, WHICH HAVE EXPRESSLY CONTRACTED TO ACCEPT THE RISK OF LOSS TO CUSTOMER'S PROPERTY. CUSTOMER RELEASES AND AGREES TO INDEMNIFY AND HOLD HARMLESS CINTAS FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES), AND LIABILITY ARISING FROM CLAIMS REQUIRED TO BE COVERED BY INSURANCE PURSUANT TO THIS SECTION, INCLUDING ANY CLAIMS FOR DAMAGES ATTRIBUTABLE TO PUBLIC LIABILITY, BODILY INJURY, SICKNESS, OR DEATH, OR THE DESTRUCTION OF ANY REAL OR PERSONAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, THOSE THAT ARE ATTRIBUTABLE TO CINTAS'S PARTIAL OR SOLE NEGLIGENCE. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, EQUITABLE, CONTRACTUAL, LEGAL, AND CONVENTIONAL SUBROGATION, AND WARRANTS THAT THIS RELEASE AND WAIVER SHALL BE BINDING ON ANY AND ALL SUBROGEES OR ASSIGNEES OF CUSTOMER'S RIGHTS. CINTAS SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS OF CUSTOMER, ANY LOSSES, OR ANY DAMAGES THAT IS REQUIRED TO BE INSURED UNDER THIS AGREEMENT, IS INSURED, OR IS INSURABLE. CUSTOMER AGREES TO INDEMNIFY CINTAS AGAINST ANY AND ALL SUCH CLAIMS, INCLUDING CLAIMS OF THIRD PARTIES, THAT MAY ARISE THAT ARE RELATED TO THE AGREEMENT OR THE PROVISION OF THE SERVICES IN ANY WAY THAT MAY ARISE DUE TO CUSTOMER'S BREACH OF THESE OBLIGATIONS. CUSTOMER AGREES TO AND WARRANTS THAT IT WILL NOTIFY ITS INSURER(S) OF THIS RELEASE AND WAIVER..

17. RELEASE AND INDEMNIFICATION OF CINTAS BY CUSTOMER. CUSTOMER RELEASES AND AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CINTAS AND ANY/ALL OF ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES OF ANY TYPE FROM LIABILITY FOR ANY AND ALL LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR TYPE, UNDER ANY LEGAL, EQUITABLE OR OTHER THEORY,THAT MAY OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH, OR AFTER THE EXECUTION OF THIS AGREEMENT RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT OR PERFORMANCE UNDER THE AGREEMENT, INCLUDING (BUT NOT LIMITED TO) THE IMPROPER OPERATION OR NON-OPERATION OF THE FIRE SUPPRESSION, ALARM, OR OTHER SYSTEM(S). THIS OBLIGATION INCLUDES (BUT IS NOT LIMITED TO) ANY CLAIM, DEMAND, SUIT, LIABILITY, DAMAGE, JUDGMENT, LOSS, EXPENSES, ATTORNEY'S FEES, AND COSTS, THAT MAY BE ASSERTED AGAINST OR INCURRED BY CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES,OR OTHER REPRESENTATIVES BY CUSTOMER OR ANY PERSON OR ENTITY NOT A PARTY TO THIS AGREEMENT (INCLUDING, BUT NOT LIMITED TO, CUSTOMER'S INSURANCE COMPANY, ADMINISTRATIVE BODY OR AUTHORITY, OR CUSTOMER'S EMPLOYEES) FOR ANY EXPENSE, LOSS, OR DAMAGE CAUSED BY OR CONTRIBUTED TO IN ANYWAY, OR ALLEGED TO BE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, BY ANY ACT, OMISSION, OR FAULT OF CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES. THIS OBLIGATION EXTENDS TO,WITHOUT LIMITATION, STATUTORY CIVIL DAMAGES, ECONOMIC DAMAGES, PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE (REAL AND PERSONAL) ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY CLAIMS BASED UPON BREACH OF THE AGREEMENT, STRICT LIABILITY, REQUESTS FOR OR RIGHTS OF SUBROGATION OR CONTRIBUTION, INDEMNIFICATION, WRONGFUL DEATH, AND NEGLIGENCE (WHETHER ACTIVE OR PASSIVE, AND INCLUDING CLAIMS BASED UPON CINTAS'S SOLE, PARTIAL, OR JOINT AND SEVERAL NEGLIGENCE OF ANY TYPE OR DEGREE), AND ANY OTHER CLAIM, WHETHER BASED UPON OR ARISING UNDER CONTRACT, TORT, LAW, OR EQUITY. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE. Cintas reserves the right to select counsel to represent it in any such action.

18. LIMITATION OF CINTAS'S LIABILITY. Customer acknowledges that Cintas's service fees/purchase prices are based on the value of services or goods provided and the limited liability provided under this Agreement and not on the value of the Customer's premises or its contents, or the likelihood or potential extent or severity of injury (including death) to Customer or others. Customer further acknowledges and agrees that Cintas cannot predict the potential amount, extent, or severity of any damages or injuries that Customer or others may incur due to the failure of the system or services to work as intended.IF CINTAS OR ITS REPRESENTATIVES ARE HELD LIABLE FOR ANY REASON FOR ANY LOSS, INJURY, OR DAMAGES OF ANY KIND THAT ARISES OUT OF, RESULTS FROM, OR IS RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, LOSSES, INJURIES OR DAMAGES RESULTING FROM CINTAS'S SOLE OR PARTIAL NEGLIGENCE, WHETHER ACTIVE OR PASSIVE), CUSTOMER AGREES AND WARRANTS THAT CINTAS'S AND ITS REPRESENTATIVE'S COLLECTIVE LIABILITY TO CUSTOMER, ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES,INVITEES, AND ANY THIRD PARTY SHALL BE LIMITED EXCLUSIVELY TO $1,000. If Customer wishes to increase the limitation of liability, Cintas and Customer may negotiate a supplemental written agreement to increase the limit of Cintas's liability, but no such agreed upon increase to the limit of Cintas's liability shall be interpreted to find Cintas or its subcontractors or representatives to be insurers.CUSTOMER AGREES THAT THE LIMITS ON THE LIABILITY OF CINTAS AND THE WAIVERS AND INDEMNITIES SET FORTH IN THIS AGREEMENT ARE A FAIR ALLOCATION OF RISKS AND LIABILITIES BETWEEN CINTAS, CUSTOMER, AND ANY OTHER AFFECTED PARTIES. CUSTOMER ACKNOWLEDGES AND AGREES THAT WERE CINTAS TO HAVE LIABILITY GREATER THAN THAT STATED ABOVE, IT WOULD NOT PROVIDE THE SERVICES. Neither party shall be liable to the other or any other person for any incidental, punitive, speculative, or consequential damages of any type, including, but not limited to, loss of profits or business opportunity.

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

03/27/26 11:07AM 553 SALE

5291224	1 EA	6.59 EA	N	
CORNER BRACE FLAT3-1/2ZN				6.59
2068286	1 EA	18.99 EA	N	
BIT DRILL PERCUS 1/2X12				18.99
2686111	1 EA	26.99 EA	N	
TITANIUM DRILL BIT 1/2"				26.99
56	2 EA	3.19 EA	N	
MISC. FASTENERS				6.38

SUB-TOTAL:$ 58.95 TAX: $ .00
DISCOUNT: 5.90 TOTAL: $ 53.05
CHARGE AMT: 53.05

Total Items:5

==>> JRNL# B99405 INV# 9242/1
CUST NO: 10065
ACE REWARDS ID # 19025402843

Customer Copy

YOU SAVED $ 5.90 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
10059

****
Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 10059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: TalkTo.AceHardware.com

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	JDB	3/27/26	11:07

o:

DOC# 9242 /1
TERM#553
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
CORNER BRACE FLAT3-1/2ZN	6.59	1	6.59 /EA	6.59 I
BIT DRILL PERCUS 1/2X12	18.99	1	18.99 /EA	18.99 I
TITANIUM DRILL BIT 1/2"	26.99	1	26.99 /EA	26.99 I
MISC. FASTENERS	3.19	2	3.19 /EA	6.38 I

4-3-26
Jim Masters

RECEIVED
APR 03 2026
BY:

** AMOUNT CHARGED TO STORE ACCOUNT ** 53.05

(JIM MASTERS)

TAXABLE	0.0(
NON-TAXABLE	58.9!
SUBTOTAL	58.9!
TD DISCOUNT	-5.9(
TAX AMOUNT	0.0(
TOTAL AMOUNT	53.0!

X _____

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

03/28/26 12:34PM HVC 555 SALE

4294872 1 EA 6.59 EA N
DUCT TAPE 20YD YLW ACE 6.59

SUB-TOTAL:$ 6.59 TAX: $ .00
DISCOUNT: -.66 TOTAL: $ 5.93
CHARGE AMT: 5.93

Total Items:1

==>> JRNL# 899731 INV# 9246/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ .66 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

EEK
AY

092-3649

CUST # 10065
TERMS: NET EOM

INV # 009246/1
DATE : 3/28/26
CLERK: HVC
TERM # 555

TIME :12:34
****
* INVOICE *
****

DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
DUCT TAPE 20YD YLW ACE	6.59	6.59 /EA	6.59 N

RECEIVED
APR 03 2026
BY:

4-3-26
Jim Masters

** AMOUNT CHARGED TO ACCOUNT **	5.93	TAXABLE	0.00
		NON-TAXABLE	6.59
		SUB-TOTAL	6.59
		DISCOUNT	0.66
		TAX AMOUNT	0.00
		TOTAL INVOICE	5.93

(JIM MASTERS)

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

03/30/26 11:55AM HVC 553 SALE

52375 1 EA 7.99 EA N
CONCRETE MIX 60#QUIKRETE 7.99

SUB-TOTAL:$ 7.99 TAX: $ .00
DISCOUNT: -.80 TOTAL: $ 7.19
CHARGE AMT: 7.19

Total Items:1

==>> JRNL# C00188 INV# 9249/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ .80 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary.
Must be 18 or older to

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	HVC	3/30/26	11:56

D:

DOC# 9249 /1
TERM#553 **********
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
CONCRETE MIX 60#QUIKRETE	7.99	1	7.99 /EA	7.99

3-29-26
Jim Masters
maintenance Supplies
to install Post for signs

RECEIVED
APR 03 2026
BY:

4-3-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT ** 7.19

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	7.99
SUBTOTAL	7.99
TD DISCOUNT	-0.80
TAX AMOUNT	0.00
TOTAL AMOUNT	7.19

X

First Place Fitness Equipment
8805 Southside Blvd
Jacksonville, FL 32256

WORK ORDER:
WO-49104

INVOICE

Bill to: Johns Creek
Brandy Creek CDD 224 Johns Creek Parkway
St. Augustine, FL 32092

Attention: Johns Creek
904-230-4208

Work done description: Preventative maintenance complete.
No issues to be addressed at this time

Invoice Date: 03/19/2026
Class: Service:SCJax
Site: Brandy Creek CDD

Brandy Creek CDD 224 Johns Creek Parkway
St. Augustine, FL 32092

Item	Description	Qty	Rate	Amount $
SERVICE:Service Agreements:Preventative Maintenance	Quarterly Preventative Maintenance	1.00	149.95	149.95
			Sub Total:	149.95
			Total Amount Due:	**149.95**

For questions please call 904-998-0738

Thank you!
Should you have any questions call us at 904-998-0738

RECEIVED
APR 03 2026
BY:

4-1-26

USA TODAY CO.

LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
Brandy Creek Cdd		765150	03/31/26
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007643731	Mar 1- Mar 31, 2026	$256.96	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$256.96**	

BILLING ACCOUNT NAME AND ADDRESS

Brandy Creek Cdd
Suite 114
475 W Town PL
Saint Augustine, FL 32092-3648

PAYMENT DUE DATE: APRIL 30, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com | **FEDERAL ID** 47-2390983

Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/.

Date	Description	Amount
3/1/26	Balance Forward	$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/3/26	12101043	SAG St Augustine Record	March AC Meeting		$72.72
3/27/26	12218987	SAG St Augustine Record	Brandy Creek CDD - Engineer RFQ		$184.24

RECEIVED
APR 02 2026
BY:

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$256.96
Service Fee 3.99%	$10.25
*Cash/Check/ACH Discount	-$10.25
*Payment Amount by Cash/Check/ACH	$256.96
Payment Amount by Credit Card	$267.21

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME	ACCOUNT NUMBER	INVOICE NUMBER	AMOUNT PAID
Brandy Creek Cdd	765150	0007643731	$256.96

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
$256.96	$0.00	$0.00	$0.00	$0.00	$0.00	**$256.96**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

USA TODAY Media Corp.
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY BY PHONE PLEASE CALL:
1-877-736-7612

TOTAL CREDIT CARD AMT DUE
$267.21

To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/

0000765150000000000000076437310002569667179

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 03/27/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/27/2026

Legal Clerk

Notary, State of WI, County of Brown

8-21-26

My commission expires

Publication Cost:	$184.24	
Tax Amount:	$0.00	
Payment Cost:	$184.24	
Order No:	12218987	# of Copies:
Customer No:	765150	0
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Brandy Creek Community Development District ("District"), located in the St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis related to the District's capital improvement plan, including stormwater management system, landscaping improvements, hardscape, recreation, utilities, roadway improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All applicants interested must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by 5:00 p.m. on April 29, 2026 to the attention of Sarah Sweeting ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations for a continuing contract. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars ($10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Brandy Creek Cdd
475 W Town Place
ROOM 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 03/03/2026
SAG staugustine.com 03/03/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/03/2026

Legal Clerk

Notary, State of WI, County of Brown 8.25.26

My commission expires

Publication Cost:	$72.72	
Tax Amount:	$0.00	
Payment Cost:	$72.72	
Order No:	12101043	# of Copies:
Customer No:	765150	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF AUDIT COMMITTEE MEETING BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Board of Supervisors of the **Brandy Creek Community Development District** will be held on **Wednesday, March 11, 2026 at 6:30 p.m. at the Phase II Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092.** Immediately following will be the Regular Meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver
District Manager

USA TODAY CO.

LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
Governmental Management Services, LLC		970541	03/31/26
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007645796	Mar 1- Mar 31, 2026	$185.60	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$185.60**	

BILLING ACCOUNT NAME AND ADDRESS

Governmental Management Services, LLC
475 W Town PL # 114
St Augustine, FL 32092-3649

PAYMENT DUE DATE: APRIL 30, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com | **FEDERAL ID** 47-2390983

Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/.

Date	Description	Amount
3/1/26	Balance Forward	$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/27/26	12197333	SAG St Augustine Record	Brandy Creek CDD -		$185.60

RECEIVED
APR 02 2026
BY:_____

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$185.60
Service Fee 3.99%	$7.41
*Cash/Check/ACH Discount	-$7.41
*Payment Amount by Cash/Check/ACH	$185.60
Payment Amount by Credit Card	$193.01

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Governmental Management Services, LLC		970541		0007645796		$185.60
CURRENT DUE	**30 DAYS PAST DUE**	**60 DAYS PAST DUE**	**90 DAYS PAST DUE**	**120+ DAYS PAST DUE**	**UNAPPLIED PAYMENTS**	**TOTAL CASH AMT DUE***
$185.60	$0.00	$0.00	$0.00	$0.00	$0.00	**$185.60**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

USA TODAY Media Corp.
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY BY PHONE PLEASE CALL: 1-877-736-7612

TOTAL CREDIT CARD AMT DUE $193.01

To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/

0000970541000000000000076457960001856067178

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Governmental Management Services, LLC
475 W Town PL # 114
St Augustine FL 32092-3649

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 03/27/2026
SAG staugustine.com 03/27/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/27/2026

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	$185.60	
Tax Amount:	$0.00	
Payment Cost:	$185.60	
Order No:	12197333	# of Copies:
Customer No:	970541	0
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Brandy Creek Community Development District ("District"), located in the St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis related to the District's capital improvement plan, including stormwater management system, landscaping improvements, hardscape, recreation, utilities, roadway improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All applicants interested must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by 5:00 p.m. on April 29, 2026 to the attention of Sarah Sweeting ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations for a continuing contract. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

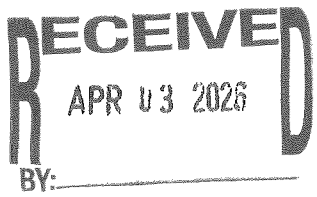
Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars ($10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 336
Invoice Date: 4/1/26
Due Date: 4/1/26
Case:
P.O. Number:

Bill To:
Brandy Creek CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - April 2026		5,223.33	5,223.33
Information Technology - April 2026		150.75	150.75
Community Website Services - April 2026		62.50	62.50
Office Supplies		0.75	0.75
Postage		18.50	18.50
Copies		43.95	43.95

Total	$5,499.78
Payments/Credits	$0.00
Balance Due	$5,499.78

poolsure
AN AQUASOL COMPANY

Invoice

Date 4/1/2026
Invoice# 131295634562

1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Terms	Net 20
Due Date	4/21/2026
PO #	

Bill To

Attn: AP Department
Brandy Creek CDD
224 Johns Creek Parkway
St. Augustine FL 32092

Ship To

Brandy Creek CDD
224 John's Creek Parkway
St. Augustine FL 32092

OUR REMITTANCE ADDRESS HAS CHANGED. Physical payments will only be received at 1707 Townhurst Dr, Houston, TX 77043. Payments sent to any other address may experience delays. LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees.

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	$1,611.49

Subtotal	$1,611.49
Tax	$0.00
Total	$1,611.49
Amount Paid/Credit Applied	$0.00
Balance Due	$1,611.49

Click Here to Pay Now

RECEIVED
MAR 25 2026
BY:

3-25-26
Jim Masters

131295634562

MAKE CHECK PAYABLE TO:

The Lake Doctors, Inc.
Aquatic Management Services

Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

VISA MasterCard

CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ *Please check if address below is incorrect and indicate change on reverse side*

BRANDY CREEK CDD-JOHNS CREEK
JIM MASTERS
224 Johns Creek Parkway
St. Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
709617	4/1/2026	$995.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

0000000002273700100000003604190000000995005 5

Please return this invoice with your payment and notify us of any changes to your contact information.

BRANDY CREEK CDD-JOHNS CREEK Johns Creek Pkwy St. Augustine, FL 32092
Invoice Due Date 5/1/2026 Invoice 360419B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4/1/2026	Water Management - Twice per month		$995.00	$0.00	$995.00

Please remit payment for this month's invoice.

RECEIVED
APR 03 2026
BY:

4-1-26
Jim Masters

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

Credits $0.00
Adjustment $0.00
AMOUNT DUE

Total Account Balance including this invoice: $1990.00

This Invoice Total: $995.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 709617
Portal Registration #: FBB0BC4A
Customer E-mail(s): Jmasters@vestapropertyservices.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 8119893
Account Number: [redacted]
Invoice Date: 03/25/2026
Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476

Brandy Creek CDD
c/o GMS - North Florida, LLC
475 West Town Place, Suite 114
St Augustine, FL 32092
United States

RECEIVED
MAR 30 2026
BY:

Brandy Creek Community Development District Special Assessment Refunding Bonds, Series 2013

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE	$3,925.00

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

Brandy Creek Community Development District
Special Assessment Refunding Bonds, Series 2013

Invoice Number:	8119893
Account Number:	203282000
Current Due:	$3,925.00
Direct Inquiries To:	Schuhle, Scott A
Phone:	(954)-938-2476

Wire Instructions:
[redacted]

Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690

Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 8119893
Invoice Date: 03/25/2026
Account Number: [redacted]
Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476

Brandy Creek Community Development District
Special Assessment Refunding Bonds, Series 2013

Accounts Included [redacted]
In This Relationship:

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,025.00	100.00%	$3,025.00
04120 Paying Agent	1.00	900.00	100.00%	$900.00
Subtotal Administration Fees - In Advance 03/01/2026 - 02/28/2027				**$3,925.00**
TOTAL AMOUNT DUE				**$3,925.00**

The fees shown on this invoice are reflective of the most recent fee schedule or notice of fee adjustment provided by U.S. Bank.

MK-WI-S300 GCFS
1555 N. Rivercenter Drive, Suite 300
Milwaukee, WI 53212

8119893

000000741 02 SP 106481800262152 P

Brandy Creek CDD
c/o GMS - North Florida, LLC
475 West Town Place, Suite 114
St Augustine, FL 32092
United States

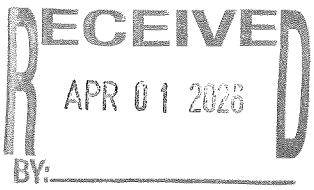
Vesta

Invoice

Invoice #	431724
Date	03/31/2026
Terms	Net 30
Due Date	04/30/2026
Memo	

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092



Description	Quantity	Rate	Amount
CDD meeting and Spring Fling	19.96	29.00	578.84

Thank you for your business.

Total 578.84

Non-Contracted Billable Services

Community	Brandy Creek CDD - Johns Creek	Month:	March	
Date of Service	**Services Provided**	**Total Billable hours**	**Billable Hourly Rate**	**Amount billable**
03.11.2026	Georgia Hamilton - CDD Meeting	5.00	$29.00	$145.00
03.28.2026	Virginia Del Prado - Event - Spring Fling	3.18	$29.00	$92.22
03.28.2026	Karen Arnett - Event - Spring Fling	3.28	$29.00	$95.12
03.28.2026	Johns Hubbs - Event - Spring Fling	5.00	$29.00	$145.00
03.28.2026	Georgia Hamilton - Event - Spring Fling	3.50	$29.00	$101.50

Vesta

Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

RECEIVED
MAR 30 2026
BY:

Invoice #	431459
Date	04/01/2026
Terms	Net 30
Due Date	05/01/2026
Memo	Monthly Fees

Bill To

Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Field Management Services	1	6,582.08	6,582.08
Office Administrator & Events Coordinator	1	3,441.58	3,441.58
Janitorial Services	1	2,580.75	2,580.75
Pool Maintenance	1	3,190.92	3,190.92
Pet Waste Disposal Services	1	688.25	688.25

We appreciate your prompt payment.

Total 16,483.58

USA TODAY CO.

LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
Brandy Creek Cdd		765150	03/31/26
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007643731	Mar 1- Mar 31, 2026	$256.96	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$256.96**	

BILLING ACCOUNT NAME AND ADDRESS

Brandy Creek Cdd
Suite 114
475 W Town PL
Saint Augustine, FL 32092-3648

PAYMENT DUE DATE: APRIL 30, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com | **FEDERAL ID** 47-2390983

Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/.

Date	Description	Amount
3/1/26	Balance Forward	$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/3/26	12101043	SAG St Augustine Record	March AC Meeting		$72.72
3/27/26	12218987	SAG St Augustine Record	Brandy Creek CDD - Engineer RFQ		$184.24

RECEIVED
APR 02 2026
BY:

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$256.96
Service Fee 3.99%	$10.25
*Cash/Check/ACH Discount	-$10.25
*Payment Amount by Cash/Check/ACH	$256.96
Payment Amount by Credit Card	$267.21

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Brandy Creek Cdd		765150		0007643731		$256.96
CURRENT DUE	**30 DAYS PAST DUE**	**60 DAYS PAST DUE**	**90 DAYS PAST DUE**	**120+ DAYS PAST DUE**	**UNAPPLIED PAYMENTS**	**TOTAL CASH AMT DUE***
$256.96	$0.00	$0.00	$0.00	$0.00	$0.00	**$256.96**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

USA TODAY Media Corp.
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY BY PHONE PLEASE CALL: 1-877-736-7612

TOTAL CREDIT CARD AMT DUE $267.21

To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/

0000765150000000000000007643731000256966717 9

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Brandy Creek Cdd
475 W Town Place
ROOM 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 03/03/2026
SAG staugustine.com 03/03/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/03/2026

Legal Clerk

Notary, State of WI, County of Brown 8.25.26

My commission expires

Publication Cost:	$72.72	
Tax Amount:	$0.00	
Payment Cost:	$72.72	
Order No:	12101043	# of Copies:
Customer No:	765150	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF AUDIT COMMITTEE MEETING
BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Board of Supervisors of the **Brandy Creek Community Development District** will be held on **Wednesday, March 11, 2026 at 6:30 p.m. at the Phase II Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092.** Immediately following will be the Regular Meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.
Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.
Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
James Oliver
District Manager

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 03/27/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/27/2026

Legal Clerk

Notary, State of WI, County of Brown

8-21-26

My commission expires

Publication Cost:	$184.24	
Tax Amount:	$0.00	
Payment Cost:	$184.24	
Order No:	12218987	# of Copies:
Customer No:	765150	0
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Brandy Creek Community Development District ("District"), located in the St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis related to the District's capital improvement plan, including stormwater management system, landscaping improvements, hardscape, recreation, utilities, roadway improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All applicants interested must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by 5:00 p.m. on April 29, 2026 to the attention of Sarah Sweeting ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations for a continuing contract. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars ($10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

Bob's Backflow & Plumbing Services

4640 Subchaser Ct., Ste 113
Jacksonville, FL 32244

Phone # (904) 268-8009 Fax # (904) 292-4403

INVOICE

33844

Invoice Date

4/7/2026

Bill To
Brandy Creek CDD 224 Johns Creeks Pkwy Saint Augustine, FL 32092

Job Location
Brandy Creek CDD MULTIPLE ADDRESSES Saint Augustine, FL 32092

P.O. Number	Terms	Due Date
	Net 30	5/7/2026

Serviced	Description	Quantity	Price Each	Amount
4/6/2026				
	1" Wilkins 950XLT S#2579088 - Irrigation 306 Johns Creek Pkwy.			
	Labor to replace the existing backflow preventer, clean, flush, test, and certify	2.5	100.00	250.00
	1' Wilkins 975XL2 Serial # VBB20165	1	436.00	436.00
	Piping & Materials	1	50.00	50.00
	Insulation to protect the device against future freeze damage.	1	60.00	60.00
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1	0.00	0.00
	Device Subtotal			796.00
	1-1/2" Wilkins 975XL2 S#:4827738 - Irrigation 371 Johns Creek Pkwy.			
	Labor 2 Men to replace #1 & #2 check rubber, RV rubber kit, clean, flush, test, and certify. Replace outlet shut off valve and insulate.	2.75	200.00	550.00
	Wilkins RK114-950XLR 950/975 Double Check Kit 1.25'-2' (MATERIAL WARRANTY Repaired 3/27/25)			
	Check valve #1			
	Wilkins RK114-950XLR 950/975 Double Check Kit 1.25'-2' 2 Each	0.5	107.71	53.86
	Check valve #2			
	Wilkins RK114-975RV 975 Relief Valve Kit 1 1/4'-2'	1	96.80	96.80
	Wilkins #2 Ball Valve Outlet 850BVLF-112 1 1/2'*** LEAD FREE	1	232.76	232.76
	Piping & Materials	1	55.00	55.00
	Insulation to protect the device against future freeze damage.	1	70.00	70.00
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1	0.00	0.00
	Device Subtotal			1,058.42
	1" Wilkins 350 S#:A330617 - Irrigation 907 Hawk Run Ct.			

Thank you for your business. We appreciate your prompt payment.
Please make checks payable to Bob's Backflow and include your invoice number.

Total	
Payments/Credits	
Balance Due	

Bob's Backflow & Plumbing Services

4640 Subchaser Ct., Ste 113
Jacksonville, FL 32244

Phone # (904) 268-8009 Fax # (904) 292-4403

INVOICE

33844

Invoice Date

4/7/2026

Bill To
Brandy Creek CDD 224 Johns Creeks Pkwy Saint Augustine, FL 32092

Job Location
Brandy Creek CDD MULTIPLE ADDRESSES Saint Augustine, FL 32092

P.O. Number	Terms	Due Date
	Net 30	5/7/2026

Serviced	Description	Quantity	Price Each	Amount
	Labor to replace the existing backflow preventer, clean, flush, test, and certify	2.5	100.00	250.00
	1' Wilkins 975XL2 Serial # VBB12452	1	436.00	436.00
	Piping & Materials	1	50.00	50.00
	Insulation to protect the device against future freeze damage.	1	60.00	60.00
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1	0.00	0.00
	Device Subtotal			796.00
	2" Wilkins 975XL2 S#:ACJ8197 - Irrigation 251 Huffner Hill Cir.			
	Labor 2 Men to replace #1 & #2 check rubber, RV rubber kit, clean, flush, test, and certify. Replace outlet shut off valve and insulate.	2.75	200.00	550.00
	Wilkins RK114-950XLR 950/975 Double Check Kit 1.25'-2' 2 Each	1	107.71	107.71
	Wilkins RK114-975RV 975 Relief Valve Kit 1 1/4'-2'	1	96.80	96.80
	Wilkins #1 Ball Valve Inlet 850TBVLF-2 2' ** LEAD FREE	1	285.00	285.00
	Piping & Materials	1	55.00	55.00
	Insulation to protect the device against future freeze damage.	1	70.00	70.00
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1	0.00	0.00
	Device Subtotal			1,164.51

RECEIVED
APR 10 2026
BY:

4-8-26
Jim Masters

Total	$3,814.93
Payments/Credits	$0.00
Balance Due	$3,814.93

Thank you for your business. We appreciate your prompt payment.
Please make checks payable to Bob's Backflow and include your invoice number.

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

04/07/26 2:37PM SB 555 SALE

4361432	1 EA	6.59 EA N	
PVC PIPE SCH40 1" X 2'			6.59
43124	1 EA	1.99 EA N	
ELBOW 90DEG 1" SXS SCH40			1.99
43138	1 EA	2.59 EA N	
TEE 1" SXSXS SCH40			2.59
43118	1 EA	1.59 EA N	
ADAPTR SCH40PVC1"SL1"MPT			1.59
43151	1 EA	2.79 EA N	
BUSHING 1"SP1/2FPT SCH40			2.79

SUB-TOTAL:$ 15.55 TAX: $ .00
DISCOUNT: -1.56 TOTAL: $ 13.99
CHARGE AMT: 13.99

Total Items:5

==>> JRNL# C02030 INV# 9270/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ 1.56 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience
today and Enter to win a $500
gift card!
****
To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

K

2-3649

CUST # 10065
TERMS: NET EOM

INV # 009270/1
DATE : 4/07/26
CLERK: SB
TERM # 555

TIME : 2:37
****
* INVOICE *
****

DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
VC PIPE SCH40 1" X 2'	6.59	6.59 /EA	6.59 N
LBOW 90DEG 1" SXS SCH40	1.99	1.99 /EA	1.99 N
E 1" SXSXS SCH40	2.59	2.59 /EA	2.59 N
DAPTR SCH40PVC1"SL1"MPT	1.59	1.59 /EA	1.59 N
JSHING 1"SP1/2FPT SCH40	2.79	2.79 /EA	2.79 N

To Repair broken PVC Pipe on
Phase1 pool pump connections -

RECEIVED
APR 10 2026
BY:

4-7-26
V.I. Masters

AMOUNT CHARGED TO ACCOUNT ** 13.99

TAXABLE	0.00
NON-TAXABLE	15.55
SUB-TOTAL	15.55
DISCOUNT	1.56
TAX AMOUNT	0.00
TOTAL INVOICE	13.99

(JIM MASTERS)

10061 Lightner Ln
Jacksonville, FL, 32257-7610
(904) 510-6540
Mastersfence01@gmail.com
Mastersqualityfence.com

Masters Quality Fence

Invoice

Bill To: Brandy Creek CDD 224 Johns Creek Parkway, St. Augustine, Fl.32092
Jmasters@vestapropertyservices.com

Invoice No: 827
Date: 03/26/2026
Due Date: 03/26/2026

Description	Quantity	Rate	Amount
6 aluminum posts for park signs . 2.5"x2.5"x8 black powder coated posts	1	$375.00	$375.00

Subtotal	$375.00
Total	$375.00
Paid	$0.00
Balance Due	**$375.00**

RECEIVED
APR 10 2026
BY:

Masters Quality Fence

Client's signature

4-1-26
Jim Masters

PARTRIDGE
WELL DRILLING CO., INC.
Since 1892

4744 Collins Road
Jacksonville, FL 32244

Invoice # 145183
Date 4/2/2026
Site ID 38380
Customer ID 32997
Sales Rep Alex Dallas

Bill To:
Brandy Creek CCD
224 Johns Creek Pkwy

St Augustine, FL 32092

Site Address:
Down to Earth
224 Johns Creek Pkwy
Jacksonville, FL 32259

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
Labor	1	$250.00	$250.00

RECEIVED
APR 10 2026
BY:

4-8-26
Jim Masters

Found coyote tripping because valve at the well was turned off. Opened valve and removed handle and tested.

Subtotal	$250.00
Tax	$.00
Total	$250.00
Deposit Applied	$.00
Paid	$.00
Balance Due	**$250.00**

Deposit Rcvd

1.Payment due upon completion unless otherwise arranged in writing. 2. A service charge of 1.5% per month will be charged on past due accounts. 3. Unless Buyer notifies Seller in writing within fifteen (15) days from date of invoice, it shall be presumed that goods and services are satisfactory and acceptable to Buyer. 4. Buyer shall pay Seller's cost of collection including a reasonable attorney's fee at all levels of court.

REMIT TO: Partridge Well Drilling - 4744 Collins Road - Jacksonville, FL 32244

Phone: 904-269-1333 **www.PartridgeWell.com**

Vesta

Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Invoice # 431925
Date 03/31/2026

Terms Net 30

Due Date 04/30/2026

Memo

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092

RECEIVED
APR 09 2026
BY:

Description	Quantity	Rate	Amount
Billable Expenses			
Leaf net, debris bag, replacement mesh bag			139.42
Total Billable Expenses			139.42

Total 139.42

HornerXpress South Florida, Inc.
5755 Powerline Rd
Fort Lauderdale, FL 33309
USA

Telephone (954) 772-6966
Fax (954) 772-7993

Invoice

Number	CIN400998
Invoice date	3/9/2026
Page	1 of 1
Date and time	3/9/2026
Sales order	SO-000451153
Your reference	johns creek
Our reference	Lindsey Landregan
Payment	1% 10th, 20th
Invoice account	C01340900
Payment ID	HXUS138612563

Bill To
Vesta Property Services
245 Riverside Ave Ste 300
Jacksonville, FL 32202-4929
USA
904-355-1831

Ship To
HX - Jacksonville
8297 Philips Hwy
Jacksonville, FL 32256-8201
USA

Item number	Description	Quantity	Unit	Unit price	Amount
PA533	Piranha Leaf Net Complete With Quick Flip Bag Quantity : 2 Warehouse : 134 Location : COUNT-OUT License plate : 000vLP-006721527 Quantity : 2.00 Packing slip No. : PKS408202 Ship date : 3/9/2026	2.00	EA	36.99	73.98
HH1508COMP	Hammerhead Super Fine Debris Bag With Cleat Quantity : 1 Warehouse : 134 Location : COUNT-OUT License plate : 000vLP-006721527 Quantity : 1.00 Packing slip No. : PKS408202 Ship date : 3/9/2026	1.00	EA	36.38	36.38
SS190	Piranha Fine Mesh Replacement Bag Quantity : 1 Warehouse : 134 Location : COUNT-OUT License plate : 000vLP-006721527 Quantity : 1.00 Packing slip No. : PKS408202 Ship date : 3/9/2026	1.00	EA	19.33	19.33

Sales subtotal amount	Total charges	Net amount	Sales tax	Total
129.69	0.00	129.69	9.73	139.42 USD

Due date: 4/20/2026

When payment before 4/10/2026, 1.30 USD is granted in cash discount.

STANDARD CREDIT TERMS: Past due accounts are not entitled to any discounts. Amounts not paid according to the terms bear interest thereafter at 18% per annum, and all costs of collection, including attorneys fees, are the obligation of the customer. Please contact us within 30 days for any disputes or discrepancies.

Vesta

Invoice

Invoice #	432054
Date	03/31/2026
Terms	Net 30
Due Date	05/01/2026
Memo	Lifeguard Hours

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092

RECEIVED
APR 09 2026
BY:

Description	Quantity	Rate	Amount
Pool monitor	131.3	23.99	3,149.89

Thank you for your business.

Total 3,149.89

Pool Monitors	Pay Rate/ Billable Rate	Hours	Gross Pay
Nikhil Amin	$23.99	19.05	$457.01
Liam Arnett	$23.99	10.82	$259.57
Matthew Czepiel	$23.99	9.9	$237.50
Nathan Johnson	$23.99	19.87	$476.68
Sadie Johnson	$23.99	49.98	$1,199.02
Bridget Spenser	$23.99	5.68	$136.26
Olivia Torrence	$23.99	16	$383.84
Totals		**131.3**	**$3,149.89**

March 2026 Pool Monitors

Amin, Nikhil	Arnett, Karen	Arnett, Liam	Czepiel, Matthew	Johnson, Nathan	Johnson, Sadie	Spenser, Bridget	Torrence, Olivia
3/20 - 9.00	3/20 - 3.10	3/13 - 5.27	3/10 - 2.00	3/10 - 2.00	3/13 - 2.00	3/13 - 2.00	3/13 - 2.00
3/20 - 2.00		3/14 - 5.55	3/19 - 3.93	3/14 - 3.92	3/14 - 6.62	3/20 - 3.68	3/17 - 8.00
3/21 - 8.05			3/20 - 3.97	3/18 - 5.93	3/15 - 8.07		3/18 - 6.00
				3/19 - 8.02	3/16 - 4.57		
					3/18 - 8.08		
					3/20 - 4.27		
					3/21 - 8.05		
					3/22 - 8.32		
19.05	**3.10**	**10.82**	**9.90**	**19.87**	**49.98**	**5.68**	**16.00**

YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
1146642	4/1/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: May 1, 2026

Invoice Amount: $11,859.11

Description	Current Amount
Monthly Landscape Maintenance April 2026	$11,859.11

RECEIVED
APR 10 2026
BY:

4-8-26
Jim Masters

Invoice Total **$11,859.11**

Should you have any questions or inquiries please call (386) 437-6211.

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

04/01/26 10:54AM ANR 553 SALE

52375 2 EA 7.99 EA N
CONCRETE MIX 60#QUIKRETE 15.98

SUB TOTAL:$ 15.98 TAX: $ .00
DISCOUNT: -1.60 TOTAL: $ 14.38
CHARGE AMT: 14.38

Total Items:2

==>> JRNL # 000517 INV# 9255/1
CUST NO: 10065
ACE REWARDS ID # 19025402843

Customer Copy

YOU SAVED $ 1.60 TODAY

Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 22439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules

RECEIVED
APR 22 2026
BY:

4-13-26
Jim Masters

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	ANR	4/ 1/26	10:54

:

DOC# 9255 /1
TERM#553 **********
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
CONCRETE MIX 60#QUIKRETE	7.99	2	7.99 /EA	15.98

** AMOUNT CHARGED TO STORE ACCOUNT ** 14.38

(JIM MASTERS)

TAXABLE	0.0
NON-TAXABLE	15.9
SUBTOTAL	15.9
TD DISCOUNT	-1.6
TAX AMOUNT	0.0
TOTAL AMOUNT	14.3

X _____
Received By

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

04/14/26 10:15AM ANR 555 SALE

7024617	1	EA	32.99 EA	N
LANDSCAPE FABRIC 4'X50'				32.99
7327950	4	EA	5.99 EA	N
PAVER BASE				23.96

SUB-TOTAL:$ 56.95 TAX: $ .00
DISCOUNT: -5.70 TOTAL: $ 51.25
CHARGE AMT: 51.25

Total Items:5

==>> JRNL# C03513 INV# 9288/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ 5.70 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

Tell us about your experience today and Enter to win a $500 gift card!

To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: TalkTo.AceHardware.com

Order placed for shed

BRANDY CREEK/
224 JOHNS CREE

ST AUGUSTINE

* INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
1	EA	7024617	LANDSCAPE FABRIC 4'X50'	32.99	32.99 /EA	32.99 N
4	EA	7327950	PAVER BASE	5.99	5.99 /EA	23.96 N

4-22-26
Jim Masters

RECEIVED
APR 22 2026
BY:

** AMOUNT CHARGED TO ACCOUNT ** 51.25

TAXABLE	0.00
NON-TAXABLE	56.95
SUB-TOTAL	56.95
DISCOUNT	5.70
TAX AMOUNT	0.00
TOTAL INVOICE	51.25

ACE REWARDS ID # 19825402843

(JIM MASTERS)

FASTSIGNS
Make Your Statement

2303 N Ponce de Leon Blvd
Ste A
Saint Augustine, FL 32084
(904) 800-1776

fastsigns.com/2202

INVOICE
2202-17074

Payment Terms: Cash Customer

Created Date: 4/10/2026

DESCRIPTION: Playground rules sign-print for both sides

Bill To: Brandy Creek CDD
224 Johns Creek Parkway
Saint Augustine, FL 32092
US

Pickup At: FASTSIGNS
2303 N Ponce de Leon Blvd
Ste A
Saint Augustine, FL 32084
US

Ordered By: Georgia Hamilton
Email: ghamilton@vestapropertyservices.com
Work Phone: (904) 230-4208
Cell Phone: (904) 230-4208

Salesperson: Front Desk

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	**Cast Overlay, 46x43**	2	$60.875	$0.00	$121.75
1.1.1	**Vinyl - Cast Overlay - Cast Overlay** **Part Qty:** 1 **Width:** 46.00" **Height:** 43.00" **Text:** Same Playground Rules file from 16774				
1.1.2	**Laminate - Cast Matte Overlaminate - Cast Matte Lam** **Part Qty:** 1 **Width:** 46.00" **Height:** 43.00"				

RECEIVED
APR 22 2026
BY:

Subtotal:	$121.75
Taxable Amount:	$0.00
Taxes:	$0.00
Grand Total:	$121.75
Amount Paid:	$0.00
BALANCE DUE:	$121.75

4-22-26
Jim Masters

Thank you for choosing FASTSIGNS® of St. Augustine!

FASTSIGNS
Make Your Statement

2303 N Ponce de Leon Blvd
Ste A
Saint Augustine, FL 32084
(904) 800-1776

fastsigns.com/2202

INVOICE
2202-17079

Payment Terms: Cash Customer

Created Date: 4/22/2026

DESCRIPTION: Private Property, No Fishing, No Dumping Signs

Bill To: Brandy Creek CDD
224 Johns Creek Parkway
Saint Augustine, FL 32092
US

Pickup At: FASTSIGNS
2303 N Ponce de Leon Blvd
Ste A
Saint Augustine, FL 32084
US

Ordered By: Georgia Hamilton
Email: ghamilton@vestapropertyservices.com
Work Phone: (904) 230-4208
Cell Phone: (904) 230-4208

Salesperson: Front Desk

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	**Private Property Signs, Max Metal, 24"x24", Single Sided**	5	$82.90	$414.50	$414.50
1.1.1	**Max Metal 3mm - Max Metal** **Part Qty:** 1 **Width:** 24.00" **Height:** 24.00" **Sides:** 1				
1.1.2	**Vinyl - Cast Overlay - Cast Overlay** **Part Qty:** 1 **Width:** 24.00" **Height:** 24.00" **Text:** Same shape as INV 16774, red background white text as seen in drive, bird logo at the top: PRIVATE PROPERTY NO TRESPASSING E-BIKES AND SCOOTERS ARE STRICTLY PROHIBITED VIOLATORS WILL BE PROSECUTED				
1.1.3	**Laminate - Cast Matte Overlaminate - Cast Laminate** **Part Qty:** 1 **Width:** 24.00" **Height:** 24.00"				
2	**No Dumping Sign, Max Metal, 17"x17", Single Sided**	1	$59.13	$59.13	$59.13

OVER

2.1.1	**Max Metal 3mm - Max Metal** **Part Qty:** 1 **Width:** 17.00" **Height:** 17.00" **Sides:** 1				
2.1.2	**Vinyl - Cast Overlay - Cast Overlay** **Part Qty:** 1 **Width:** 17.00" **Height:** 17.00" **Text:** Same shape as INV 16774, red background white text also like example in drive, bird logo at the top: NO DUMPING Dumpster not for public use. Violators will be prosecuted				
2.1.3	**Laminate - Cast Matte Overlaminate - Cast Laminate** **Part Qty:** 1 **Width:** 17.00" **Height:** 17.00"				
3	**No Fishing Sign, Max Metal, 17"x17", Single Sided**	2	$59.63	$119.26	$119.26
3.1.1	**Max Metal 3mm - Max Metal** **Part Qty:** 1 **Width:** 17.00" **Height:** 17.00" **Sides:** 1				
3.1.2	**Vinyl - Cast Overlay - Cast Overlay** **Part Qty:** 1 **Width:** 17.00" **Height:** 17.00" **Text:** Same shape as INV 16774, beige background black text also like last invoice, bird logo at the top: No Fishing Allowed (no fishing symbol)				
3.1.3	**Laminate - Cast Matte Overlaminate - Cast Laminate** **Part Qty:** 1 **Width:** 17.00" **Height:** 17.00"				

RECEIVED
APR 22 2026
BY:

Subtotal:	$592.89
Taxable Amount:	$592.89
Taxes:	$38.53
Grand Total:	$631.42
Amount Paid:	$0.00
BALANCE DUE:	$631.42

4-22-26
Jim Masters

Thank you for choosing FASTSIGNS® of St. Augustine!

RECEIVED
APR 22 2026
BY:_____

(Garden Club)

611806

Invoice

SOLD TO	SHIP TO
BRANDY CREEK CDD	JOHN HUBBS
ADDRESS: 224 JOHNS CREEK PKWY	ADDRESS: 981 S. FIELD CREST DR
CITY, STATE, ZIP: ST. AUGUSTINE FL 32092	CITY, STATE, ZIP: ST. AUGUSTINE FL 32092

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
	JOHN			

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		Received and relocated 70 bags dirt to assigned Garden Club area.	4-22-26 Jim Myers		
		Prep area then installed shed over reinforced foundation.			
		TOTAL			$550.00

SHERWIN-WILLIAMS.

SHERWIN-WILLIAMS
3065 COUNTY RD 210 W
SAINT JOHNS FL 32259 2016

Visit www.sherwin-williams.com
Store 702424 Carlos
(904)230-9208
Fax - (904)230-9254

CHARGE
INVOICE
No. 4316-9
TRC# 1322846

ACCOUNT: 6042-2097-0 JOB 1 BRANDY CREEK CDD

BRANDY CREEK CDD
224 JOHNS CREEK PKWY
ST AUGUSTINE FL 32092 5054

PO:JOHN'S CREEK PHASE1
ORDER:OE0374070A702
DATE: 04/16/26
TIME: 11:41 AM

2-75R074
E75/18739 11

* Indicates Sale Price

TERMS:NET PAYMENT DUE ON MAY 20th

SALES NUMBER	SIZE	PRODUCT	DESCRIPTION	QTY	PRICE	VALU
155 1557	9 INCH	101358900	SW CS 9X3/4 NYLON/PO	3	4.69 *	14.(
6512 36390	GALLON	A80W3153	SPR EXT FL DEEP	3	41.95	125.8

Color: SW6445 GARDEN GROVE

CCE*Color Cast		OZ	32	64	128
G2	New Green	2	15	-	-
L1	Blue	2	14	-	-
Y3	Deep Gold	6	35	-	-

Sher-Color Formula

To Paint back wall returning wall At Phase 1

139.92

Thank You
receipt required for refund

SUBTOTAL BEFORE TAX	139.:
6.500% SALES TAX:1-103209500	0.:
CHARGE	$139.:

RECEIVED
APR 22 2026
BY:

139.92

4-22-26

****
Purchases are subject to Sherwin-Williams Terms and Conditions of Sale located at sherwin-williams.com/terms-and-conditions.
****

STORE HOURS

SUNDAY	10:00 AM - 4:00 PM
MONDAY - FRIDAY	6:00 AM - 6:00 PM
SATURDAY	8:00 AM - 5:00 PM

Jim Masters

MERCHANDISE RECEIVED IN GOOD ORDER BY:

JIM MASTERS DATE (CENTRALIZED INVOICE)

SUNDANCER SIGN GRAPHICS
11259 Business Park Blvd, Suite 3
Jacksonville, FL 32256
904-287-4949
info@sundsg.com

INVOICE

BILL TO
Brandy Creek CDD (Johns Creek)
Brandy Creek CDD
C/O Jim Masters
224 Johns Creek Pkwy
Jacksonville, FL 32092

SHIP TO
Brandy Creek CDD (Johns Creek)
Brandy Creek CDD
C/O Jim Masters
224 Johns Creek Pkwy
Jacksonville, FL 32092

INVOICE # 15703
DATE 01/06/2026
DUE DATE 02/01/2026
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Sign Face:Johns Creek No Parking Sign 17" x 16.5" decorative sign face 4 - Tan 4 - Green NO E-Bikes / Scooters etc..	8	95.00	760.00T
Aluminum Posts 6' Black 3" square post with pryamid cap	2	240.00	480.00T
Amenity Signage New Pool Rule Sign - 45 H x 43W 1 - Green 1 - Tan	2	275.00	550.00T
Amenity Signage New Pool Hours Gate Signs 28H z 14W 1 - Green 1 - Tan	2	175.00	350.00T

4-13-26
Jim Masters

RECEIVED
APR 22 2026
BY:

Ways to pay

View and pay

SUBTOTAL	2,140.00
TAX	0.00
TOTAL	2,140.00
BALANCE DUE	**$2,140.00**

*** CHECK DATES 05/01/2026 - 05/31/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/08/26	00033	4/22/26	442427	202604	320	57200-46600				*	300.00		
			PROXIMITY CARDS										
									ATLANTIC SECURITY			300.00	002973
5/08/26	00415	4/17/26	04172026	202604	320	57200-42000				*	344.02		
			INTERNET SERVICES										
									COMCAST			344.02	002974
5/08/26	00334	4/21/26	9307	202604	320	57200-46600				*	68.02		
			MAINTENANCE SUPPLIES										
		4/22/26	9313	202604	320	57200-46600				*	22.28		
			MAINTENANCE SUPPLIES										
		4/23/26	9315	202604	320	57200-46600				*	44.07		
			MAINTENANCE SUPPLIES										
		4/28/26	9321	202604	320	57200-46600				*	36.07		
			MAINTENANCE SUPPLIES										
									CRONIN ACE HARDWARE			170.44	002975
5/08/26	00318	4/14/26	15	202604	310	51300-49000				*	100.00		
			SE2015 5/1 PREPAY $10K										
									DISCLOSURE SERVICES LLC			100.00	002976
5/08/26	00341	5/01/26	13129563	202605	320	57200-46250				*	1,611.49		
			MAY POOL CHEMICALS										
									POOLSURE			1,611.49	002977
5/08/26	00019	5/01/26	369287B	202605	320	57200-46800				*	995.00		
			MAY LAKE MAINTENANCE										
									THE LAKE DOCTORS INC			995.00	002978
5/08/26	00286	4/30/26	432307	202604	320	57200-34600				*	3,256.40		
			POOL MONITOR										
		5/01/26	432068	202605	320	57200-34700				*	6,582.08		
			MAY FIELD MANAGEMENT SRVC										
		5/01/26	432068	202605	320	57200-34400				*	3,441.58		
			MAY OFFICE ADMIN/EVENTS										
		5/01/26	432068	202605	320	57200-34200				*	2,580.75		
			MAY JANITORIAL SERVICES										
		5/01/26	432068	202605	320	57200-46200				*	3,190.92		
			MAY POOL MAINTENANCE										
		5/01/26	432068	202605	320	57200-46700				*	688.25		
			MAY WASTE DISPOSAL SRVCS										
									VESTA PROPERTY SERVICES, INC.			19,739.98	002979
5/19/26	00030	5/01/26	337	202605	310	51300-34000				*	5,223.33		
			MAY MANAGEMENT FEES										

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		5/01/26	337	202605	310-51300-35100		*	150.75		
			MAY INFO TECH							
		5/01/26	337	202605	320-57200-34300		*	62.50		
			MAY COMMUNITY WEBSITE SRV							
		5/01/26	337	202605	310-51300-51000		*	.57		
			OFFICE SUPPLIES							
		5/01/26	337	202605	310-51300-42000		*	23.25		
			POSTAGE							
		5/01/26	337	202605	310-51300-42500		*	58.50		
			COPIES							
		5/01/26	337	202605	310-51300-41000		*	44.91		
						GOVERNMENTAL MANAGEMENT SERVICES			5,563.81	002980
5/19/26	00393	5/05/26	INV11009	202605	320-57200-34510		*	315.00		
			CAMERA SYSTEM REPAIR							
						SECURITY 101 HOLDINGS LLC			315.00	002981
5/19/26	00271	5/01/26	1169046	202605	320-57200-46100		*	11,859.11		
			MAY LANDSCAPE MAINTENANCE							
		5/05/26	1166638	202605	320-57200-46300		*	2,165.26		
			NATURES WALK SIDWALK RPR							
		5/05/26	1166639	202605	320-57200-46300		*	1,273.89		
			MAINLINE/VALVE PH1 & PH2							
		5/05/26	1166640	202603	320-57200-46300		*	897.74		
			MAR IRRIGATION REPAIRS							
		5/05/26	1166641	202605	320-57200-46300		*	1,918.50		
			LIGHTNING STRIKE-REPAIRS							
		5/05/26	1166642	202605	320-57200-46300		*	1,026.97		
			CTRL RPLC PH2 - LIGHTNING							
		5/05/26	1166643	202605	320-57200-46300		*	226.31		
			SIDEWALK CONSTRUCTION RPR							
		5/05/26	1166644	202604	320-57200-46300		*	1,010.16		
			APR IRRIGATION REPAIRS							
						YELLOWSTONE LANDSCAPE INC			20,377.94	002982
5/28/26	00372	5/14/26	3745743	202604	310-51300-31500		*	392.00		
			APR GENERAL SERVICES							
						KUTAK ROCK LLP			392.00	002983
5/28/26	00401	5/11/26	90015103	202605	320-57200-46600		*	300.00		
			FRESH & CLEAN PACKAGE							
						STORM CLEAN INC			300.00	002984
						TOTAL FOR BANK C		50,209.68		

*** CHECK DATES 05/01/2026 - 05/31/2026 ***
BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#

TOTAL FOR REGISTER 50,209.68

Atlantic Companies, Inc.
Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz

PLEASE PAY BY
05/20/2026

INVOICE DATE
04/22/2026

Brandy Creek CDD
224 Johns Creek Pkwy
St Augustine FL 32092

INVOICE NO. 442427

Site: 224 Johns Creek Pkwy St. Augustine
Site Address: 224 Johns Creek Pkwy St. Augustine FL 32092
Job No.: 92867
Job Name:
Order No.:

Description
Order 100 proximity cards. Customer requested to not duplicate the numbers for cards

Service - Security

Item	Quantity	Price	Total
Proximity Cards	100.00	$3.00	$300.00
		Sub-Total ex Tax	$300.00
		Tax	$0.00
		Total	$300.00

"Thank you–we really appreciate your business! Please send payment within 21 days of receiving this invoice.

***IMPORTANT:** Please remember to test your system monthly.*

Need automation for your home? Visit us online at www.smarthome.biz

There will be a 1.5% interest charge per month on late invoices.

Sub-Total ex Tax	$300.00
Tax	$0.00
Total inc Tax	$300.00
Amount Applied	$0.00
Balance Due	$300.00

RECEIVED
MAY 01 2026
BY:

5/1/26
Jim Masters
J Mast

COMCAST BUSINESS

Account Number	Billing Date	Services From	Page
8495 74 140 1956952	Apr 17, 2026	Apr 17, 2026 to May 16, 2026	1 of 3

Hello Brandy Creek Cdd,

Welcome to Comcast Business. We're excited to provide services we think you'll love.

Your bill at a glance

For 251 HUFFNER HILL CIR, SAINT AUGUSTINE, FL, 32092-2941

Previous balance		$0.00
Payments		$0.00
Balance forward		**$0.00**
Regular monthly charges	Page 3	$204.95
One-time charges	Page 3	$129.95
Taxes, fees and other charges	Page 3	$9.12
New charges		**$344.02**
Amount due May 08, 2026		**$344.02**

Your bill explained

- Since this is your first bill, you will see some one-time charges on your bill due to Install Fee charge(s).
- Any payments received or account activity after Apr 17, 2026 will show up on your next bill. View your most up-to-date account balance at business.comcast.com/myaccount.

Need help?
Visit business.comcast.com/help or see page 2 for other ways to contact us.

RECEIVED
MAY 01 2026
BY:

5/1/26 Jim Masters

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST BUSINESS

1401 NORTHPOINT PKWY W PALM
BCH FL 33407-1937
00330310 DY RP 17 20260417 NNNNNYNN 0000168 0001

BRANDY CREEK CDD
JIM MASTERS
224 JOHNS CREEK PKWY
SAINT AUGUSTINE FL 32092-5054

Account number	8495 74 140 1956952
Payment due	May 08, 2026
Please pay	**$344.02**
Amount enclosed	$

Make checks payable to Comcast
Do not send cash

Send payment to
COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

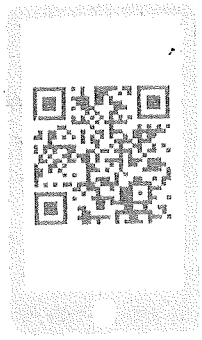
8495741401956952003440 28

Download the Comcast Business App

Business is always moving. Our app was built for this. Manage your account anytime, anywhere with the Comcast Business App – the easy way to manage your services on the go.

- Manage your account details
- Pay your bill and customize billing options
- View upcoming appointments

Scan the QR Code with your phone or mobile device to get started.



Faster speeds. More solutions. Bigger savings.

Comcast Business now offers NEW packages with faster speeds and innovative Voice and security solutions – at a better value.

Call today for a FREE account review at 877-564-0318.

Need help? We're here for you

Visit us online
Get help and support at
business.comcast.com/help

Call us anytime
800-391-3000
Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?
We can help ensure it's a smooth transition.
Visit **business.comcast.com/learn/moving** to learn more.

Accessibility:
If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at **support.xfinity.com/accessibility**, email **accessibility@comcast.com**, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838 Attn: M. Gifford.

Ways to pay

No more mailing monthly checks
Set up Auto Pay to save time, energy and stamps. It's easy to enroll, just visit **business.comcast.com/myaccount**

Go paperless and say goodbye to clutter
Sign up for Paperless Billing to view and pay your bill online. It's faster, easier and helps cuts down on clutter. Visit **business.comcast.com/myaccount** to get started.

Additional billing information

More ways to pay:

Online
Visit My Account at **business.comcast.com/myaccount**

Comcast Business App
Download the Comcast Business App

In-Store
Visit **business.comcast.com/servicecenter** to find a store near you

0232310 DY BP 17 20260417 NNNNNYNN 0000168 0001

Regular monthly charges $204.95

Comcast Business			$204.95
Internet services			**$204.95**
Static IP - 1		$34.95	
Internet, SecurityEdge Package, Includes: Business Internet Gigabit Extra, SecurityEdge and Internet Equipment Fee.		$270.00	
Bundle Discount		$(100.00)	

One-time charges $129.95

Installation fees			$129.95
Install Fee	Apr 17	$129.95	

Taxes, fees and other charges $9.12

Taxes & government fees			$9.12
Sales Tax		$9.12	

What's included?

Internet: Fast, reliable internet on our Gig-speed network

Visit business.comcast.com/myaccount for more details

You've saved $100.00 this month with your bundle discount

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

04/21/26 10:36AM ANR 553 SALE

1026249	1 EA	67.99 EA	N	
ELMT GRD EXT SF GL 4X 1G			67.99	
1006453	1 EA	7.59 EA	N	
HP GOOD BRUSH FLAT 2PC			7.59	

SUB TOTAL:$ 75.53 TAX: $ .00
DISCOUNT: -7.55 TOTAL: $ 68.02
CHARGE AMT: 68.02

Total Items:2

==>> JRNL# C05274 INV# 9307/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ 7.56 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

Tell us about your experience today and Enter to win a $500 gift card!

To participate
* Visit: TalkTo.AceHardware.com
or Text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: TalkTo.AceHardware.com

Reference	Terms	Clerk	Date	Time
	NET EOM	ANR	4/21/26	10:36

o:

TERM#553

DOC# 9307 /1
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
ELMT GRD EXT SF GL 4X 1G	67.99	1	67.99 /EA	67.99 N
HP GOOD BRUSH FLAT 2PC	7.59	1	7.59 /EA	7.59 N

RECEIVED
MAY 01 2026
BY:

5/1/26
Jim Masters
JM

** AMOUNT CHARGED TO STORE ACCOUNT ** 68.02

(JIM MASTERS)

TAXABLE	0.0
NON-TAXABLE	75.5
SUBTOTAL	75.5
TD DISCOUNT	-7.5
TAX AMOUNT	0.0
TOTAL AMOUNT	68.0

X _____
Received By

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

04/22/26 12:14PM JDB 555 SALE

523/5	2 EA	7.99 EA	SN
CONCRETE MIX 60#QUIKRETE			15.98
56	20 EA	.35 EA	N
MISC. FASTENERS			7.00

SUB-TOTAL:$ 22.98 TAX: $ .00
DISCOUNT: -.70 TOTAL: $ 22.28
CHARGE AMT: 22.28

Total Items:22

==>> JRNL# C05520 INV# 9313/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ .70 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience
today and Enter to win a $500
gift card!
****
To participate
Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

This survey invitation is
valid for 72 hours

Store # 16059
Survey approximately 5 mins

No purchase necessary

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

2-3649

CUST # 10065
TERMS: NET EOM

INV # 009313/1
DATE : 4/22/26
CLERK: JDB
TERM # 555

TIME :12:14
****
* INVOICE *
****

DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
CONCRETE MIX 60#QUIKRETE	7.99	7.99 /EA	15.98SN
MISC. FASTENERS	.35	.35 /EA	7.00 N

RECEIVED
MAY 01 2026
BY:

5/1/26
Jim Masters

** AMOUNT CHARGED TO ACCOUNT **	22.28	TAXABLE	0.00
		NON-TAXABLE	22.98
		SUB-TOTAL	22.98
		DISCOUNT	0.70
		TAX AMOUNT	0.00
		TOTAL INVOICE	22.28

4

(JIM MASTERS)

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

04/23/26 12:56PM JOB 555 SALE

2051118	1	EA	4.99	EA	N
MAGNTC NUT DRVR 5/16"DW					4.99
56	1	EA	21.99	EA	N
MISC. FASTENERS					21.99
56	1	EA	21.99	EA	N
MISC. FASTENERS					21.99

SUB-TOTAL:$	48.97	TAX: $	.00
DISCOUNT:	-4.90	TOTAL: $	44.07
CHARGE AMT:	44.07		

Total Items:3

==>> JRNL# C05746 INV# 9315/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ 4.90 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: TalkTo.AceHardware.com

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	JDB	4/23/26	12:56

DOC# 9315 /1
TERM#555 **DUPLICATE**
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION	
.GNTC NUT DRVR 5/16"DW	4.99	1	4.99 /EA	4.99	N
SC. FASTENERS	21.99	1	21.99 /EA	21.99	N
SC. FASTENERS	21.99	1	21.99 /EA	21.99	N

RECEIVED
MAY 01 2026
BY

5/1/26
Jim Masters
J Max

** AMOUNT CHARGED TO STORE ACCOUNT ** 44.07

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	48.97
SUBTOTAL	48.97
TD DISCOUNT	-4.90
TAX AMOUNT	0.00
TOTAL AMOUNT	44.07

X
Received By

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

04/28/26 10:00AM ANR 553 SALE

7001258D 8 EA 2.79 EA N
LOCALLY SOURCED TOP SOIL 0.75 22.32
58173 2 EA 7.99 EA SN
PLAY SAND QUIKRETE 50# 15.98

SUB-TOTAL:$ 38.30 TAX: $ .00
DISCOUNT: -2.23 TOTAL: $ 36.07
CHANGE AMT: 36.07

Total Items:10

==>> JRNL# C06952 INV# 9321/1
CUST NO: 10065
ACE REWARDS ID # 19625402843

Customer Copy

YOU SAVED $ 2.23 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience today and enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: TalkTo.AceHardware.com

PAGE NO 1

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	ANR	4/28/26	10:00

TERM#553

DOC# 9321 /1
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
LOCALLY SOURCED TOP SOIL 0.75CU	2.79	8	2.79 /EA	22.32 N
PLAY SAND QUIKRETE 50#	7.99	2	7.99 /EA	15.98 SN

RECEIVED
MAY 01 2026
BY:

5/1/26
Jim Masters
J Mast

** AMOUNT CHARGED TO STORE ACCOUNT ** 36.07

(JIM MASTERS)

TAXABLE	0.0
NON-TAXABLE	38.3
SUBTOTAL	38.3
TD DISCOUNT	-2.2
TAX AMOUNT	0.0
TOTAL AMOUNT	36.0

X _____
Received By

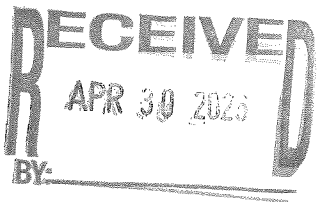
Disclosure Services LLC

1005 Bradford Way
Kingston, TN 37763

Invoice

Date	Invoice #
4/14/2026	15

Bill To
Brandy Creek CDD c/o GMS, LLC



Terms	Due Date
Net 30	5/14/2026

Description	Amount
Amortization Schedule Series 2015 5-1-26 Prepay $10,000	100.00

Total	$100.00
Payments/Credits	$0.00
Balance Due	$100.00

Phone #	E-mail
865-717-0976	tcarter@disclosureservices.info

poolsure
AN AQUASOL COMPANY

Invoice

Date 5/1/2026
Invoice# 131295635049

1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Terms	Net 20
Due Date	5/21/2026
PO #	

Bill To

Attn: AP Department
Brandy Creek CDD
224 Johns Creek Parkway
St. Augustine FL 32092

Ship To

Brandy Creek CDD
224 John's Creek Parkway
St. Augustine FL 32092

OUR REMITTANCE ADDRESS HAS CHANGED. Physical payments will only be received at 1707 Townhurst Dr, Houston, TX 77043. Payments sent to any other address may experience delays. LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees.

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	$1,611.49

Subtotal	$1,611.49
Tax	$0.00
Total	$1,611.49
Amount Paid/Credit Applied	$0.00
Balance Due	$1,611.49

4-22-26
Jim Masters

RECEIVED
APR 22 2026
BY:

Click Here to Pay Now

131295635049

MAKE CHECK PAYABLE TO:

The Lake Doctors, Inc.

Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

VISA

ADDRESSEE

BRANDY CREEK CDD-JOHNS CREEK
JIM MASTERS
224 Johns Creek Parkway
St. Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
709617	5/1/2026	$995.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

00000000022737001000000036928700000009950050

Please return this invoice with your payment and notify us of any changes to your contact information.

BRANDY CREEK CDD-JOHNS CREEK Johns Creek Pkwy St. Augustine, FL 32092

Invoice Due Date 5/31/2026 **Invoice 369287B** **PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
5/1/2026	Water Management - Twice per month		$995.00	$0.00	$995.00

RECEIVED
MAY 01 2026
BY:

Please remit payment for this month's invoice.

5/1/26

Jim Masters

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

Credits	$0.00
Adjustment	$0.00
AMOUNT DUE	

Total Account Balance including this invoice: $995.00

This Invoice Total: $995.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 709617
Portal Registration #: FBB0BC4A
Customer E-mail(s): Jmasters@vestapropertyservices.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

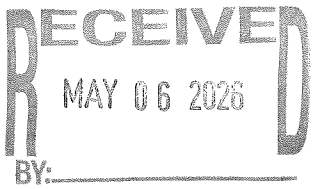
Vesta™

Invoice

Invoice #	432307
Date	04/30/2026
Terms	Net 30
Due Date	05/30/2026
Memo	Lifeguard Hours

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092



Description	Quantity	Rate	Amount
Pool monitor	135.74	23.99	3,256.40

Thank you for your business.

Total 3,256.40

Pool Monitors	Pay Rate/ Billable Rate	Hours	Gross Pay
Abbey Arnett	$23.99	9.48	$227.43
Liam Arnett	$23.99	6.88	$165.05
Matthew Czepiel	$23.99	3.93	$94.28
Max Evans	$23.99	6.17	$148.02
Nathan Johnson	$23.99	6.31	$151.38
Bridget Spenser	$23.99	4.53	$108.67
Olivia Torrence	$23.99	5.03	$120.67

Totals		**42.33**	**$1,015.50**

March 2026 Pool Monitors

Arnett, Abbey	Arnett, Liam	Czepiel, Matthew	Evans, Max	Johnson, Nathan	Spenser, Bridget	Torrence, Olivia
3/28 - 5.25	3/28 - 2.58	4/5 - 3.93	3/28 - 2.00	3/28 - 6.31	3/29 - 4.53	3/29 - 5.03
4/4 - 4.23	4/4 - 4.30		4/4 - 4.17			

9.48	**6.88**	**3.93**	**6.17**	**6.31**	**4.53**	**5.03**

Pool Monitors	Pay Rate/ Billable Rate	Hours	Gross Pay
Abbey Arnett	$23.99	9.52	$228.38
Karen Arnett	$23.99	3.30	$79.17
Matthew Czepiel	$23.99	3.90	$93.56
Max Evans	$23.99	6.15	$147.54
Nathan Johnson	$23.99	25.74	$617.50
Sadie Johnson	$23.99	32.62	$782.55
Bridget Spencer	$23.99	4.05	$97.16
Olivia Torrence	$23.99	8.13	$195.04
Totals		**93.41**	**$2,240.91**

April 2026 Pool Monitors

Arnett, Abbey	Arnett, Karen	Czepiel, Matthew	Evans, Max	Johnson, Nathan	Johnson, Sadie	Spenser, Bridget	Torrence, Olivia
4/11 - 4.15	4/15 - 1.00	4/18 - 2.95	4/19 - 5.18	4/11 - 8.48	4/11 - 8.32	4/19 - 4.05	4/18 - 4.03
4/19 - 4.07	4/23 - 1.00	4/25 - .95	4/25 - .97	4/12 - 8.02	4/12 - 8.07		4/25 - 4.10
4/25 - 1.30	4/25 - 1.30			4/19 - 4.00	4/18 - 8.00		
				4/25 - 5.24	4/25 - 8.23		
9.52	**3.30**	**3.90**	**6.15**	**25.74**	**32.62**	**4.05**	**8.13**

Vesta TV

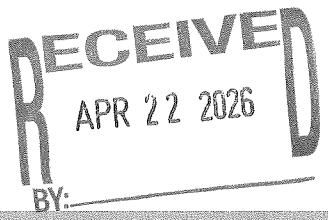
Invoice

Invoice #	432068
Date	05/01/2026
Terms	Net 30
Due Date	05/31/2026
Memo	Monthly Fees

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To

Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092



Description	Quantity	Rate	Amount
Field Management Services	1	6,582.08	6,582.08
Office Administrator & Events Coordinator	1	3,441.58	3,441.58
Janitorial Services	1	2,580.75	2,580.75
Pool Maintenance	1	3,190.92	3,190.92
Pet Waste Disposal Services	1	688.25	688.25

We appreciate your prompt payment.

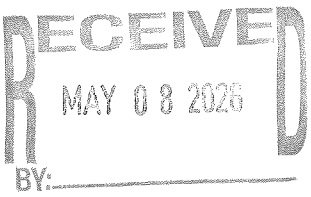
Total 16,483.58

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 337
Invoice Date: 5/1/26
Due Date: 5/1/26
Case:
P.O. Number:

Bill To:
Brandy Creek CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - May 2026		5,223.33	5,223.33
Information Technology - May 2026		150.75	150.75
Community Website Services - May 2026		62.50	62.50
Office Supplies		0.57	0.57
Postage		23.25	23.25
Copies		58.50	58.50
Telephone		44.91	44.91

Total	$5,563.81
Payments/Credits	$0.00
Balance Due	$5,563.81

INVOICE

Security 101

DATE:
5/5/2026
INVOICE #:
INV110094

Security 101 Holdings, LLC
1450 Centrepark Blvd., #210
West Palm Beach FL 33401
1-800-261-2041

BILL TO
2151 Brandy Creek CDD
224 Johns Creek
St Augustine FL 32092
United States

SHIP TO
2151 Brandy Creek CDD
224 Johns Creek
St Augustine FL 32092
United States

SALES REP	PO #	JOB	DUE DATE	TERMS
		S335571 (335571)	6/4/2026	Net 30

DESCRIPTION	TAX AMOUNT	QTY	RATE	AMOUNT
5/4/2026: Hours of Service Labor from 11:15 AM to 12:15 PM	$0.00	1	$165.00	$165.00
5/4/2026: Trip Charge	$0.00	1	$150.00	$150.00

Service Ticket #335571 dated for 4/30/2026 requested by Jim Masters

He has done something to the camera system, and now he cannot "see/do" certain things. He would like a tech to come out and help.

POC: Jim Masters – 904-716-1370

_____Ticket History_____

05/04/2026: The main issue was that they had the column that shows the camera listings hidden. I showed her how to unhide that column. They were also curious about why they were only getting about 9 1/2 days worth of recording. I showed her how all of her cameras were set to continuous, and I also reviewed with her how to change them over to motion only, so that they could get more storage time. She is going to review the cameras and set the ones to motion that she can so that they can get more recording time.

INVOICE

Security 101

DATE:
5/5/2026
INVOICE #:
INV110094

Security 101 Holdings, LLC
1450 Centrepark Blvd., #210
West Palm Beach FL 33401
1-800-261-2041

REGULAR PAYMENTS:
Security 101 Holdings LLC
P.O. Box 919890
Orlando, FL 32891-9890

ELECTRONIC PAYMENTS (PREFERRED METHOD):
Financial Institution: TRUIST
Account Name: Security 101 Holdings, LLC
Routing Number: 263191387
Account Number: 0000240183870
Swift Number: BRBTUS33

When paying electronically, please email remittances to remittance@security101.com.

We now accept credit cards. A 3.5% convenience fee applies for all credit card charges.

SUBTOTAL	$315.00
TAX	$0.00
TOTAL	$315.00
AMOUNT PAID	$0.00
AMOUNT DUE	$315.00

RECEIVED
MAY 08 2026
BY:

5-8-26
Jim Masters

YELLOWSTONE

INVOICE #	INVOICE DATE
1169046	5/1/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: May 31, 2026

Invoice Amount: $11,859.11

Description	Current Amount
Monthly Landscape Maintenance May 2026	$11,859.11

Invoice Total **$11,859.11**

RECEIVED
MAY 08 2026
BY:

5-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE LANDSCAPE

INVOICE #	INVOICE DATE
1166638	5/5/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: June 4, 2026

Invoice Amount: $2,165.26

Description	Current Amount
Irrigation remediation from sidewalk construction	
Irrigation Repairs	$2,165.26

Natures Walk

Invoice Total **$2,165.26**

sidewalk repair done by County

RECEIVED
MAY 0 [illegible]
BY:

5-8-26

Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE LANDSCAPE

COMPLETED

W. O. # _____

NAME Johns Creek

ADDRESS _____

DATE 2026-Febuary

#		We propose the following work.			EXTENTION
					$ -
		Replaced (23) broken/missing sprays along sidewalk. Damaged was caused			$ -
		by sidewalk replacement. Repaired (11) broken pipes. Extra time was			$ -
		needed due to excessive tree roots. Repaired broken/missing wire			$ -
		controlling zone 23 running under sidewalk.			$ -
					$ -
22		1/2" SL	$	2.12	$ 46.64
23		Rainbird 1806	$	17.08	$ 392.84
4		9V	$	6.54	$ 26.16
23		Nozzle	$	2.55	$ 58.65
22		1/2" Coupling	$	0.64	$ 14.08
4		DBY	$	2.40	$ 9.60
1		VP-10	$	29.33	$ 29.33
12		1/2" flex	$	0.58	$ 6.96
					$ -
					$ -
					$ -
					$ -
					$ -
			PARTS TOTAL		$ 584.26

Natures Walk

Side walk repair done by County

DATE	DESCRIPTION	HOURS	RATE	TOTAL
	Labor	17	$ 93.00	$ 1,581.00
	Locate & Troulblshoot			$ -
				$ -
				$ -
				$ 1,581.00

COMMENTS : _____

MATERIALS	$	584.26
LABOR & RENTAL	$	1,581.00
TOTAL	$	2,165.26

DATE PROPOSED TECHNICIAN: Jamal CLIENT

YELLOWSTONE
LANDSCAPE

INVOICE #	INVOICE DATE
1166639	5/5/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Invoice Due Date: June 4, 2026

Invoice Amount: $1,273.89

Description	Current Amount
Mainline repair and valve replacement at Phase I and II Amenity Center	
Irrigation Repairs	$1,273.89

Invoice Total **$1,273.89**

RECEIVED
MAY 0 3 2026
BY:

5-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE LANDSCAPE

COMPLETED

W. O. #

NAME **JOHNS CREEK**

ADDRESS

DATE 3/20/2026

#		EACH	EXTNSN
			$ -
	REPAIRED MAINLINE/REPLACED VALVE AT AMMENITY CENTER AT PHASE 1.AND ALSO		$ -
	REPAIRED MAINLINE LEAK NEAR AMMENITY CENTER AT PHASE 2.		$ -
			$ -
7	2" 90'S	$ 5.80	$ 40.60
2	1 1/2" COUPLINGS	$ 2.27	$ 4.54
1	1 1/2" SLIP FIX	$ 32.52	$ 32.52
1	2" RAINBIRD PGA VALVE	$ 258.79	$ 258.79
2	2" MALE ADAPTERS	$ 3.72	$ 7.44
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
		PARTS TOTAL	$ 343.89

Please stamp here

DESCRIPTION	HOURS	RATE	TOTAL
TECH	10	$93.00	$ 930.00
			$ -
			$ -
			$ -
		LABOR & RENTAL TOTAL	$ 930.00

Comments:

	MATERIALS	$ 343.89
	LABOR & RENTAL	$ 930.00
	TOTAL	$ 1,273.89

DATE COMPLETED 3-20-26 TECHNICIAN JOE CLIENT

YELLOWSTONE
LANDSCAPE

INVOICE #	INVOICE DATE
1166640	5/5/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Invoice Due Date: June 4, 2026

Invoice Amount: $897.74

Description	Current Amount
March irrigation repairs-2026	
Irrigation Repairs	$897.74

Invoice Total **$897.74**

RECEIVED
MAY 08 2026
BY:

5-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE LANDSCAPE

COMPLETED

W. O. #

NAME Johns Creek

ADDRESS

DATE 2026-March

#		The following work has been completed.			EXTENTION
		Repaired cracked/leaking mainline behind pool at woodline.			$ -
		Replaced (1) broken rotor & flex pipe.			$ -
					$ -
					$ -
					$ -
					$ -
1		2 1/2" Coupling	$	7.65	$ 7.65
1		2 1/2" Slip Fix	$	77.18	$ 77.18
1		2 1/2" TEE	$	23.62	$ 23.62
1		Rainbird 5004	$	22.85	$ 22.85
2		1/2" Coupling	$	0.64	$ 1.28
2		2" MA	$	3.72	$ 7.44
4		2" PVC	$	1.69	$ 6.76
1		2" 90	$	5.80	$ 5.80
2		1/2" Flex	$	0.58	$ 1.16
					$ -
					$ -
					$ -
					$ -
			PARTS TOTAL		$ 153.74

DATE	DESCRIPTION	HOURS	RATE	TOTAL
	Labor	8	$ 93.00	$ 744.00
	Locate & Troulblshoot			$ -
				$ -
				$ -
				$ 744.00

COMMENTS :

MATERIALS		$ 153.74
LABOR & RENTAL		$ 744.00
TOTAL		$ 897.74

DATE PROPOSED TECHNICIAN: Jamal CLIENT

YELLOWSTONE
LANDSCAPE

INVOICE #	INVOICE DATE
1166641	5/5/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: June 4, 2026

Invoice Amount: $1,918.50

Description	Current Amount
Locate, troubleshoot, and repair valve failure due to lightning strike	
Irrigation Repairs	$1,918.50

Invoice Total **$1,918.50**

RECEIVED
MAY 0 8 2026
BY:

5-8-26
Jim Mateus

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE

PROPOSAL

W. O. #

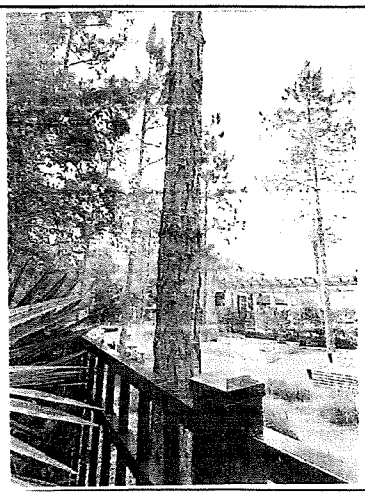
NAME Johns Creek

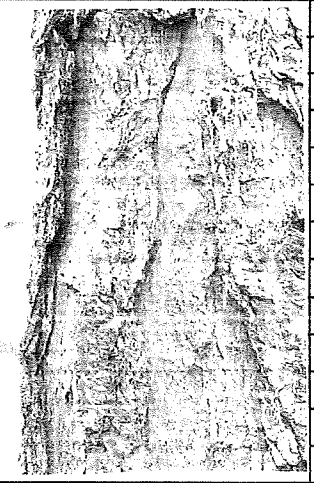
ADDRESS Amenity 2

DATE 4/1/2026

#	We Propose the following work		EXTENTION
			$ -
	Troubleshoot and repair wiring issue from lightning strike to timer.		$ -
	Troubleshoot and repair not to exceed $2000 without prior approval		$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
		PARTS TOTAL	$ -







DATE	DESCRIPTION	HOURS	RATE	TOTAL
	labor		$ 93.00	$ -
				$ -
				$ -
				$ -
				$ -

COMMENTS :

	MATERIALS	$
	LABOR & RENTAL	$ -
	TOTAL	$ 1,918.50

DATE COMPLETED TECHNICIAN: Jamal CLIENT

YELLOWSTONE LANDSCAPE

INVOICE #	INVOICE DATE
1166642	5/5/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Invoice Due Date: June 4, 2026

Invoice Amount: $1,026.97

Description	Current Amount
Controller replacement at Phase II due to lighting strike	
Irrigation Repairs	$1,026.97

Invoice Total **$1,026.97**

RECEIVED
MAY 0 3 2026
BY:

5-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE

COMPLETED

W. O. # _____

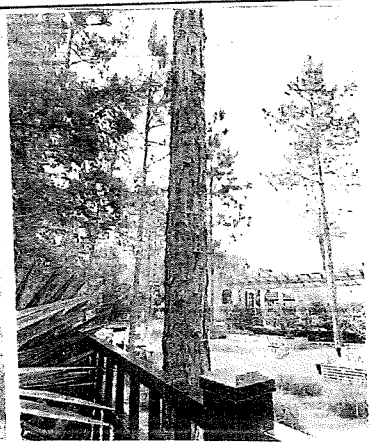
NAME Johns Creek

ADDRESS Amenity 2

DATE 4/1/2026

#	The following work has been completed.		EXTENTION
			$ -
	Replaced timer from lightning strike.		$ -
			$ -
			$ -
			$ -
			$ -
1	Hunter ICC 8 Station	$ 733.57	$ 733.57
			$ -
6	DBY	$ 2.40	$ 14.40
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
		PARTS TOTAL	$ 747.97







DATE	DESCRIPTION	HOURS	RATE	TOTAL
	labor	3	$ 93.00	$ 279.00
				$ -
				$ -
				$ -
				$ 279.00

COMMENTS : _____

MATERIALS	$ 747.97
LABOR & RENTAL	$ 279.00
TOTAL	$ 1,026.97

DATE COMPLETED TECHNICIAN: Jamal CLIENT

YELLOWSTONE
LANDSCAPE

INVOICE #	INVOICE DATE
1166643	5/5/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Invoice Due Date: June 4, 2026

Invoice Amount: $226.31

Description	Current Amount
Irrigation repairs due to sidewalk construction	
Irrigation Repairs	$226.31

Natures Walk Parkway
Sidewalk repair done
by subcontractor for county

Invoice Total **$226.31**

RECEIVED
MAY 0 9 2026
BY:

5-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE

INVOICE

INVOICE #	INVOICE DATE
1166644	5/5/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Invoice Due Date: June 4, 2026

Invoice Amount: $1,010.16

Description	Current Amount
April irrigation repairs-2026	
Irrigation Repairs	$1,010.16

RECEIVED
MAY 08 2026
BY:

Invoice Total **$1,010.16**

5-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE
LANDSCAPE

COMPLETED

W. O. # _____

NAME Johns Creek

ADDRESS _____

DATE 2026-April

#		The following work has been completed.			EXTENTION
		Repaired lateral line. Replaced (5) non turning rotors. Replaced (4) sprays.			$ -
		Repaired lateral line at Amenity 2. Replaced batteries at (2) Nodes			$ -
					$ -
					$ -
					$ -
					$ -
1		1 1/2" Coupling	$	2.27	$ 2.27
1		1 1/2" Slip Fix	$	32.52	$ 32.52
1		1" Slip Fix	$	15.76	$ 15.76
5		Rainbird 5004	$	22.85	$ 114.25
2		1/2" Coupling	$	0.64	$ 1.28
2		1/2" Flex	$	0.58	$ 1.16
4		9V	$	6.54	$ 26.16
4		Rainbird 1806	$	17.08	$ 68.32
5		Nozzle	$	0.58	$ 2.90
1		1" Coupling	$	1.54	$ 1.54
					$ -
					$ -
					$ -
			PARTS TOTAL		$ 266.16

DATE	DESCRIPTION	HOURS	RATE	TOTAL
	Labor	8	$ 93.00	$ 744.00
	Locate & Troulblshoot			$ -
				$ -
				$ -
				$ 744.00

COMMENTS : _____

MATERIALS		$ 266.16
LABOR & RENTAL		$ 744.00
TOTAL		$ 1,010.16

DATE PROPOSED TECHNICIAN: Jamal CLIENT _____

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

May 14, 2026

RECEIVED
MAY 21 2026
BY:

Reference: Invoice No. 3745743
Client Matter No. 3323-1
Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver
Brandy Creek CDD
GMS - North Florida
Suite 114
475 W. Town Place
St. Augustine, FL 32092

Invoice No. 3745743
3323-1

Re: General

For Professional Legal Services Rendered

03/21/26	L. Whelan	0.30	120.00	Monitor legislative process relating to matters impacting special districts
04/01/26	J. Daly	0.40	78.00	Coordinate response to auditor letter
04/01/26	M. Eckert	0.20	80.00	Research and respond to auditor
04/23/26	K. Haber	0.40	114.00	Prepare budget approval resolution; correspond with Oliver regarding same

TOTAL HOURS 1.30

TOTAL FOR SERVICES RENDERED $392.00

TOTAL CURRENT AMOUNT DUE $392.00

INVOICE	#90015103
SERVICE DATE	May 11, 2026
PAYMENT TERMS	Upon receipt
DUE DATE	May 11, 2026
AMOUNT DUE	**$300.00**

Brandy Creek CDD
224 Johns Creek Pkwy.
St. Augustine, FL 32092

(904) 716-1370
brandycreekmanager@yahoo.com

SERVICE ADDRESS

251 Huffner Hill Cir
St. Augustine, FL 32092

RECEIVED
MAY 22 2026
BY:

CONTACT US

10749 Lippizan Dr
Jacksonville, FL 32257

(904) 463-8600
aaron@mrsteamlux.com

Service completed by: Aiden Malloy

INVOICE

Services	qty	unit price	amount
Fresh & Clean Package	1.0	$300.00	$300.00

Clean phase 2 amenity center
Our Better Package includes Spot Pretreatments, Thorough Steam Cleaning, but also adds Odor and Specialty (pet / makeup etc) Treatments

Subtotal	$300.00
Job Total	**$300.00**
Amount Due	**$300.00**

5-13-26
Jim Masters

Thank you for doing business with us. We always look forward to serving you.

See our Terms & Conditions (https://pro.housecallpro.com/MrSteamlux/48954/terms)

*** CHECK DATES 05/01/2026 - 05/31/2026 ***
BRANDY-CAPITAL RESERVE FUND
BANK B CAPITAL RESERVE FUND

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
5/19/26	00056	4/24/26	45472	202604	600	53800-61000				*	3,298.00		
		RPLC OLD TREADMILL											
									FIRST PLACE FITNESS EQUIPMENT			3,298.00	000201

TOTAL FOR BANK B 3,298.00

TOTAL FOR REGISTER 3,298.00

BC -BRANDY CREEK- TLEE

FIRST PLACE FITNESS EQUIPMENT, INC.
8805 Southside Blvd
Jacksonville, FL 32256-8413
USA
+19049980738
info@firstplacefitnessequipment.com
www.FirstPlaceFitnessEquipment.com

INVOICE

BILL TO
Johns Creek
Brandy Creek CDD
224 Johns Creek Parkway
St. Augustine, FL 32092

SHIP TO
Johns Creek
Johns Creek
Johns Creek
Brandy Creek CDD
224 Johns Creek Parkway
St. Augustine, FL 32092

INVOICE # 45472
DATE 04/24/2026
DUE DATE 04/24/2026

SHIP DATE
04/22/2026

SKU	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	CT800 Treadmill	CT800 Treadmill	1	2,999.00	2,999.00
	Commercial Delivery, Install, R		1	299.00	299.00

SUBTOTAL	3,298.00
TAX (7.5%)	0.00
TOTAL	3,298.00
BALANCE DUE	**$3,298.00**

Replacement treadmill
for older broken treadmill

RECEIVED
MAY 08 2026
BY:

Part Warranty

Frame 10 years
Motor 5 years
Labor 2 years

5-8-26
Jim Masters

All orders that are canceled will be subject to a canceled order /restocking fee of 50% of the value of the order.
Payment Policy: All orders must be paid in full before leaving the store or being scheduled for delivery. If a deposit has been made, the remaining balance must be paid in full prior to pickup or delivery. No exceptions.

*** CHECK DATES 06/01/2026 - 06/30/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/05/26	00292	6/06/26	06062026	202606	320-57200-49400		*	375.00		
			6/6 20FT WET SLIDE							
						BOUNCERS SLIDES AND MORE INC			375.00	002985
6/05/26	00334	5/21/26	9379	202605	320-57200-46600		*	6.81		
			MAINTENANCE SUPPLIES							
		5/22/26	9384	202605	320-57200-46600		*	27.85		
			MAINTENANCE SUPPLIES							
		5/27/26	9392	202605	320-57200-46600		*	14.55		
			MAINTENANCE SUPPLIES							
						CRONIN ACE HARDWARE			49.21	002986
6/05/26	00364	5/21/26	19014	202605	320-57200-46600		*	742.00		
			PH1 SPLASH POOL-POOL PUMP							
						DL WILLIAMS ELECTRIC CO, INC.			742.00	002987
6/05/26	00378	5/31/26	7734113	202605	310-51300-48000		*	68.64		
			5/5 MAY MTG #12272873							
		5/31/26	7734113	202605	310-51300-48000		*	65.92		
			5/14 QUAL 2026 #12324940							
						USA TODAY MEDIA CORP			134.56	002988
6/05/26	00341	6/01/26	13129563	202606	320-57200-46250		*	1,651.78		
			JUN POOL CHEMICALS							
						POOLSURE			1,651.78	002989
6/05/26	00286	5/31/26	432818	202605	320-57200-34600		*	4,040.64		
			POOL MONITOR							
						VESTA PROPERTY SERVICES, INC.			4,040.64	002990
6/05/26	00286	5/31/26	432819	202605	320-57200-49400		*	255.20		
			CDD MTG/ICE CREAM SOCIAL							
						VESTA PROPERTY SERVICES, INC.			255.20	002991
6/05/26	00286	6/01/26	432522	202606	320-57200-34700		*	6,582.08		
			JUN FIELD MANAGEMENT SRVC							
		6/01/26	432522	202606	320-57200-34400		*	3,441.58		
			JUN OFFICE ADMIN/EVENTS							
		6/01/26	432522	202606	320-57200-34200		*	2,580.75		
			JUN JANITORIAL SERVICES							
		6/01/26	432522	202606	320-57200-46200		*	3,190.92		
			JUN POOL MAINTENANCE							
		6/01/26	432522	202606	320-57200-46700		*	688.25		
			JUN WASTE DISPOSAL SRVCS							
						VESTA PROPERTY SERVICES, INC.			16,483.58	002992

*** CHECK DATES 06/01/2026 - 06/30/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
6/16/26	00033	5/22/26	446798	202605	320-57200-46600				*	3,492.45		
			PH2 2 PANELS ACCESS CTRL									
								ATLANTIC SECURITY			3,492.45	002993
6/16/26	00418	6/10/26	68108	202606	310-51300-42500				*	561.75		
			FY27 ASMNT MAILED NOTICES									
		6/10/26	68108	202606	310-51300-42000				*	454.74		
			FY27 ASMNT MAILED NOTICES									
								CHEROKEE PRINTING INC			1,016.49	002994
6/16/26	00334	6/05/26	9427	202606	320-57200-46600				*	26.97		
			MAINTENANCE SUPPLIES									
								CRONIN ACE HARDWARE			26.97	002995
6/16/26	00389	3/19/26	WO-48679	202603	320-57200-46600				*	149.95		
			STAIRCLIMBER REPAIR									
								FIRST PLACE FITNESS EQUIPMENT			149.95	002996
6/16/26	00030	6/01/26	338	202606	310-51300-34000				*	5,223.33		
			JUN MANAGEMENT FEES									
		6/01/26	338	202606	310-51300-35100				*	150.75		
			JUN INFO TECH									
		6/01/26	338	202606	320-57200-34300				*	62.50		
			JUN COMMUMITY WEB SRVCS									
		6/01/26	338	202606	310-51300-51000				*	.72		
			OFFICE SUPPLIES									
		6/01/26	338	202606	310-51300-42000				*	16.04		
			POSTAGE									
		6/01/26	338	202606	310-51300-42500				*	80.25		
			COPIES									
								GOVERNMENTAL MANAGEMENT SERVICES			5,533.59	002997
6/16/26	00398	6/05/26	4730	202606	320-57200-46600				*	4,265.00		
			PERIMETER FENCE REPAINT									
								DUSTIN MACPEEK			4,265.00	002998
6/16/26	00414	6/06/26	611807	202606	320-57200-49400				*	250.00		
			6/6 ENTERTAINMENT - POOL									
								JOHN HUBBS			250.00	002999
6/26/26	00419	6/01/26	742559	202606	320-57200-46600				*	144.56		
			CLEAN CHEMICALS/RESTROOM									
								GEM SUPPLY COMPANY			144.56	003000
6/26/26	00334	6/12/26	9445	202606	320-57200-46600				*	17.96		
			MAINTENANCE SUPPLIES									

*** CHECK DATES 06/01/2026 - 06/30/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
		6/15/26	9451	202606	320	57200-46600				*	89.99		
			MAINTENANCE SUPPLIES										
									CRONIN ACE HARDWARE			107.95	003001
6/26/26	00227	6/02/26	7803280	202606	320	57200-46600				*	98.88		
			JUN PEST CONTROL SERVICE										
									PESTBEAR			98.88	003002
6/26/26	00397	6/13/26	100055	202606	320	57200-46600				*	2,500.00		
			STRAPS-POOL CHAIR/LOUNGE										
									THE POOL AND PATIO SHOP LLC			2,500.00	003003
6/26/26	00019	6/01/26	377899B	202606	320	57200-46800				*	995.00		
			JUN LAKE MAINTENANCE										
									THE LAKE DOCTORS INC			995.00	003004
6/26/26	00271	6/01/26	1187143	202606	320	57200-46100				*	11,859.11		
			JUN LANDSCAPE MAINTENANCE										
		6/16/26	1198976	202606	320	57200-46600				*	847.00		
			NATURES WALK SOD RPLC										
									YELLOWSTONE LANDSCAPE INC			12,706.11	003005

TOTAL FOR BANK C 55,018.92

TOTAL FOR REGISTER 55,018.92

	BOUNCER SLIDE & MORE	Bouncers, Slides, and More Inc. 1915 Bluebonnet Way Fleming Island, FL 32003	Invoice Date: June 6th, 2026 Invoice Number. 06062026.11

	Name / Address	Additional Details:
	Attn: Georgia Hamilton	
	John's Creek	
	Brandy Creek CDD	
	224 Johns Creek Pkwy	
	St. Augustine, FL 32092	

	Description	Quantity	Rate	Discount	SubTotal	Extended
1	20ft Wet Slide	1	$350.00		$300.00	$300.00
2	Generator	1	$125.00		$75.00	$75.00
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Comments:				
RECEIVED MAY 29 2026 BY:	Subtotal			$375.00
	Sales Tax (0.0%)			N/A
	Total			$375.00

5-29-26
Jim Masters

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

05/21/26 9:26AM JDB 555 SALE

48764	1 EA	2.79 EA	N	
ADPTR BARBXMPT 3/8X1/2				2.79
43151	1 EA	2.79 EA	N	
BUSHING 1"SP1/2FPT SCH40				2.79
43124	1 EA	1.99 EA	N	
ELBOW 90DEG 1" SXS SCH40				1.99

SUB-TOTAL:$ 7.57 TAX: $ .00
DISCOUNT: -.76 TOTAL: $ 6.81
CHARGE AMT: 6.81

Total Items:3

==>> JRNL# C12327 INV# 9379/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ .76 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience
today and Enter to win a $500
gift card!
****
To participate
Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is
valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

EK
Y

92-3649

CUST # 10065
TERMS: NET EOM

INV # 009379/1
DATE : 5/21/26
CLERK: JDB
TERM # 555

TIME : 9:26
****
* INVOICE *
****

DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
ADPTR BARBXMPT 3/8X1/2	2.79	2.79 /EA	2.79 N
BUSHING 1"SP1/2FPT SCH40	2.79	2.79 /EA	2.79 N
ELBOW 90DEG 1" SXS SCH40	1.99	1.99 /EA	1.99 N

RECEIVED
MAY 29 2026
BY:

5-29-26
Jim Masters

** AMOUNT CHARGED TO ACCOUNT **	6.81	TAXABLE	0.00
		NON-TAXABLE	7.57
		SUB-TOTAL	7.57
		DISCOUNT	0.76
		TAX AMOUNT	0.00
(JIM MASTERS)		TOTAL INVOICE	6.81

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217 3324

05/22/26 12:55PM MSC 553 SALE

7415136	2 EA	4.99 EA N	
WASP/HRNT KLR LQD 17.5OZ			9.98
4044566	3 EA	6.99 EA N	
FILTER AIR PLEAT 16X25X1			20.97

SUB TOTAL:$	30.95	TAX: $	.00
DISCOUNT:	-3.10	TOTAL: $	27.85
CHARGE AMT:	27.85		

Total Items

==>> JRNL# C12562 INV# 9384/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Tomer Copy

YOU SAVED $ BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

Tell us about your experience today and Enter to win a $500 gift card!

To participate
* Visit: Talkto.AceHardware.com or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 16 or older to enter sweepstakes. Void where prohibited. See rules at: Talkto.AceHardware.com

Reference	Terms	Clerk	Date	Time
	NET EOM	MSC	5/22/26	12:55

DOC# 9384 /1
TERM#553
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
WASP/HRNT KLR LQD 17.5OZ	4.99	2	4.99 /EA	9.98 N
FILTER AIR PLEAT 16X25X1	6.99	3	6.99 /EA	20.97 N

RECEIVED
MAY 29 2026
BY:

5-29-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT ** 27.85

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	30.95
SUBTOTAL	30.95
TD DISCOUNT	-3.10
TAX AMOUNT	0.00
TOTAL AMOUNT	27.85

X
Received By

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

05/27/26 10:50AM ANR 553 SALE

12912	1	EA	7.59 EA	N
CAULK DFLEX230 WHT10.1OZ				7.59
5013123	1	EA	4.59 EA	N
BUTTON PLUG 1/2" WOLF				4.59
56	1	EA	3.99 EA	N
MISC. FASTENERS				3.99

SUB-TOTAL:$ 16.17 TAX: $ .00
DISCOUNT: -1.62 TOTAL: $ 14.55
CHARGE AMT: 14.55

Total Items:3

==>> JRNL# C13375 INV# 9392/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ 1.62 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience
today and Enter to win a $500
gift card!
****
To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is
valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary.
Must be 18 or older to
enter sweepstakes. Void
where prohibited. See rules
at: TalkTo.AceHardware.com

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	ANR	5/27/26	10:50

DOC# 9392 /1
TERM#553
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
CAULK DFLEX230 WHT10.1OZ	7.59	1	7.59 /EA	7.59 N
BUTTON PLUG 1/2" WOLF	4.59	1	4.59 /EA	4.59 N
MISC. FASTENERS	3.99	1	3.99 /EA	3.99 N

RECEIVED
MAY 29 2026
BY:

5-29-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT ** 14.55

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	16.17
SUBTOTAL	16.17
TD DISCOUNT	-1.62
TAX AMOUNT	0.00
TOTAL AMOUNT	14.55

X _____
Received By

DL Williams Electric Co, Inc.

11630 Columbia Park Drive E
Jacksonville, FL 32258
+19042628005
office@dlwilliamselectric.com

D.L. WILLIAMS ELECTRIC COMPANY, INC.

INVOICE

BILL TO	SHIP TO		
Brandy Creek CDD	Brandy Creek CDD	INVOICE	19014
224 Johns Creek Pkwy	224 Johns Creek Pkwy	DATE	05/21/2026
St Augustine, FL 32092	St Augustine, FL 32092	TERMS	Due on receipt

DLW JOB # - NAME
19014 - Brandy Creek

Phase 1 Splash Pool

DESCRIPTION	QTY	RATE	AMOUNT
Description of the work scope: Troubleshoot pool pump not working	1	0.00	0.00
Work requested by: Jim Masters			
Labor, 2 men w/truck. Troubleshoot pool pump not working. Identified bad contactor and overload relay	1	325.00	325.00
Overload relay and contactor, 32-amp	1	175.00	175.00
Labor, 1 Electrician with truck to install and test	1	242.00	242.00

PLEASE CALL OUR OFFICE IF PAYING BY CREDIT CARD. A 3.5% FEE WILL BE ADDED TO THE INVOICE BALANCE.

BALANCE DUE **$742.00**

Ways to pay

BANK

View and pay

RECEIVED
MAY 29 2026
BY:

5-22-26
Jim Masters

USA TODAY CO.

LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
Brandy Creek Cdd		765150	05/31/26
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007734113	May 1- May 31, 2026	$134.56	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$134.56**	

BILLING ACCOUNT NAME AND ADDRESS

Brandy Creek Cdd
Suite 114
475 W Town PL
Saint Augustine, FL 32092-3648

PAYMENT DUE DATE: JUNE 30, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com

FEDERAL ID 47-2390983

Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/.

Date	Description	Amount
5/1/26	Balance Forward	$256.96
5/6/26	PAYMENT - THANK YOU	-$256.96

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
5/5/26	12272873	SAG St Augustine Record	Brandy Creek CDD - May Meeting		$68.64
5/14/26	12324940	SAG St Augustine Record	Notice of Qualifying Period 2026 GE		$65.92

RECEIVED
JUN 02 2026
BY:

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$134.56
Service Fee 3.99%	$5.37
*Cash/Check/ACH Discount	-$5.37
*Payment Amount by Cash/Check/ACH	$134.56
Payment Amount by Credit Card	$139.93

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Brandy Creek Cdd		765150		0007734113		$134.56
CURRENT DUE	**30 DAYS PAST DUE**	**60 DAYS PAST DUE**	**90 DAYS PAST DUE**	**120+ DAYS PAST DUE**	**UNAPPLIED PAYMENTS**	**TOTAL CASH AMT DUE***
$134.56	$0.00	$0.00	$0.00	$0.00	$0.00	**$134.56**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

USA TODAY Media Corp.
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY BY PHONE PLEASE CALL:
1-877-736-7612

TOTAL CREDIT CARD AMT DUE
$139.93

To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/

0000765150000000000000007734113000134566717O

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 05/05/2026
SAG staugustine.com 05/05/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/05/2026

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	$68.64	
Tax Amount:	$0.00	
Payment Cost:	$68.64	
Order No:	12272873	# of Copies:
Customer No:	765150	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETING
BRANDY CREEK
COMMUNITY DEVELOPMENT
DISTRICT

The meeting of the Board of Supervisors of the **Brandy Creek Community Development District** will be held on **Wednesday, May 13, 2026 at 6:30 p.m. at the Phase II Amenity Center, 251 Huffner Hill Circle, St. Augustine, Florida 32092**. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver
District Manager

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Sarah Sweeting
Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 05/14/2026
SAG staugustine.com 05/14/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/14/2026

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	$65.92	
Tax Amount:	$0.00	
Payment Cost:	$65.92	
Order No:	12324940	# of Copies:
Customer No:	765150	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Brandy Creek Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at 4455 Avenue A, Suite 101, St. Augustine, Florida 32095 Phone (904) 823-2238. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a "qualified elector" of the District, as defined in Section 190.003, *Florida Statutes*. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*. The Brandy Creek Community Development District has three (3) seats up for election, specifically seats 1, 3 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.
For additional information, please contact the St. Johns County Supervisor of Elections.

poolsure
AN AQUASOL COMPANY

Invoice

Date 6/1/2026
Invoice# 131295635538

1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Terms	Net 20
Due Date	6/21/2026
PO #	

Bill To

Attn: AP Department
Brandy Creek CDD
224 Johns Creek Parkway
St. Augustine FL 32092

Ship To

Brandy Creek CDD
224 John's Creek Parkway
St. Augustine FL 32092

OUR REMITTANCE ADDRESS HAS CHANGED. Physical payments will only be received at 1707 Townhurst Dr, Houston, TX 77043. Payments sent to any other address may experience delays. LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees.

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	$1,611.49
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	$40.29

Subtotal	$1,651.78
Tax	$0.00
Total	$1,651.78
Amount Paid/Credit Applied	$0.00
Balance Due	$1,651.78

RECEIVED
MAY 22 2026
BY:

Click Here to Pay Now

5-20-26
Jim Masters

131295635538

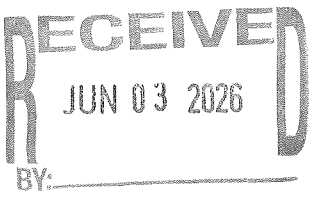
Vesta

Invoice

Invoice #	432818
Date	05/31/2026
Terms	Net 30
Due Date	06/30/2026
Memo	Lifeguard Hours

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092



Description	Quantity	Rate	Amount
Pool monitor	168.43	23.99	4,040.64

Thank you for your business.

Total 4,040.64

Pool Monitors	Pay Rate/ Billable Rate	Hours	Gross Pay
Nikhil Amin	$23.99	31.87	$764.56
Abbey Arnett	$23.99	16.71	$400.87
Karen Arnett	$23.99	4.06	$97.40
Matthew Czepiel	$23.99	15.83	$379.76
Maxwell evans	$23.99	20.19	$484.36
Nathan Johnson	$23.99	11.65	$279.48
Sadie Johnson	$23.99	54.38	$1,304.58
Bridget Spenser	$23.99	4.33	$103.88
Olivia Torrence	$23.99	9.41	$225.75
Totals		**168.43**	**$4,040.64**

May 2026 Pool Monitors

Amin, Nikhil	Arnett, Abbey	Arnett, Karen	Czepiel, Matthew	Evans, Max	Johnson, Nathan	Johnson, Sadie	Spenser, Bridget	Torrence, Olivia
5/5 - 2.28	4/26 - 4.18	4/30 - 1.02	5/3 - 4.08	5/3 - 4.07	4/26 - 4.00	4/26 - 8.10	5/17 - 4.33	5/9 - 5.33
5/7 - 2.57	5/2 - 4.05	5/7 - 1.02	5/10 - 4.00	5/16 - 4.02	5/9 - 1.58	5/2 - 5.07		5/16 - 4.08
5/9 - 4.00	5/23 - 4.33	5/14 - 1.00	5/24 - 3.73	5/17 - 4.03	5/23 - 2.27	5/3 - 8.15		
5/10 - 3.98	5/25 - 4.15	5/21 - 1.02	5/25 - 4.02	5/25 - 8.07	5/24 - 3.80	5/9 - 4.10		
5/11 - 3.20						5/10 - 4.13		
5/13 - 4.35						5/16 - 8.10		
5/17 - 4.02						5/23 - 8.15		
5/18 - 2.62						5/24 - 8.58		
5/19 - 2.62								
5/21 - 2.23								
31.87	**16.71**	**4.06**	**15.83**	**20.19**	**11.65**	**54.38**	**4.33**	**9.41**

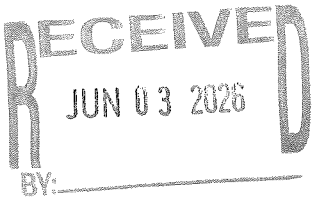
168.43

Vesta

Invoice

Invoice #	432819
Date	05/31/2026
Terms	Net 30
Due Date	06/30/2026
Memo	

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202



Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092

Description	Quantity	Rate	Amount
CDD meeting and Ice cream social	8.8	29.00	255.20

Thank you for your business.

Total 255.20

Non-Contracted Billable Services

Community	Brandy Creek CDD - Johns Creek	Month:	March	
Date of Service	Services Provided	Total Billable hours	Billable Hourly Rate	Amount billable
05.13.2026	Georgia Hamilton - CDD Board Meeting	3.00	$29.00	$87.00
05.29.2026	Georgia Hamilton - Event Ice Cream Social	2.30	$29.00	$66.70
05.29.2026	Virginia Del Prado - Event Ice Cream Social	3.50	$29.00	$101.50
Total		8.80		$255.20

Vesta

Invoice

Invoice #	432522
Date	06/01/2026
Terms	Net 30
Due Date	07/01/2026
Memo	Monthly Fees

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092

RECEIVED
MAY 28 2026
BY:

Description	Quantity	Rate	Amount
Field Management Services	1	6,582.08	6,582.08
Office Administrator & Events Coordinator	1	3,441.58	3,441.58
Janitorial Services	1	2,580.75	2,580.75
Pool Maintenance	1	3,190.92	3,190.92
Pet Waste Disposal Services	1	688.25	688.25

We appreciate your prompt payment.

Total 16,483.58

Atlantic Companies, Inc.
Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
06/19/2026	$3,492.45	05/22/2026

Brandy Creek CDD
224 Johns Creek Pkwy
St Augustine FL 32092

INVOICE NO. 446798

Site: 251 Huffner Hill Cir Jacksonville
Site Address: 251 Huffner Hill Cir
St Augustine FL 32092
Job No.: 93399
Job Name:
Order No.:

6-3-26
Jim Masters

RECEIVED
JUN 10 2026
BY:

Description
If you have any further problems with your system please contact us.
RETURN TRIP
NON-MONITORED
Customer is having issues with their Atrium system and the board need to be replaced.

needed 2 Panels to fix Access Control issues at Phase 2

Service - Security

Item	Quantity	Unit Price	Total
2-Door 4 Reader Encrypted IP Controller Board, No Box	2.00	$1,419.00	$2,838.00
5-Port Gigabit GREENnet Switch	1.00	$30.00	$30.00
Non-Monitored Service rate	4.50 hrs	$225.00	$1,012.50
		Discount	$-388.05
		Sub-Total ex Tax	$3,492.45
		Tax	$0.00
		Total	$3,492.45

"Thank you–we really appreciate your business! Please send payment within 21 days of receiving this invoice.
***IMPORTANT:** Please remember to test your system monthly.*
Need automation for your home? Visit us online at www.smarthome.biz

There will be a 1.5% interest charge per month on late invoices.

Incl. Discount	$-388.05
Sub-Total ex Tax	$3,492.45
Tax	$0.00
Total inc Tax	$3,492.45
Amount Applied	$0.00
Balance Due	$3,492.45

Atlantic Companies, Inc.
Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz

PLEASE PAY BY	AMOUNT	INVOICE DATE
06/19/2026	$3,492.45	05/22/2026

INVOICE NO. 446798

How To Pay

INVOICE NO. 446798

Credit Card (MasterCard, Visa, Amex)

Please add billing zip if not same as address above.

Credit Card No.

Card Holder's Name: _____ CCV: _____

Expiry Date: ___ / ___ Signature: _____

Mail

Detach this section and mail check to:

Atlantic Companies, Inc.
1714 Cesery Blvd
Jacksonville, FL 32211

NAME:	Brandy Creek CDD	DUE DATE:	06/19/2026	AMOUNT DUE:	$3,492.45

Atlantic Companies, Inc.
Tel. 904-743-8444
www.smarthome.biz
sales@smarthome.biz

AMOUNT	DATE ISSUED
$3,492.45	06/10/2026

Brandy Creek CDD
224 Johns Creek Pkwy
St Augustine FL 32092

CREDIT ADJUSTMENT NOTE NO. 449074 FOR INVOICE NO. 446798

Job No.: 93399
Site: 251 Huffner Hill Cir Jacksonville
Site Contact: Jim Masters
Site Phone:

Description

Per Brandon - Brent told him that he went out to both this site and the 224 Johns Creek site as well for job #91726, and changed out the boards at each one, but invoiced out for both jobs on this job instead....Basically, we still need to move one of the boards to job #91726 and charge for only 2.25 hours of labor for inventory and administration purposes for each job....12:08 - Left Jim Masters a vm to disregard this invoice as we will be sending him 2 invoices instead reflecting what was done on each site separately. And collect on both invoices.

Thank you.

Sub-Total	$3,492.45
Tax	$0.00
Total	$3,492.45

CHEROKEE
PRINTING, INC.
3733 Adirolf Rd
Jacksonville, FL 32207
(904)398-2852

RECEIVED
JUN 11 2026
BY:

Invoice

Date	Invoice #
6/10/2026	68108

Bill To	Ship To
Brandy Creek CDD 475 West Town Place Suite 114 St Augustine, FL 32092	

Job No	P.O. Number	Terms	Ship	Via
		Due on receipt	6/10/2026	

Quantity	Item Code	Description	Amount
		Brandy Creek CDD	
583	CASS Certify	Load, read, convert files, CASS Certify addresses to enable automation based postage rates: Create automation based sack/tray tags & postal documents: format for inkjet addressing	75.00
1	Form Layout	Form layout & preparation	37.50
583	Printing	Laser 1 sheet front & back	204.05
583	Fold	Fold Materials	37.56
583	Insert	Insert one piece into #10 envelope, seal, sort and mail, Standard Rate	52.59
603	Printing	#10 Window envelope printed one color black ink	155.05
583	Postage	Postage	454.74

Total $1,016.49

om

ge 18+
y prize

YOU FOR SHOPPING AT
.ROWIN ACE SAINT JOHNS
.043 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

ONIN ACE SAINT JOHNS
COUNTY ROAD 210 WEST
SUITE 101
AINT JOHNS, FL 32259
PHONE: (904) 217-3324

nce	Terms	Clerk	Date	Time
	NET EOM	JDB	6/ 5/26	10:25

06/05/26 10:24AM JDB 553 SALE

/4074	1	EA	9.99 EA	N
FLY NZL SPRYR 5"				9.99
/5217	2	EA	9.99 EA	N
SPRAYR NOZZLE BRASS				19.98

SUB TOTAL:$ 29.97 TAX: $ .00
DISCOUNT: -3.00 TOTAL: $ 26.97
CHARGE AMT: 26.97

DOC# 9427 /1
TERM#553
* INVOICE *

TAX : 002 FLORIDA TAX - ST. JOH

Total Items:3

>> JRNL# C15366 INV# 9427/1
CUST NO: 10C65
ACE REWARDS ID # 19825402843

Customer Copy

L	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
1	SPRYR 5"	9.99	1	9.99 /EA	9.99 T
2	OZZLE BRASS	9.99	2	9.99 /EA	19.98 T

YOU SAVED $ 3.00 BY SHOPPING AT
CROWIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

Tell us about your experience
today and Enter to win a $500
gift card!

To participate
Visit: TalkTo.AceHardware.com
Or Text HELPFUL to 223439

This survey invitation is
valid for 72 hours

Store # 16059
Survey approximately 5 mins

No purchase necessary.
Must be 18 or older to
enter sweepstakes. Void
where prohibited. See rules
at: TalkTo.AceHardware.com

RECEIVED
JUN 10 2026
BY:

6-10-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT **	26.97	TAXABLE	0.00
		NON-TAXABLE	29.97
(JIM MASTERS)		SUBTOTAL	29.97
		TD DISCOUNT	-3.00
		TAX AMOUNT	0.00
		TOTAL AMOUNT	26.97

X _____
Received By

First Place Fitness Equipment, Inc.
8805 Southside Blvd.
Jacksonville, FL 32256
904-998-0738
www.FirstPlaceFitnessEquipment.com

Invoice

Date	Invoice #
3/19/2026	WO-48679

Bill To	Ship To
Johns Creek Brandy Creek CDD 224 Johns Creek Parkway St. Augustine, FL 32092 904-230-4208 jmasters@vestapropertyservices.c...	Johns Creek Brandy Creek CDD 224 Johns Creek Parkway St. Augustine, FL 32092

P.O. No.		Terms		Rep	Z-NB

Item	Description	Qty	Site	Rate	Amount
$149.95 Comme...	Was able to remove the screw and get console replaced. Stairclimber is functional again. SERVICE:$149.95 Hourly Rate - Commercial	1		149.95	149.95

RECEIVED
JUN 10 2026
BY:

6-10-26
Tim Masters

Customer's Signature _____

INVOICE TERMS AND CONDITIONS - READ CAREFULLY

****All orders that are canceled will be subject to a canceled order /restocking fee of 50% of the value of the order.****
Payment Policy: All orders must be paid in full before leaving the store or being scheduled for delivery. If a deposit has been made, the remaining balance must be paid in full prior to pickup or delivery. No exceptions.

1. All sales and quotations made by Seller are subject to each of the within terms and conditions.
2. All unpaid items will be subject to a late payment fee computed at the rate of one and one-half percent (1-1/2%) per month (an effective rate of eighteen percent (18%) per annum) on the declining balance unpaid for more than thirty (30) days after the date of this invoice. Buyer shall pay Seller all costs of collection on past due accounts, including, but not limited to, reasonable attorney's fees, whether or not litigation is commenced in aid thereof.
3. This agreement shall be deemed for all purposes to been made in Duval County, Florida and shall be governed by and construed in accordance with the laws of Florida. Any cause of action arising from this contract shall be brought only in Florida court, which shall have sole jurisdiction over all controversies arising hereunder.
4. Shipping dates are approximate and are not guaranteed. Seller shall not be liable for failure to deliver or perform or for delays in delivery or performance occasioned by causes beyond its control, including, without limitation, strikes, lockouts, fires, accidents, interruptions in the supply of materials,breakdowns, delays in carriers or suppliers and governmental action and regulations.
5. All special order are final and are non-refundable and no-returnable. All non-special orders are non-refundable and non-returnable unless First Place Fitness Equipment Inc. has issued written permission that said product may be returned for credit. Any and all permission to return product for credit is at the sole discression of First Place Fitness Equipment, Inc.
6. Unless otherwise specified herein, Seller reserves the right to make deliveries in installments. Delay in delivery of any installment shall not relieve Buyer of its obligation to pay for all installments received.
7. Sell's failure to strictly enforce any terms or conditions of this agreement or to exercise any right arising hereunder shall not constitute a waiver of Seller's right to strictly enforce such term or condition or exercise such right thereafter. Each right or remedy granted to Seller hereunder shall be deemed cumulative and may be exercised from time to time. Any waiver of Buyer's default hereunder must be in writing and shall not operate as a waiver of any other default or of the same default thereafter.

Subtotal	$149.95
Sales Tax (7.5%)	$0.00
Total	$149.95
Payments/Credits	$0.00

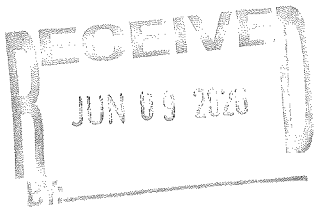
Balance Due
$149.95

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 338
Invoice Date: 6/1/26
Due Date: 6/1/26
Case:
P.O. Number:

Bill To:
Brandy Creek CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - June 2026		5,223.33	5,223.33
Information Technology - June 2026		150.75	150.75
Community Website Services - June 2026		62.50	62.50
Office Supplies		0.72	0.72
Postage		16.04	16.04
Copies		80.25	80.25

Total	$5,533.59
Payments/Credits	$0.00
Balance Due	$5,533.59

INVESTMENT PAINTING
904-307-6649
Painting-Pressure Washing
Stucco Repair

Investment Painting of North Florida

JOB	#4730
INVOICE	#4730
SERVICE DATE	Jun 05, 2026
INVOICE DATE	Jun 05, 2026
PAYMENT TERMS	Upon receipt
DUE DATE	Jun 05, 2026
AMOUNT DUE	**$4,265.00**

Brandy Creek CDD
Vesta
251 Huffner Hill Circle
St. Augustine, FL 32092

(904) 716-1370
jmasters@vestapropertyservices.com

SERVICE ADDRESS

224 John's Creek Parkway
St. Augustine, FL 32092

CONTACT US

229 South Torwood Drive
Saint Johns, FL 32259

(904) 307-6649
Investmentpaintingfl@yahoo.com

INVOICE

Commercial painting at amenity center for perimeter fence repaint	1.0	$5,265.00	$5,265.00

Pressure wash aluminum fence and Paint 928 linear feet of aluminum fence around property same color with Sherwin williams pro industrial direct to metal paint.

Cover walkways near pool area and spray fence for a factory like finish

Price includes labor materials and taxes

RECEIVED
JUN 10 2026
BY:

6-10-26
Jim Masters

Subtotal	$5,265.00
Job Total	**$5,265.00**
Amount Due	**$4,265.00**

Payment History

Feb 15	Sun 11:15am	Check	$1,000.00

RECEIVED
JUN 10 2026
BY:

611807

Invoice

SOLD TO: Brandy Creek CDD	SHIP TO: JOHN HUBBS
ADDRESS: 224 JOHNS CREEK PKWY	ADDRESS: 281 S. FIELD CREST DR
CITY, STATE, ZIP: ST. AUGUSTINE FL 32092	CITY, STATE, ZIP: ST. AUGUSTINE FL 32092

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B	DATE
	JOHN			6/6/26

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		ENTERTAINMENT for JUNE 6th. at POOL			250—

6/10-26
Jim Masters

All-Brite Sales Company
1.800.637.2207 All-Britesales.com
GEM SUPPLY COMPANY

Shipment Confirmation

All-Brite - Gem Supply JAX
2204 Haines St
Jacksonville, FL 32206
gemsupply.net

Phone 904-354-4687
Fax

Order # 742559 B/O 00 Rel 00

14:01 06/01/26 TS
10:35 06/01/26 TS
Page 1/1
BR/WHSE USER REPRINT
01/02 MC 2

S O L D T O	Brandy Creek CDD-Vesta 224 Johns Crek Pkwy St Augustine Fl 32092	S H I P T O	Brandy Creek CDD-Vesta 224 Johns Crek Pkwy St Augustine Fl 32092

Buyer: Jennifer Meadows
Tel 904-230-4208 Fax

ORDER DATE	CUSTOMER NUMBER	CUSTOMER P/O NUMBER	TERMS CODE	TAX CODE	SHIP VIA	SALES PERSON	JOB ID/NAME
06/01/26	0048450		NET 30 DAYS	EXEMPT/0.000% Tk T17/001		Nick Athanaseas	

LN#	Q-ORD	Q-SHP	Q-B/O	PRODUCT	UOM	UNIT-PRICE	DISC%	EXTENSION

***** Special Instructions *****
* Closed on Thursday's must call *
* Jim 904-716-1370 to meet *
****

1)	1	1	0	SP-1062-GL Disinfectant Cleaner DMQ Damp Mop, 4x1 Gal	CS	67.3258		$67.33
2)	1	1	0	SP-7496-GL Disinfectant Spartan NABC Cleaner Non-Acid 4Gl/Case	CS	67.2387		$67.24

6.3.26
Jim Mastos

RECEIVED
JUN 19 2026
BY:

Sub-Total..	134.5
Fuel Surcharg..	9.9
Tax	0.0
Order Total	144.5

** WEIGHT SUMMARY **

Cleaning Chemicals.....	35
Restroom Products.....	36

TOT: 2 2 0

Received in Good Condition:
X:_____

Gem Supply Company
407-849-6163
1312 W Washington Street
Orlando, FL 32805

Ship Date 06/02/26 Loc
Volume _____ Picked by TS
Weight _____
Pieces _____ Packed by _____
Pallet _____
Pkgs _____ Checked by _____
Ctns _____
Lnth _____ Loaded by _____

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

06/12/26 10:21AM JDB 553 SALE

5078531 4 EA 4.99 EA N
KEY SCHLAGE SC1 250PK 19.96

SUB TOTAL:$ 19.96 TAX: $ .00
DISCOUNT: -2.00 TOTAL: $ 17.96
CHARGE AMT: 17.96

Total Items: 4

==>> JRNL # C17535 INV# 9445/1
CUST NO: 10065
ACE REWARDS ID # 19025402843

Customer Copy

YOU SAVED $ 2.00 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

Tell us about your experience today and Enter to win a $500 gift card!

To participate
* Visit: talkto.AceHardware.com
or Text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 16 or older to enter sweepstakes. Void where prohibited. See rules at: talkto.AceHardware.com

Reference	Terms	Clerk	Date	Time
	NET EOM	JDB	6/12/26	10:21

DOC# 9445 /1
TERM#553
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
KEY SCHLAGE SC1 250PK	4.99	4	4.99 /EA	19.96 N

RECEIVED
JUN 17 2026
BY:

6-17-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT ** 17.96

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	19.96
SUBTOTAL	19.96
TD DISCOUNT	-2.00
TAX AMOUNT	0.00
TOTAL AMOUNT	17.96

X _____
Received By

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

06/15/26 1:49PM ALR 553 SALE

4705576 1 EA 99.99 EA N
SUMP PUMP 1/3HP VERTICAL 99.99

SUB TOTAL:$ 99.99 TAX: $ .00
DISCOUNT: -10.00 TOTAL: $ 89.99
CHARGE AMT: 89.99

Total Items:1

>>> JRNL# C18333 INV# 9451/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ 10.00 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

Tell us about your experience
today and Enter to win a $500
gift card!

To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is
valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary.
Must be 18 or older to
enter sweepstakes. Void
where prohibited. See rules
at: TalkTo.AceHardware.com

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	ALR	6/15/26	1:49

TERM#553

DOC# 9451 /1
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
UMP PUMP 1/3HP VERTICAL	99.99	1	99.99 /EA	99.99 N

RECEIVED
JUN 17 2026
BY:

6-17-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT ** 89.99

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	99.99
SUBTOTAL	99.99
TD DISCOUNT	-10.00
TAX AMOUNT	0.00
TOTAL AMOUNT	89.99

X _____
Received By

Statement

From: customerservice@pestbear.com (customerservice@pestbear.com)

To: brandycreekmanager@yahoo.com

Date: Thursday, June 11, 2026 at 08:26 AM EDT

STATEMENT

Statement Date: 06/11/26 PESTBEAR JACKSONVILLE 5274 Ramona Blvd. Jacksonville, FL 32205 813-818-9898	**Bill To [275238]** BRANDY CREEK 224 JOHNS CREEK PKWY ST AUGUSTINE, FL 32092-5054

Date	Invoice	Description	Amount	Balance	Due
Service Address: CDD, BRANDY CREEK 251 HUFFNER HILL CIR, ST AUGUSTINE, FL 32092-2941					
06/02/26	7803280	Pest Control Service	98.88	98.88	98.88

Current	30 Days	60 Days	Over 90 Days	Total
98.88	0.00	0.00	0.00	98.88

customerportal.myserviceaccount.com

RECEIVED
JUN 17 2026
BY:

6-17-26
Jim Masters

THE POOLand Patio Shop
1408 Griflet Rd
Jacksonville, Fl 32211

Invoice

Number	100055
Date	6/13/2026

Bill To
John's Creek HOA

Ship To

PO Number	Terms	Project

Date	Description	Hours	Rate	Amount
	Replace straps on pool chair	10	$60.00	$600.00
	replace straps on chaise lounge	20	$85.00	$1,700.00
	Pickup\Delivery		$200.00	$200.00

RECEIVED
JUN 17 2026
BY:

Amount Paid	$0.00	Discount	$0.00
Amount Due	$2,500.00	Shipping Cost	$0.00
		Sub Total	$2,500.00
		Total	$2,500.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$2,500.00	$0.00	$0.00	$0.00	$2,500.00

6.17.26
Jim Masters

MAKE CHECK PAYABLE TO:

The Lake Doctors, Inc.
Aquatic Management Services

Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

VISA MasterCard

CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ *Please check if address below is incorrect and indicate change on reverse side*

BRANDY CREEK CDD-JOHNS CREEK
JIM MASTERS
224 Johns Creek Parkway
St. Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
709617	6/1/2026	$995.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

00000000022737001000000037789900000009950059

Please return this invoice with your payment and notify us of any changes to your contact information.

BRANDY CREEK CDD-JOHNS CREEK Johns Creek Pkwy St. Augustine, FL 32092

Invoice Due Date 7/1/2026 **Invoice 377899B** **PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
6/1/2026	Water Management - Twice per month		$995.00	$0.00	$995.00

RECEIVED
JUN 19 2026
BY:

6-3-26

Please remit payment for this month's invoice.

Jim Masters

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

Credits $0.00

Adjustment $0.00

AMOUNT DUE

Total Account Balance including this invoice: $995.00

This Invoice Total: $995.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 709617
Portal Registration #: FBB0BC4A
Customer E-mail(s): Jmasters@vestapropertyservices.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

YELLOWSTONE LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
1187143	6/1/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 1, 2026

Invoice Amount: $11,859.11

Description	Current Amount
Monthly Landscape Maintenance June 2026	$11,859.11

RECEIVED
JUN 19 2026
BY:

Invoice Total **$11,859.11**

6-3-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE
LANDSCAPE

INVOICE #	INVOICE DATE
1198976	6/16/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 16, 2026

Invoice Amount: $847.00

Description	Current Amount
Natures Walk Sod Replacement	
Sod Installation McDonalds Side of road -	$847.00
Invoice Total	**$847.00**

RECEIVED
JUN 17 2026
BY:

6-17-26
Jim Masters
& Marla

Should you have any questions or inquiries please call (386) 437-6211.

*** CHECK DATES 06/01/2026 - 06/30/2026 ***
BRANDY-CAPITAL RESERVE FUND
BANK B CAPITAL RESERVE FUND

CHECK DATE	VEND#	.....INVOICE..... DATE	INVOICE	...EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
6/16/26	00057	6/10/26	15694	202606	600	53800-61000			CHILLER MEDIC INC	*	10,150.00	10,150.00	000202
						AC SYSTEM-PH1 FIT CENTER							

TOTAL FOR BANK B 10,150.00

TOTAL FOR REGISTER 10,150.00

Chiller Medic Inc
8933 Western Way Suite 18
Jacksonville, FL 32256

Invoice 15694
Invoice Date 6/10/2026
Completed Date 6/10/2026
Payment Term Net 30
Due Date 7/10/2026

Billing Address
Brandy Creek CDD
224 Johns Creek Parkway
St. Augustine, FL 32092 USA

Job Address
Vesta propertys
251 Huffner Hill Circle
St. Augustine, FL 32092 USA

Description of work

Install new unit

Service #	Description	Quantity	Your Price	Total
05 Estimate	Install a new 3 ton 14.3 seer2 run tru by trane heat pump system with a 5kw heater. Will connect to the existing line set electrical and ductwork. Will pressure and pull a vacumn on the system. Has a 10 year part warranty Has a 1 year labor warranty Has a 1 year safety switch warranty. This unit uses 454B refrigerant.	1.00	$10,150.00	$10,150.00

Sub-Total	$10,150.00
Tax	$0.00
Total	$10,150.00
Payment	$0.00
Balance Due	$10,150.00

Thank you for choosing Chiller Medic.

I have authority to order the work outlined above which has been satisfactorily completed. I agree that seller retains title to equipment/materials furnished until final payment is made. if payment is not made as agreed seller can remove said equipment/materials at sellers expense and or impose a 2% liquidation fee on the entire amount contained in the seller/buyer transaction. any damage resulting from said removal shall not be the responsibility of seller.

Date 6/10/2026

All materials, parts and equipment are warranted by the manufacturers or suppliers written warranty only. All labor preformed by Chiller Medic Inc is warrantied for 30 days. Chiller Medic Inc makes no other warranties, express or implied, and its technicians are not authorized to make any such warranties on behalf of Chiller Medic Inc.

Date 6/10/2026

Replacement AC system

Phase 1 Fitness Center

RECEIVED
JUN 10 2026
BY:

6-10-26
J. Masters

*** CHECK DATES 07/01/2026 - 07/31/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/13/26	00334	6/18/26	9458	202606	320-57200-46600			*	8.60		
			MAINTENANCE SUPPLIES								
		6/23/26	9473	202606	320-57200-46600			*	5.39		
			MAINTENANCE SUPPLIES								
		7/07/26	9521	202607	320-57200-46600			*	16.19		
			MAINTENANCE SUPPLIES								
		7/08/26	9525	202607	320-57200-46600			*	38.70		
			MAINTENANCE SUPPLIES								
							CRONIN ACE HARDWARE			68.88	003006
7/13/26	00364	7/08/26	19015	202607	320-57200-46600			*	3,670.00		
			PH2 TRBLESHT/RP POLE LGHT								
							DL WILLIAMS ELECTRIC CO, INC.			3,670.00	003007
7/13/26	00378	6/30/26	7778365	202606	310-51300-48000			*	241.60		
			6/17 BUDG/ASSESS#12394958								
		6/30/26	7778365	202606	310-51300-48000			*	185.60		
			3/27 BC CDD #12426023								
		6/30/26	7778365	202606	310-51300-48000			*	99.92		
			6/3 RULE DEVELOP#12351141								
		6/30/26	7778365	202606	310-51300-48000			*	159.76		
			6/10 RULEMAKING #12351198								
		6/30/26	7778365	202606	310-51300-48000			*	108.08		
			6/24 BUDG FY27 #12393618								
							USA TODAY MEDIA CORP			794.96	003008
7/13/26	00030	7/01/26	339	202607	310-51300-34000			*	5,223.33		
			JUL MANAGEMENT FEES								
		7/01/26	339	202607	310-51300-35100			*	150.75		
			JUL INFO TECH								
		7/01/26	339	202607	320-57200-34300			*	62.50		
			JUL COMMUMITY WEB SRVCS								
		7/01/26	339	202607	310-51300-51000			*	.54		
			OFFICE SUPPLIES								
		7/01/26	339	202607	310-51300-42000			*	49.47		
			POSTAGE								
		7/01/26	339	202607	310-51300-42500			*	9.00		
			COPIES								
		7/01/26	339	202607	310-51300-41000			*	42.12		
			TELEPHONE								
							GOVERNMENTAL MANAGEMENT SERVICES			5,537.71	003009
7/13/26	00401	7/07/26	90015342	202607	320-57200-46600			*	300.00		
			PH2 AMENITY CENTER								
							STORM CLEAN INC			300.00	003010

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/13/26	00341	7/01/26	13129563	202607	320-57200-46250			*	1,651.78		
			JUL POOL CHEMICALS								
							POOLSURE			1,651.78	003011
7/13/26	00269	6/22/26	12996532	202606	320-57200-49400			*	595.00		
			6/27 PRE-4TH OF JUL PARTY								
							PROGRESSIVE ENTERTAINMENT			595.00	003012
7/13/26	00019	7/01/26	386664B	202607	320-57200-46800			*	995.00		
			JUL LAKE MAINTENANCE								
							THE LAKE DOCTORS INC			995.00	003013
7/13/26	00376	6/26/26	4186	202606	320-57200-49000			*	9,800.00		
			J. CREEK GOLD/PINE STRAW								
							HOME-FIELD ADVANTAGE LANDSCAPING			9,800.00	003014
7/13/26	00286	6/30/26	433403	202606	320-57200-34600			*	11,395.97		
			POOL MONITOR								
		7/01/26	433085	202607	320-57200-34700			*	6,582.08		
			JUL FIELD MANAGEMENT SRVC								
		7/01/26	433085	202607	320-57200-34400			*	3,441.58		
			JUL OFFICE ADMIN/EVENTS								
		7/01/26	433085	202607	320-57200-34200			*	2,580.75		
			JUL JANITORIAL SERVICES								
		7/01/26	433085	202607	320-57200-46200			*	3,190.92		
			JUL POOL MAINTENANCE								
		7/01/26	433085	202607	320-57200-46700			*	688.25		
			JUL WASTE DISPOSAL SRVCS								
							VESTA PROPERTY SERVICES, INC.			27,879.55	003015
7/13/26	00271	7/01/26	1213426	202607	320-57200-46100			*	11,859.11		
			JUL LANDSCAPE MAINTENANCE								
		7/06/26	1214953	202606	320-57200-46300			*	917.86		
			JUN IRRIGATION REPAIRS								
							YELLOWSTONE LANDSCAPE INC			12,776.97	003016
7/30/26	00418	7/07/26	68348	202607	310-51300-42500			*	561.75		
			FY27 ASMNT MAILED NOTICES								
		7/07/26	68348	202607	310-51300-42000			*	454.74		
			FY27 ASMNT MAILED NOTICES								
							CHEROKEE PRINTING INC			1,016.49	003017
7/30/26	00372	4/15/26	3730730	202603	310-51300-31500			*	1,997.00		
			MAR GENERAL SERVICES								
		6/29/26	3763942	202605	310-51300-31500			*	2,850.88		
			MAY GENERAL SERVICES								

*** CHECK DATES 07/01/2026 - 07/31/2026 *** BRANDY CREEK - GENERAL FUND
BANK C BRANDY - HANCOCK GF

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		7/22/26	3778151 JUN GENERAL SERVICES	202606	310	51300-31500				*	281.50		
									KUTAK ROCK LLP			5,129.38	003018
7/30/26	00227	6/24/26	7803227 JUN PEST JOHNS CREEK PKWY	202606	320	57200-46600				*	136.49		
									PESTBEAR			136.49	003019
7/30/26	00201	7/13/26	21842 CLUB HOUSE-REMOVED TREES	202607	320	57200-49000				*	3,850.00		
									TAYLOR TREE SERVICES INC			3,850.00	003020
7/30/26	00271	7/13/26	1220892 POCKET PARK EXCAVATE/SOD	202607	320	57200-49000				*	3,107.71		
		7/13/26	1220893 OAK TREE TREATMENT PART 1	202607	320	57200-49000				*	919.00		
									YELLOWSTONE LANDSCAPE INC			4,026.71	003021

TOTAL FOR BANK C 78,228.92

TOTAL FOR REGISTER 78,228.92

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

06/18/26 11:29AM JDB 555 SALE

4039079	2	EA	1.79 EA	N
TUBE VINYL 1/2ID X 3/40D				3.58
44622	2	EA	2.99 EA	N
CLAMP HOSE 7/16"TO 1" SS				5.98

SUB-TOTAL:$ 9.56 TAX: $ .00
DISCOUNT: -.96 TOTAL: $ 8.60
CHARGE AMT: 8.60

Total Items:4

==>> JRNL# C18870 INV# 9458/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ .96 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience
today and Enter to win a $500
gift card!
****
To participate
* Visit: TalkTo.AceHardware.com
or text HELPFUL to 223439

* This survey invitation is
valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary.

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

:K

2-3649

CUST # 10065
TERMS: NET EOM

INV # 009458/1
DATE : 6/18/26
CLERK: JDB
TERM # 555

TIME :11:29
****
* INVOICE *
****

DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
UBE VINYL 1/2ID X 3/40D	1.79	1.79 /EA	3.58 N
LAMP HOSE 7/16"TO 1" SS	2.99	2.99 /EA	5.98 N

RECEIVED
JUL 03 2026
BY:

6-26-26
Jim Masters

* AMOUNT CHARGED TO ACCOUNT ** 8.60

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	9.56
SUB-TOTAL	9.56
DISCOUNT	0.96
TAX AMOUNT	0.00
TOTAL INVOICE	8.60

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

06/23/26 11:24AM ANR 553 SALE

409.6667 1 EA 5.99 EA N
GREASE SILICONE 0.5OZ 5.99

SUB TOTAL:$ 5.99 TAX: $ .00
DISCOUNT: -.60 TOTAL: $ 5.39
CHANGE AMT: 5.39

Total Items:1

==>> JRNL# C20071 INV# 9473/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ .60 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: Talk1o.AceHardware.com
or Text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: Talk1o.AceHardware.com

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

Reference	Terms	Clerk	Date	Time
	NET EOM	ANR	6/23/26	11:24

TERM#553

DOC# 9473 /1
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
GREASE SILICONE 0.5OZ	5.99	1	5.99 /EA	5.99 N

6-26-26

Jim Masters

RECEIVED
JUL 03 2026
BY:

** AMOUNT CHARGED TO STORE ACCOUNT ** 5.39

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	5.99
SUBTOTAL	5.99
TD DISCOUNT	-0.60
TAX AMOUNT	0.00
TOTAL AMOUNT	5.39

X _____
Received By

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

07/07/26 10:42AM ANR 553 SALE

6405391 1 EA 17.99 EA N
FLEK TAPE 4"X5' BLK 17.99

SUB-TOTAL:$ 17.99 TAX: $ .00
DISCOUNT: -1.80 TOTAL: $ 16.19
CHARGE AMT: 16.19

Total Items:1

==>> JRNL# C23146 INV# 9521/1
CUST NO: 10065
ACE REWARDS ID # 19825402843

Customer Copy

YOU SAVED $ 1.80 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: TalkTo.AceHardware.com

Reference	Terms	Clerk	Date	Time
	NET EOM	ANR	7/ 7/26	10:42

DOC# 9521 /1
TERM#553
****
* INVOICE *
****

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
FLEX TAPE 4"X5' BLK	17.99	1	17.99 /EA	17.99 N

RECEIVED
JUL 08 2026
BY:

7-8-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT ** 16.19

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	17.99
SUBTOTAL	17.99
TD DISCOUNT	-1.80
TAX AMOUNT	0.00
TOTAL AMOUNT	16.19

X _____
Received By

CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
PHONE: (904) 217-3324

THANK YOU FOR SHOPPING AT
CRONIN ACE SAINT JOHNS
2843 COUNTY ROAD 210 WEST
SUITE 101
SAINT JOHNS, FL 32259
(904) 217-3324

07/08/26 10:43AM ANR 553 SALE

1395001 SPRYPNT 2X GLS BLACK	1 EA	7.99 EA N	7.99
2256010 CM HEX KEY ST SAE/MM 2PK	1 EA	18.39 EA SN	18.39
Regular Price:			22.99
You Saved :			4.60
2030506 DW WIRE CUP COARSE 3"	1 EA	6.59 EA N	6.59
52375 CONCRETE MIX 60#QUIKRETE	1 EA	7.99 EA N	7.99

SUB-TOTAL:$ 40.96 TAX: $ .00
DISCOUNT: -2.25 TOTAL: $ 38.70
CHARGE AMT: 38.70

Total Items:4

==>> JRNL# C23346 INV# 9525/1
CUST NO: 10065
ACE REWARDS ID # 19825402643

Customer Copy

YOU SAVED $ 6.85 BY SHOPPING AT
CRONIN ACE SAINT JOHNS

ACE STORE NUMBER
16059

****
Tell us about your experience today and Enter to win a $500 gift card!
****
To participate
* Visit: TalkTo.AceHardware.com or text HELPFUL to 223439

* This survey invitation is valid for 72 hours

* Store # 16059
* Survey approximately 5 mins

No purchase necessary. Must be 18 or older to enter sweepstakes. Void where prohibited. See rules at: TalkTo.AceHardware.com

Reference	Terms	Clerk	Date	Time
	NET EOM	ANR	7/ 8/26	10:43

DOC# 9525 /1
****
* INVOICE *
****

TERM#553

TAX : 002 FLORIDA TAX - ST. JOH

DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
SPRYPNT 2X GLS BLACK	7.99	1	7.99 /EA	7.99 N
M HEX KEY ST SAE/MM 2PK	22.99	1	18.39 /EA	18.39 SN
W WIRE CUP COARSE 3"	6.59	1	6.59 /EA	6.59 N
ONCRETE MIX 60#QUIKRETE	7.99	1	7.99 /EA	7.99 N

RECEIVED
JUL 08 2026
BY:

7-8-26
Jim Masters

** AMOUNT CHARGED TO STORE ACCOUNT ** 38.70

(JIM MASTERS)

TAXABLE	0.00
NON-TAXABLE	40.96
SUBTOTAL	40.96
TD DISCOUNT	-2.26
TAX AMOUNT	0.00
TOTAL AMOUNT	38.70

X _____
Received By

DL Williams Electric Co, Inc.
11630 Columbia Park Drive E
Jacksonville, FL 32258
+19042628005
office@dlwilliamselectric.com

INVOICE

BILL TO
Brandy Creek CDD
224 Johns Creek Pkwy
St Augustine, FL 32092

SHIP TO
Brandy Creek CDD
224 Johns Creek Pkwy
St Augustine, FL 32092

INVOICE # 19015
DATE 07/08/2026

TERMS Due on receipt

DLW JOB # - NAME
19015 - Brandy Creek

DESCRIPTION	QTY	RATE	AMOUNT
Labor and materials to troubleshoot lighting issues reported at second pool house. After investigation, we found a bad transformer and photo cell which were replaced along with a wiring issued on an outside GFI Outlet. Finally we also replaced a lamp and ballast in pole light.			
Material	1	499.00	499.00
Labor	1	3,171.00	3,171.00

PLEASE CALL OUR OFFICE IF PAYING BY CREDIT CARD, A 3.5% FEE WILL BE ADDED TO THE INVOICE BALANCE.

BALANCE DUE **$3,670.00**

Ways to pay

BANK

View and pay

Work Done At Phase 2

RECEIVED
JUL 08 2026
BY:

7-8-26
Jim Masters

Florida State License # EC13010341

USA TODAY CO.

LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
Brandy Creek Cdd		765150	06/30/26
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007778365	Jun 1- Jun 30, 2026	$794.96	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$794.96**	

BILLING ACCOUNT NAME AND ADDRESS

Brandy Creek Cdd
Suite 114
475 W Town PL
Saint Augustine, FL 32092-3648

PAYMENT DUE DATE: JULY 31, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com

FEDERAL ID 47-2390983

Immediate Action Required: Enroll in E-Invoicing. USA TODAY Co. has discontinued mailed invoices as we move to paperless billing. If you received this by mail, enroll today to avoid invoice delivery interruption: https://gcil.my.site.com/financialservicesportal/s/e-invoicing.

Date	Description	Amount
6/1/26	Balance Forward	$134.56
6/15/26	PAYMENT - THANK YOU	-$134.56

Legal Advertising:

Date range	Product	Order Number	Description	PO Number	Runs	Ad Size	Net Amount
6/17/26	SAG St Augustine Record	12394958	Budget Hearing & Assessment Hearing		1	2.0000 x 10 in	$241.60

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/27/26	12426023	SAG St Augustine Record	Brandy Creek CDD -		$185.60
6/3/26	12351141	SAG St Augustine Record	Notice of Rule Development		$99.92
6/10/26	12351198	SAG St Augustine Record	Notice of Rulemaking		$159.76
6/24/26	12393618	SAG St Augustine Record	Budget Hrg FY27	Budget Hrg FY27	$108.08

RECEIVED
JUL 06 2026
BY:

USA TODAY CO.
LocaliQ

ACCOUNT NAME	ACCOUNT NUMBER	INVOICE PERIOD	INV DATE
Brandy Creek Cdd	765150	Jun 1- Jun 30, 2026	06/30/26

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$794.96
Service Fee 3.99%	$31.72
*Cash/Check/ACH Discount	-$31.72
*Payment Amount by Cash/Check/ACH	$794.96
Payment Amount by Credit Card	$826.68

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Brandy Creek Cdd		765150		0007778365		$794.96
CURRENT DUE	**30 DAYS PAST DUE**	**60 DAYS PAST DUE**	**90 DAYS PAST DUE**	**120+ DAYS PAST DUE**	**UNAPPLIED PAYMENTS**	**TOTAL CASH AMT DUE***
$794.96	$0.00	$0.00	$0.00	$0.00	$0.00	**$794.96**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)	TO PAY BY PHONE PLEASE CALL:	TOTAL CREDIT CARD AMT DUE
USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244	1-877-736-7612	$826.68
	To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/	

0000765150000000000000077783650007949667175

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Brandy Creek Cdd
Brandy Creek Cdd
475 W Town PL
Suite 114

St Augustine FL 32092-3649

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:
SAG St Augustine Record 03/27/2026
SAG staugustine.com 03/27/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/27/2026

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	$185.60	
Tax Amount:	$0.00	
Payment Cost:	$185.60	
Order No:	12197333	# of Copies:
Customer No:	970541	0
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Brandy Creek Community Development District ("District"), located in the St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis related to the District's capital improvement plan, including stormwater management system, landscaping improvements, hardscape, recreation, utilities, roadway improvements, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All applicants interested must submit eight (8) copies of Standard Form No. 330 and Qualification Statement by 5:00 p.m. on April 29, 2026 to the attention of Sarah Sweeting ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations for a continuing contract. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars ($10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Brandy Creek Cdd
Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/03/2026
SAG staugustine.com 06/03/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/03/2026

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	$99.92	
Tax Amount:	$0.00	
Payment Cost:	$99.92	
Order No:	12351141	# of Copies:
Customer No:	765150	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF RULE DEVELOPMENT BY THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

In accordance with Chapters 120 and 190, *Florida Statutes*, the Brandy Creek Community Development District ("District") hereby gives notice of its intention to develop revised Rules of Procedure to govern the operations of the District. The proposed rule number is 2026-1.

The revised Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings, competitive purchase including procedure under the Consultants' Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, prequalification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the revised Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The specific grant of rulemaking authority for the adoption of the proposed revised Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes*. The specific laws implemented in the proposed revised Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 190.006, 190.007, 190.008, 190.011, 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, *Florida Statutes*.

A copy of the proposed revised Rules of Procedure and the related incorporated documents, if any, may be obtained by contacting the District Manager, c/o Governmental Management Services - North Florida LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone (904) 940-5850, Email mbiagetti@gmsnf.com.

Matt Biagetti, District Manager
Brandy Creek Community Development District
Run Date: June 3, 2026; #12351141

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Brandy Creek Cdd
Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/10/2026
SAG staugustine.com 06/10/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/10/2026

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	$159.76	
Tax Amount:	$0.00	
Payment Cost:	$159.76	
Order No:	12351198	# of Copies:
Customer No:	765150	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF RULEMAKING REGARDING THE REVISED RULES OF PROCEDURE OF THE BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

In accordance with Chapters 120 and 190, *Florida Statutes*, the District hereby gives the public notice of its intent to adopt its proposed revised Rules of Procedure ("**Proposed Rule**"). The Proposed Rule number is 2026-1. Prior notice of rule development relative to the Proposed Rule was published in the St. Augustine Record on June 3, 2026.

A public hearing will be conducted by the Board of Supervisors ("**Board**") of the Brandy Creek Community Development District ("**District**") on **July 15, 2026, at 6:30 p.m.** at the Johns Creek Phase 2 Amenity Center, 251 Huffner Circle, St. Augustine, Florida 32092, relative to the adoption of the Proposed Rule. Pursuant to Sections 190.011(5) and 190.012(3), *Florida Statutes*, the Proposed Rule will not require legislative ratification.

The summary of, purpose and effect of the revised Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The specific grant of rulemaking authority for the adoption of the Proposed Rule includes Sections 190.011(5), 190.011(15) and 190.035, *Florida Statutes*. The specific laws implemented in the Proposed Rule include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 190.006, 190.007, 190.008, 190.011, 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, *Florida Statutes*.

A statement of estimated regulatory costs, as defined in Section 120.541(2), *Florida Statutes*, has not been prepared relative to the Proposed Rule. Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), *Florida Statutes*, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

For more information regarding the public hearing, the Proposed Rule, or for a copy of the Proposed Rule and the related incorporated documents, if any, please contact the District Manager c/o Governmental Management Services - North Florida LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone (904) 940-5850, Email mbiagetti@gmsnf.com ("**District Manager's Office**").

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at the public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the public hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this public hearing because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1 800-955-8770 for aid in contacting the District Manager's Office.

Matt Biagetti, District Manager
Brandy Creek Community Development District

Run Date: June 10, 2026; #12351198

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Sarah Sweeting
Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a , was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/17/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/17/2026

D. Robert

Legal Clerk

Notary, State of WI, County of Brown

8 25 26

My commission expires

Publication Cost:	$241.60	
Tax Amount:	$0.00	
Payment Cost:	$241.60	
Order No:	12394958	# of Copies:
Customer No:	765150	1
PO #:	Budget Hearing & Assessme	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FY 2027 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board") for the Brandy Creek Community Development District ("District") will hold the following public hearings and regular meeting:

DATE:	July 15, 2026
TIME:	6:30 PM
LOCATION:	Phase II Amenity Center 251 Huffner Circle St. Augustine, FL 32092

The first public hearing is being held pursuant to Chapter 190, *Florida Statutes*, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("FY 2027"). The second public hearing is being held pursuant to Chapters 190, *Florida Statutes*, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District to fund the Proposed Budget for FY 2027; to consider the adoption of an assessment roll; and to provide for the levy, collection, and enforcement of O&M Assessments. At the conclusion of the public hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A regular Board meeting of the District will also be held where the Board may consider any other District business that may properly come before it.

Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A description of the services to be funded by the O&M Assessments, and the properties to be improved and benefitted from the O&M Assessments, are all set forth in the Proposed Budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

Land Use	Total # of Units / Acres	EAU/ERU Factor	Proposed O&M Assessment
Single Family	583	1	$1,780.79

**includes collection costs and early payment discounts*

NOTE: THE DISTRICT RESERVES ALL RIGHTS TO CHANGE THE LAND USES, NUMBER OF UNITS, EQUIVALENT ASSESSMENT OR RESIDENTIAL UNIT ("EAU/ERU") FACTORS, AND O&M ASSESSMENT AMOUNTS AT THE PUBLIC HEARING, WITHOUT FURTHER NOTICE.

The proposed O&M Assessments as stated include collection costs and/or early payment discounts imposed on assessments collected by the St. Johns County ("County") Tax Collector on the tax bill. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no public hearing on O&M Assessments shall be held or notice provided in future years unless the O&M Assessments are proposed to be increased or another criterion within Section 197.3632(4), *Florida Statutes*, is met. Note, the O&M Assessments do not include debt service assessments previously levied by the District, if any.

For FY 2027, the District intends to have the County Tax Collector collect the O&M Assessments imposed on certain developed property and will directly collect the O&M Assessments on the remaining benefitted property, if any, by sending out a bill at least thirty (30) days prior to the first Assessment due date. It is important to pay your O&M Assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title or, for direct billed O&M Assessments, may result in a foreclosure action which also may result in a loss of title. The District's decision to collect O&M Assessments on the County tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

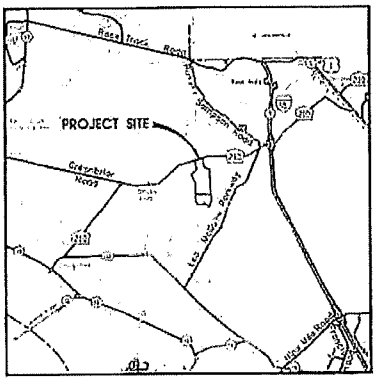
Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the public hearings and meeting may be obtained at the offices of the District Manager, Matt Biagetti, c/o Governmental Management Services LLC, 476 West Town Place, Suite 114, St. Augustine, FL 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at brandycreekcdd.org. The public hearings and meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at the public hearings or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearings and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Please note that all affected property owners have the right to appear at the public hearings and meeting and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that person will need a record of proceedings and that, accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Matt Biagetti
District Manager



VICINITY MAP

ED-44159153

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Brandy Creek Cdd
Brandy Creek Cdd
475 W Town PL
Suite 114

Saint Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/24/2026
SAG staugustine.com 06/24/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/24/2026

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	$108.08	
Tax Amount:	$0.00	
Payment Cost:	$108.08	
Order No:	12393618	# of Copies:
Customer No:	765150	1
PO #:	Budget Hrg FY27	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

BRANDY CREEK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2027 PROPOSED BUDGET(S); AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

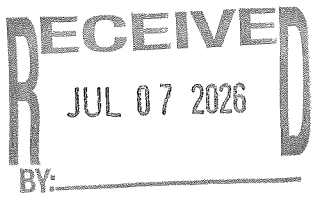
The Board of Supervisors ("Board") of the Brandy Creek Community Development District ("District") will hold a public hearing and regular meeting as follows:
DATE: July 15, 2026
TIME: 6:30 PM
LOCATION: Phase II Amenity Center
251 Huffner Circle
St. Augustine, FL 32092
The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budget(s) for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("Proposed Budget"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Jim Oliver, c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at brandycreekcdd.org.
The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and/or meeting may be continued in progress to a date, time certain, and place to be specified on the record at the public hearing and/or meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.
Any person requiring special accommodations at the public hearing or meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the public hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.
Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
Matt Biagetti, District Manager

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 339
Invoice Date: 7/1/26
Due Date: 7/1/26
Case:
P.O. Number:

Bill To:
Brandy Creek CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - July 2026		5,223.33	5,223.33
Information Technology - July 2026		150.75	150.75
Community Website Services - July 2026		62.50	62.50
Office Supplies		0.54	0.54
Postage		49.47	49.47
Copies		9.00	9.00
Telephone		42.12	42.12

Total	$5,537.71
Payments/Credits	$0.00
Balance Due	$5,537.71

INVOICE	#90015342
SERVICE DATE	Jul 07, 2026
PAYMENT TERMS	Upon receipt
DUE DATE	Jul 07, 2026
AMOUNT DUE	**$300.00**

Brandy Creek CDD
224 Johns Creek Pkwy.
St. Augustine, FL 32092

(904) 716-1370
brandycreekmanager@yahoo.com

SERVICE ADDRESS

251 Huffner Hill Cir
St. Augustine, FL 32092

CONTACT US

127 Terra Oaks Dr
St Johns , FL 32259

(904) 813-1401
aaron@mrsteamlux.com

Service completed by: Aiden Malloy

INVOICE

~~Custom Job~~ Phase 2 amenity center.	1.0	$300.00	$300.00

Subtotal	$300.00
Total Tax	$0.00
Duval (7%)	$0.00
Job Total	**$300.00**
Amount Due	**$300.00**

Thank you for doing business with us. We always look forward to serving you.

RECEIVED
JUL 08 2026
BY:

7-8-26
Jim Masters
JMasters

See our Terms & Conditions

poolsure
AN AQUASOL COMPANY

Invoice

Date 7/1/2026
Invoice# 131295636063

1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Terms	Net 20
Due Date	7/21/2026
PO #	

Bill To	**Ship To**
Attn: AP Department Brandy Creek CDD 224 Johns Creek Parkway St. Augustine FL 32092	Brandy Creek CDD 224 John's Creek Parkway St. Augustine FL 32092

OUR REMITTANCE ADDRESS HAS CHANGED. Physical payments will only be received at 1707 Townhurst Dr, Houston, TX 77043. Payments sent to any other address may experience delays. LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees.

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	$1,611.49
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	$40.29

Subtotal	$1,651.78
Tax	$0.00
Total	$1,651.78
Amount Paid/Credit Applied	$0.00
Balance Due	$1,651.78

RECEIVED
JUL 03 2026
BY:

Click Here to Pay Now

6-26-26
Jim Masters

131295636063

PROGRESSIVE Entertainment
Total Entertainment Services

Invoice-Agreement

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225
(904) 645-9068 Fax: (904)645-9082
E-mail: bookme@progressiveent.com
www.progressiveent.com

Invoice date: 6/22/2026 **Invoice # 12996532** **Terms:** due at event **PO#**
Customer name: Brandy Creek CDD **Event type:** Pre-4th of July Party
Billing address: 224 Johns Creek Parkway, St. Augustine, Fl. 32092
Original contact person: Georgia Hamilton W-904-230-4208 **E-mail/ fax:** ghamilton@vestapropertyservices.com
Additional contacts: Jim Masters W-904-230-4208 C: 904-716-1370
Event date: Saturday June 27, 2026 **Hours of event:** 3:00 pm - 6:00 pm **Hours of service:** Same
Approximate set up time: Between: 1:30-2:00 pm
Location name and address: Soccer Field
Where to set up at location: Near Court **Power within 75':** Yes
Set up-grass or pavement: Grass **Water within 75':** NA **Covered area for entertainer:** NA
Notes:
Preffered Customer Discount

SERVICES NEEDED:

* Mobile DJ Service 3.0 hrs.
* 10' x 10' Tent for DJ (No charge)

Reg. Cost	$	795.00	**Your Cost**	$	595.00
Reg. Cost	$	50.00	**Your Cost**	$	-
Reg. Total	$	845.00	**Your Total**	$	595.00

Your Total Savings $250

RECEIVED
JUL 03 2026
BY:

6-26-26
Jim Masters

Sub Total:	$	595.00
Sales Tax:	$	-
Invoice Total:	$	595.00
50 % Deposit required	$	-
Balance due at set up	$	595.00
Payments received	$	-
Current Balance	$	595.00

Due Prior to event date or $50.00 Late Fee

CANCELLATION, RE-SCHEDULING, INCLEMENT WEATHER POLICY

Any cancellation of this agreement by customer must be in writing at least 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs. No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possession. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Customer signature required x_____ **Date:** _____

MAKE CHECK PAYABLE TO:

The Lake Doctors, Inc.
Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

VISA

ACCOUNT NUMBER	DATE	BALANCE
709617	7/1/2026	$995.00

ADDRESSEE

☐ Please check if address below is incorrect or if any changes to the phone number are needed.

BRANDY CREEK CDD-JOHNS CREEK
JIM MASTERS
224 Johns Creek Parkway
St. Augustine, FL 32092

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

00000000022737001000000038666400000009950050

Please return this invoice with your payment and notify us of any changes to your contact information.

BRANDY CREEK CDD-JOHNS CREEK Johns Creek Pkwy St. Augustine, FL 32092
Invoice Due Date 7/31/2026 **Invoice 386664B** **PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
7/1/2026	Water Management - Twice per month		$995.00	$0.00	$995.00

RECEIVED
JUL 03 2026
BY:

7-1-26
Jim Masters

Please remit payment for this month's invoice.

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

Credits	$0.00
Adjustment	$0.00
AMOUNT DUE	

Total Account Balance including this invoice: $1990.00

This Invoice Total: $995.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 709617
Portal Registration #: FBB0BC4A
Customer E-mail(s): Jmasters@vestapropertyservices.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

~~Corporate Address~~
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

U.S. MULCHING - JACKSONVILLE

409 Queen Anne Court
St.Augustine, FL 32092

U.S. MULCHING
Jacksonville

INVOICE

INVOICE NUMBER	4186
INVOICE DATE	June 26, 2026
Reference Code	
TERMS	Net 20

Brandy Creek CDD
224 John's Creek Pwky
St Augustine, FL 32092

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
200	Install Gold : Johns Creek	$46.00	$9,200.00
100	Install Pine straw:Johns Creek	$6.00	$600.00

RECEIVED
JUL 03 2026
BY:

6-26-26
Jim Master

	SUBTOTAL	$9,800.00
	TAX	0.00
		$9,800.00
	PAY THIS AMOUNT	

DIRECT ALL INQUIRIES TO:
Javi Sowers
(904) 422-5927
email: usmulchingjax@bellsouth.net
www.usmulchingjax.com

MAKE ALL CHECKS PAYABLE TO:
U.S. Mulching

THANK YOU FOR YOUR BUSINESS!

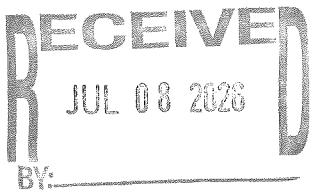
Vesta

Invoice

Invoice #	433403
Date	06/30/2026
Terms	Net 30
Due Date	07/30/2026
Memo	Lifeguard Hours

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092



Description	Quantity	Rate	Amount
Pool monitor	475.03	23.99	11,395.97

Thank you for your business.

Total 11,395.97

Pool Monitors	Pay Rate/ Billable Rate	Hours	Gross Pay
Nikhil Amin	$23.99	27.69	$664.28
Abbey Arnett	$23.99	24.21	$580.80
Karen Arnett	$23.99	12.74	$305.63
Liam Arnett	$23.99	14.17	$339.94
Samantha Baxter	$23.99	79.08	$1,897.13
Matthew Czepiel	$23.99	23.97	$575.04
Maxwell Evans	$23.99	52.68	$1,263.79
Hailey Johnson	$23.99	42.08	$1,009.50
Nathan Johnson	$23.99	23.85	$572.16
Sadie Johnson	$23.99	110.03	$2,639.62
Bridget Spenser	$23.99	30.84	$739.85
Olivia Torrence	$23.99	33.69	$808.22
Totals		**475.03**	**$11,395.97**

Vesta

Invoice

Invoice #	433085
Date	07/01/2026
Terms	Net 30
Due Date	07/31/2026
Memo	Monthly Fees

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Bill To
Brandy Creek C.D.D.
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine FL 32092



Description	Quantity	Rate	Amount
Field Management Services	1	6,582.08	6,582.08
Office Administrator & Events Coordinator	1	3,441.58	3,441.58
Janitorial Services	1	2,580.75	2,580.75
Pool Maintenance	1	3,190.92	3,190.92
Pet Waste Disposal Services	1	688.25	688.25

We appreciate your prompt payment.

Total 16,483.58

YELLOWSTONE

INVOICE

INVOICE #	INVOICE DATE
1213426	7/1/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 31, 2026

Invoice Amount: $11,859.11

Description	Current Amount
Monthly Landscape Maintenance July 2026	$11,859.11

Invoice Total **$11,859.11**

RECEIVED
JUL 08 2026
BY:

7-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE

INVOICE

INVOICE #	INVOICE DATE
1214953	7/6/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: August 5, 2026

Invoice Amount: $917.86

Description	Current Amount
June irrigation repairs-2026	
Irrigation Repairs	$917.86

RECEIVED
JUL 08 2026
BY:

Invoice Total **$917.86**

7-8-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

CHEROKEE
PRINTING, INC.
3733 Adirolf Rd
Jacksonville, FL 32207
(904)398-2852

Invoice

Date	Invoice #
7/7/2026	68348

Bill To	Ship To
Brandy Creek CDD 475 West Town Place Suite 114 St Augustine, FL 32092	RECEIVED JUL 29 2026 BY:

Job No	P.O. Number	Terms	Ship	Via
		Due on receipt	7/7/2026	

Quantity	Item Code	Description	Amount
		Brandy Creek CDD ***Re-print with new art due to no quorum for the original meeting***	
583	CASS Certify	Load, read, convert files, CASS Certify addresses to enable automation based postage rates: Create automation based sack/tray tags & postal documents: format for inkjet addressing	75.00
1	Form Layout	Form layout & preparation	37.50
583	Printing	Laser 1 sheet front & back	204.05
583	Fold	Fold Materials	37.56
583	Insert	Insert one piece into #10 envelope, seal, sort and mail, Standard Rate	52.59
603	Printing	#10 Window envelope printed one color black ink	155.05
583	Postage	Postage	454.74

Total $1,016.49

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

[redacted]

April 15, 2026

Reference: Invoice No. 3730730
Client Matter No. 3323-1
Notification Email: eftgroup@kutakrock.com

RECEIVED
JUL 27 2026
BY:

Mr. Jim Oliver
Brandy Creek CDD
GMS - North Florida
Suite 114
475 W. Town Place
St. Augustine, FL 32092

Invoice No. 3730730
3323-1

Re: General

For Professional Legal Services Rendered

03/03/26	M. Eckert	0.10	40.00	Confer with Oliver regarding engineering RFQ
03/04/26	M. Eckert	0.20	80.00	Review consultant reports; prepare for board meeting
03/04/26	K. Haber	0.70	199.50	Prepare request for quote notice for district engineer services; correspond with Oliver and Sweeting regarding same
03/08/26	G. Lovett	0.30	84.00	Monitor legislative process relating to matters impacting special districts
03/09/26	K. Haber	0.50	142.50	Prepare March board meeting agenda
03/10/26	M. Eckert	0.10	40.00	Prepare for board meeting
03/11/26	M. Eckert	2.20	880.00	Prepare for and attend board meeting; follow up
03/12/26	K. Haber	0.60	171.00	Prepare audit services notices of award; correspond with Oliver and Sweeting regarding same
03/19/26	M. Eckert	0.40	160.00	Review draft minutes and provide comments; follow up from board meeting

03/20/26	M. Eckert	0.20	80.00	Follow up from board meeting
03/23/26	M. Eckert	0.20	80.00	Review irrigation damage information; confer with Masters
03/30/26	M. Eckert	0.10	40.00	Prepare response to auditor
TOTAL HOURS		5.60		

TOTAL FOR SERVICES RENDERED	$1,997.00
TOTAL CURRENT AMOUNT DUE	$1,997.00

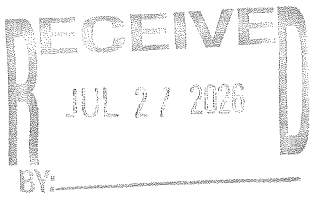
KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

June 29, 2026



Reference: Invoice No. 3763942
Client Matter No. 3323-1
Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver
Brandy Creek CDD
GMS - North Florida
Suite 114
475 W. Town Place
St. Augustine, FL 32092

Invoice No. 3763942
3323-1

Re: General

For Professional Legal Services Rendered

05/01/26	K. Haber	1.00	285.00	Prepare resolutions, notices, and revised rules of procedure; correspond with Sweeting regarding same
05/06/26	M. Eckert	0.20	80.00	Review staff reports; confer with Masters
05/11/26	K. Haber	1.80	513.00	Correspond with Sweeting regarding landscape services agreement renewal; prepare amendment to landscape agreement; prepare work authorization for park excavation services; correspond with Sweeting and Masters regarding same; correspond with Sweeting regarding pond maintenance and fitness equipment invoices and work orders
05/13/26	W. Haber	2.40	888.00	Prepare for and attend board meeting
05/18/26	M. Eckert	0.10	40.00	Follow up from board meeting
05/20/26	M. Eckert	0.30	120.00	Follow up from board meeting

05/20/26	K. Haber	2.30	655.50	Prepare notices of intent to award district engineer; prepare agreement for engineer services; prepare redline revisions to district's policies and procedures; prepare budget notices and appropriation resolution; correspond with Sweeting regarding same
05/21/26	K. Haber	0.70	199.50	Correspond with Sweeting regarding district's policies and procedures; prepare addendum agreement for heat pump system services

TOTAL HOURS	8.80	
TOTAL FOR SERVICES RENDERED		$2,781.00
DISBURSEMENTS		
Meals	7.04	
Travel Expenses	62.84	
TOTAL DISBURSEMENTS		69.88
TOTAL CURRENT AMOUNT DUE		$2,850.88
UNPAID INVOICES:		
April 15, 2026	Invoice No. 3730730	1,997.00
TOTAL DUE		$4,847.88

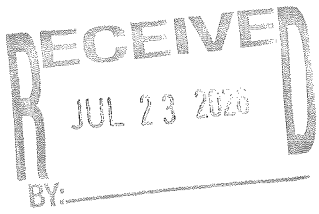
KUTAK ROCK LLP

TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

July 22, 2026



Reference: Invoice No. 3778151
Client Matter No. 3323-1
Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver
Brandy Creek CDD
GMS - North Florida
Suite 114
475 W. Town Place
St. Augustine, FL 32092

Invoice No. 3778151
3323-1

Re: General

For Professional Legal Services Rendered

06/03/26	K. Haber	0.40	114.00	Prepare revised rules of procedure; correspond with Sweeting regarding same
06/06/26	K. John	0.10	30.50	Research matters pertaining to statutory requirements for public notices resulting from legislative changes
06/22/26	M. Eckert	0.10	40.00	Prepare for election; review supervisor of elections website
06/24/26	M. Eckert	0.10	40.00	Review budget process schedule and status
06/30/26	K. Haber	0.20	57.00	Correspond with Sweeting regarding district engineer services agreement
TOTAL HOURS		0.90		

TOTAL FOR SERVICES RENDERED		$281.50
TOTAL CURRENT AMOUNT DUE		$281.50
UNPAID INVOICES:		
April 15, 2026	Invoice No. 3730730	1,997.00
June 29, 2026	Invoice No. 3763942	2,850.88
TOTAL DUE		$5,129.38

Statement

From: customerservice@pestbear.com

To: brandycreekmanager@yahoo.com

Date: Wednesday, July 8, 2026 at 07:38 PM UTC

STATEMENT

Statement Date: 07/08/26 PESTBEAR JACKSONVILLE 5274 Ramona Blvd. Jacksonville, FL 32205 813-818-9898	**Bill To [275238]** BRANDY CREEK 224 JOHNS CREEK PKWY ST AUGUSTINE, FL 32092-5054

Date	Invoice	Description	Amount	Balance	Due
Service Address: BRANDY CREEK CDD 224 JOHNS CREEK PKWY, ST.AUGUSTINE, FL 32092-5054					
06/24/26	7803227	Pest Control Service	136.49	136.49	136.49

Current	30 Days	60 Days	Over 90 Days	Total
136.49	0.00	0.00	0.00	136.49

customerportal.myserviceaccount.com

RECEIVED
JUL 15 2026
BY:

7-13-26
Jim Masters

Taylor Tree Services, Inc.
4600 Ave B
St. Augustine, FL 32095 US
+19046922008
taylortreeservicesinc@gmail.com

Invoice

RECEIVED
JUL 15 2026
BY:

BILL TO
Brandy Creek CDD
224 Johns Creek Pkwy
Jacksonville, FL 32092

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
21842	07/13/2026	$3,850.00	07/13/2026	Due on receipt	

SCOPE	QTY	RATE	AMOUNT
Club house Cut down and remove 2 dead pine trees	1	500.00	500.00
700 E American Eagle Dr St.Augustine,FL 32092	1	1,500.00	1,500.00

Preserve Tree

trees are located on the left hand side of house and backyard

cut down and remove 1 dead pine stub front corner of property
Cut down and put back into woods 1 broken pine tree full of vines and inspect tree next to it
if tree needs to be cut down we will do it at this time

Back left corner of backyard 1 tall dead pine tree

1 tall leaning pine tree full of vines by back gate
cut down and leave in wooded area

Drop 1 tall skinny dead pine tree behind pine tree full of vines

Cut down and remove 1 dead by the sidewalk along main roadway next to 700 E American Eagle Dr St.Augustine,FL 32092	1	300.00	300.00
600 W Johns Creek Pkwy St.Augustine,FL 32092	1	950.00	950.00

OVER

Remove dead broken pine tree top that is one the ground

Remove dead pine tree stub full of vines

Remove dead pine tree stub

Remove 1 green pine tree full of vines next to the house

2000 Spring Meadows Ct St.Augustine,FL 32092	1	600.00	600.00

Our mailing address recently changed, please make changes to our vendor information and please use mailing address above. New mailing address is
4600 Ave B, St. Augustine, FL 32095.

SCOPE	QTY	RATE	AMOUNT
Next to address above Cut down and remove 1 dead pine tree and grind the stump Cut down 1 declining pine Tree by power box Flush cut stump only Add on limb Jeremy will show crew ALL trees in scope of work upon approval	1	0.00	0.00

BALANCE DUE **$3,850.00**

Ways to pay

View and pay

RECEIVED
JUL 15 2026
BY:

7-13-26

Jim Masters

Our mailing address recently changed, please make changes to our vendor information and please use mailing address above. New mailing address is
4600 Ave B, St. Augustine, FL 32095.

YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
1220892	7/13/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: August 12, 2026

Invoice Amount: $3,107.71

Description	Current Amount
Pocket Park Excavation & Sod	
Landscape Enhancement CORE	$3,107.71

RECEIVED
JUL 15 2026
BY:

Invoice Total **$3,107.71**

7-15-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.

YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
1220893	7/13/2026
TERMS	**PO NUMBER**
Net 30	

Bill To:

Brandy Creek CDD
c/o Vesta Property Services
224 Johns Creek Pkwy
St Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Property Name: Brandy Creek CDD

Address: 224 Johns Creek Pkwy
St. Augustine, FL 32092

Invoice Due Date: August 12, 2026

Invoice Amount: $919.00

Description	Current Amount
Declining oak tree treatments part 1	
Arbor Injection	$919.00

RECEIVED
JUL 15 2026
BY:

Invoice Total **$919.00**

7-15-26
Jim Masters

Should you have any questions or inquiries please call (386) 437-6211.