

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, August 19, 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 (<i>via phone</i>)	Supervisor
Thomas Metych	Supervisor

Also present were:

Jim Oliver	District Manager
Mike Eckert	District Counsel
Mike Yuro	District Engineer
Michael Biagetti	GMS
Jim Masters	Vesta/Amenity Services Group
Georgia Hamilton	Vesta/Amenity Services Group
Dan Fagen	Vesta/Amenity Services Group
Paul “Chip” Carey	SJC Traffic Department
Mike Likley	SJC Traffic Department
Residents	

The following is a summary of the discussions and actions taken at the August 19, 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 and Mr. Blalock who was not present.

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SECOND ORDER OF BUSINESS**Public Comment**

A Resident (Chuck) expressed concern that the lakes looked bad. Mr. Masters reported that the contractor was treating the lakes that day, but was behind schedule by a couple of weeks, due to the regular service representative's back injury. The contractor planned to return the following week.

THIRD ORDER OF BUSINESS**Approval of the Minutes of the May 13, 2026 Meeting**

Dr. Payne reviewed the minutes of the May 13, 2026 meeting and requested revisions to Page 6, including removing the statement regarding an estimated \$89,000 increase and clarifying that the Florida, Power & Light (FPL) easement amounts \$70,000 and \$79,000, for the front entry, were received two years ago. Mr. Metych also corrected the resident's name from Britney to Brandi under the Second Order of Business.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the Minutes of the May 13, 2026 Meeting were approved as amended.

- **Presentation from St. Johns County Traffic Enforcement** *(Added)*

Dr. Payne introduced Mr. Paul "Chip" Carey, Traffic Systems Analyst and Mr. Mike Likley of St. Johns County (SJC) Traffic Enforcement. They provided an outline of the county's traffic calming program and discussed possible solutions to traffic concerns, including speeding.

Board Members questioned whether three- or four-way stop signs could be installed at the community's three major intersections and whether community entrances and exits had been evaluated. Mr. Carey explained that stop signs could not be used solely to control speeding due to safety concerns. If a traffic study recommended measures such as speed tables or pavement striping, approval from at least 75% of community residents would be required. Recent traffic signal warrant studies at Avery Garden Place/St. Johns Parkway and Nature Walk Parkway/County Road 210, did not meet the criteria for signals. However, the St. Johns Parkway/County Road 210 intersection would be redesigned due to operating at maximum capacity.

Board Members also questioned the flyover design, expressing concerns about the lack of a left-turn lane at the CR 2209/CR 210 intersection, delays making right turns due to oncoming traffic and illegal U-turns. Mr. Carey confirmed that public hearings had been held and explained

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that the design was based on limited right-of-way and cost considerations. The plans were published on the county website, and he would provide them to the District Manager. He stated that traffic data and volume did not warrant a left-turn lane at CR 2209/CR 210, but additional free-flowing merge lanes would be added from CR 2209 to CR 210. The frequency of U-turns indicated a need for intersection improvements, including a right-turn-only exit and a left-turn-only entrance, which would require drivers, needing to change direction, to make a U-turn elsewhere. Mr. Masters voiced concerns over the condition of the CDD roadways, stop signs and striping. *There was Board consensus for CDD staff to send a formal request to SJC Traffic Enforcement, to schedule a data collection study and pavement management program.*

FOURTH ORDER OF BUSINESS

Ratification of Agreement with Yuro & Associates for Professional Engineering Services

Dr. Payne signed the agreement with Yuro & Associates for professional engineering services and requested Board ratification.

On MOTION by Dr. Payne seconded by Mr. Jolly with all in favor the approval of the Agreement with Yuro & Associates for Professional Engineering Services was ratified.

FIFTH ORDER OF BUSINESS

Consideration of:

A. Work Authorization with Yellowstone Landscape for Pocket Park Excavation and Sod Install

Mr. Masters reported that the mound at the pocket park had been flattened and presented a Work Authorization with Yellowstone Landscape for excavation and sod installation at a cost of \$3,107.71. The work was recommended, because the insurance company had determined the mound to be a hazardous area. Mr. Masters recommended monitoring the area to determine whether removing the mound would discourage e-bike users from riding over it.

B. Third Amendment to Yellowstone Landscape and Irrigation Maintenance Agreement

Mr. Masters presented a Third Amendment to the Yellowstone Landscape and Irrigation Maintenance Agreement, providing for a 3% increase effective January 1, bringing the annual cost to \$146,579, or \$12,214 per month. A Board Member noted incorrect dates in the agreement, which

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would be corrected to reflect a start date of January 1, 2027 and end date of December 31, 2027. District Counsel recommended approval subject to the Chair executing the new agreement. Dr. Payne asked whether Mr. Masters was satisfied with Yellowstone's services and the proposed increase. Mr. Masters confirmed that he was satisfied and considered the 3% increase reasonable. Mr. Oliver agreed with the increase, based on fuel charges.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor a new agreement with Yellowstone Landscape and Irrigation Maintenance Agreement in the amount of \$146,579 per year, was approved.

SIXTH ORDER OF BUSINESS

Acceptance of Audit Report for Fiscal Year 2025

Mr. Oliver presented the FY 2025 Audit Report, which was clean and contained no prior-year or current-year findings or deficiencies. The report was prepared by Berger, Toombs, Elam, Gaines & Frank, which was selected by the Board through the Request for Proposals process. The report would be filed with the State of Florida and posted on the CDD's website.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor accepting the Fiscal Year 2025 Audit Report and transmittal to the State of Florida was approved.
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SEVENTH ORDER OF BUSINESS

Consideration of Resolutions:

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

District Counsel reported that the public hearings had to be rescheduled due to a lack of quorum and were re-advertised by the District Manager as required by law. The resolutions were intended to ratify the actions taken by the District Manager. Dr. Payne presented Resolution 2026-05, which he read into the record.

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On MOTION by Dr. Payne seconded by Mr. Metych with all in favor Resolution 2026-05, Amending Resolution 2026-03, Approving the Proposed Budget(s) for Fiscal Year 2027 and Rescheduling the Public Hearing for today's meeting was adopted.

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

Dr. Payne presented Resolution 2026-06, which he read into the record.

On MOTION by Mr. Blalock seconded by Mr. Payne with all in favor Resolution 2026-06, Amending Resolution 2026-04, Rescheduling the Public Hearing for today's meeting was adopted.

EIGHTH ORDER OF BUSINESS

Fiscal Year 2027 Budget

A. Overview of Budget

District Counsel requested that two public hearings be held, due to a slight increase in assessments. Mr. Oliver recalled that the Board approved the FY 2027 budget on May 13, meeting the statutory requirement to approve the budget by June 15. The public hearing was originally scheduled for July but was rescheduled due to quorum issues. The CDD was required to annually adopt an O&M budget, which would not affect the Series 2013 and 2015 bonds. Any surplus generated would remain with the CDD and the budget could be amended during the year.

Mr. Oliver reported that the Capital Reserve Fund had a balance of \$307,387, with the Capital Reserve Transfer increasing from \$70,000 to \$122,000. The increase included additional funding from an FPL easement agreement in March 2023 that generated approximately \$115,000, with \$79,000 in excess funds. He noted that the \$54,000 increase in capital reserves was significant given the 583 homes, with every \$10,000 spent equating to approximately \$17.15 per household. On-roll assessments increased from \$921,386 to \$975,909, while interest income and other funding sources helped offset assessments. Administrative expenses increased by 5% and O&M expenses by \$28,000, resulting in a total expense increase of \$33,000. The resulting assessment increase was approximately 5.9%, or \$93.52 per household, reduced from the original proposed 12% increase at the Board's request. Dr. Payne considered the increase reasonable.

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B. Public Hearing Adopting the Budget for Fiscal Year 2027

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor the public hearing to adopt the budget for Fiscal Year 2027 was opened.

A resident expressed concern about the approximately \$100 increase in fees and questioned whether the \$307,387 Capital Reserve Fund was sufficient for long-term needs. Mr. Oliver confirmed that the fund was on track based on a prior reserve schedule, which projected balances of \$338,000 for the current year and \$412,000 for the following year. He recommended updating the schedule next fiscal year, noting projected balances ranging from approximately \$200,000 to \$1,000,037 through Fiscal Year 2050. Dr. Payne noted that the community was unique in having two amenity facilities but felt that the new District Engineer and Mr. Masters' maintenance oversight would help control future costs. Another resident asked whether the Landscape Maintenance budget included Yellowstone's increase and Dr. Payne confirmed that the \$146,579 budgeted for Landscape Maintenance included the increase.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the public hearing to adopt the budget for Fiscal Year 2027 was closed.

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

On MOTION by Mr. Blalock seconded by Mr. Payne with all in favor Resolution 2026-07 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027 with a 5.9% assessment increase was adopted.

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

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor the public hearing to impose special assessments and certify an Assessment Roll for Fiscal Year 2027 was opened.

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There were no questions or comments.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the public hearing to impose special assessments and certify an Assessment Roll for Fiscal Year 2027 was closed.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor Resolution 2026-08 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027 was adopted.

NINTH ORDER OF BUSINESS

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

District Counsel presented the amended and restated Rules of Procedure, which were updated to reflect current statutes and legislative changes. The rules addressed meeting procedures, the roles and responsibilities of the Chairman and competitive purchasing requirements.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor the public hearing for the purpose of adopting amended and restated Rules of Procedure was opened.

There were no questions or comments.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the public hearing for the purpose of adopting amended and restated Rules of Procedure was closed.

Ms. Little noted that the Rules of Procedure were dated July 19 and questioned whether the date should reflect the date of the current meeting. District Counsel agreed to update the date accordingly.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor Resolution 2026-09 Adopting the Amended and Restated Rules of Procedure was adopted.

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Dr. Payne thanked District Counsel and the District Manager for presenting these items and Mr. Masters and his team for maintaining the community and keeping it within budget. He felt that the CDD was in a good place in terms of the budget.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

District Counsel reported that three bills passed by the Florida Legislature impacted CDDs. The first established a formal recall process for elected CDD Board Members, which was signed by the Governor and took effect July 1, allowing a special election through the Supervisor of Elections if sufficient signatures were collected. The second, also signed by the Governor, requires all Districts to accept electronic and online payments beginning January 1, 2027. The third would have increased sovereign immunity limits from \$200,000 per person and \$300,000 per incident to \$350,000 per person and \$500,000 per incident; however, the Governor vetoed the bill.

Dr. Payne asked whether there was a penalty for non-compliance with the electronic and online payment requirement. District Counsel stated that he was not aware of any specific penalty, but a judge could require a CDD to comply. Mr. Fagen indicated that a Square device could be made available in the office for electronic payments, and an online payment link could be added to the website.

B. Engineer

The District Engineer reported that he completed the Annual Engineer's Report and provided it to GMS the previous week. He noted that there were no significant issues beyond routine maintenance items. Dr. Payne asked how the report compared with other communities and whether there were items requiring remediation. The District Engineer indicated that the community was similar to others, but there was some deterioration at the Amenity Center parking lot and an inlet, which were the CDD's responsibility. He also identified a sizable elevation difference between the hard surface and mulch at the playground; for ADA accessibility, which was required to be less than one-quarter inch. Additionally, there were stop bars on the road without corresponding stop signs, which was the county's responsibility.

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

Mr. Oliver presented the proposed meeting schedule for Fiscal Year 2027, with meetings scheduled for the second Wednesday of every other month at 6:30 p.m. at the current location, except for the November meeting, which would be held on the first Wednesday of the month.

On MOTION by Dr. Payne seconded by Ms. Little with all in favor the Fiscal Year 2027 meeting schedule as presented was approved.

2. Discussion of Fiscal Year 2027 Goals and Objectives

Mr. Oliver presented the goals and objectives for Fiscal Year 2027. GMS identified goals related to community engagement, infrastructure and facility maintenance and financial transparency and accountability, while seeking efficient ways to achieve them. In some areas, the CDD exceeded established standards. At the end of each fiscal year, during the November meeting, the Board would report whether those goals and objectives were achieved.

n MOTION by Dr. Payne seconded by Mr. Metych with all in favor the District's goals and objectives for Fiscal Year 2027 were approved.

D Operations Manager**1. Report****2. Yellowstone Report****3. Lake Doctors Report**

Mr. Masters presented the Operations Manager, Yellowstone and Lake Doctors Reports and reported that expenditures had been higher over the past three months. A new treadmill was purchased, the Fitness Center AC was replaced and the Phase 1 fence was painted. Dr. Payne asked whether the handler and unit were replaced and Mr. Masters confirmed that both were replaced by Chiller Medic for \$2,500, including a 10-year warranty. Additional expenditures included replacing boards in the access card system for the Phase 2 gates and addressing electrical issues. Twenty pool chairs and 11 lounge chairs were re-strapped and US Mulching completed a community-wide mulch installation. A mulch refresh around the Amenity Centers was planned for late September or October.

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Mr. Masters reported that tree maintenance had been performed throughout the community by Taylor Tree Service and flyers were sent to residents explaining what to do if they had a dead or dying tree in the preserve. He noted that residents could obtain a second opinion from an arborist if they believed a tree was healthy, as the CDD only removed dead or dying trees and not healthy trees. Additional tree maintenance was scheduled for Friday at a cost of \$1,750. Dr. Payne asked about healthy trees falling from the preserve onto residents' property. District Counsel explained that the CDD would not be liable if a healthy tree fell due to a hurricane or strong wind and noted that the CDD could not remove healthy trees from a conservation area. Mr. Masters reported that numerous maintenance projects were planned for the off-season.

Mr. Masters recommended resurfacing the Phase 1 Recreation Pool, as areas were delaminating and would present proposals at the September meeting. Vendors would attend the meeting to explain the resurfacing process and present their credentials. He estimated the cost to be between \$160,000 and \$220,000. Mr. Masters noted that the Capital Reserve Fund had a balance of approximately \$307,000 and did not anticipate other significant capital reserve expenditures over the next two years, other than resurfacing the tennis and basketball courts, replacing the playground and sealcoating the Phase 1 parking lot. Dr. Payne noted that a \$200,000 pool resurfacing project would reduce the Capital Reserve balance to approximately \$107,000; however, the balance was projected to increase to approximately \$139,000 by the end of Fiscal Year 2027, with the addition of \$122,000 in capital reserve funding. Ms. Little thanked Mr. Masters for his cost effectiveness.

E. Amenity Manager

1. Report

2. Sheriff's Office Report

Ms. Hamilton presented the Amenity Manager and Sheriff's Office Reports and reported that a major project underway involved cross-referencing names in the access card system with Property Appraiser records. She also implemented an informational series addressing topics that may be overlooked in the newspaper, including ownership and maintenance responsibilities for roads and sidewalks. Food trucks were onsite twice a month, and there had been 60 rentals to date, slightly fewer than the prior year. Summer was busy with numerous events, including an ice cream social on the last day of school, a Summer kickoff, Father's Day cards and treats and a Fourth of July celebration. Mr. Masters noted that the Fourth of July event had the largest turnout and

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received positive feedback from residents. He thanked Ms. Hamilton for providing a full schedule of Summer activities.

Dr. Payne noted that he attended the Fourth of July event and supported the informational series, particularly in response to Facebook comments regarding sidewalk ownership and maintenance. He also reported receiving a resident complaint that Deputy Lauren was monitoring a particular location and issuing citations to drivers who failed to stop at stop signs. Mr. Masters explained that the increased enforcement was related to the e-bike situation and that Deputy Lauren would move to different locations throughout the community. Ms. Little expressed appreciation for Ms. Hamilton's creativity.

- **Work Authorization with Yellowstone Landscape for Pocket Park Excavation and Sod Install** (*Item 5A*)

Dr. Payne revisited the Work Authorization with Yellowstone Landscape for excavation of the pocket park mound and installation of sod in the amount of \$3,107.71.

n MOTION by Dr. Payne seconded by Ms. Little with all in favor the Work Authorization with Yellowstone Landscape for excavation of the pocket park and sod installation in the amount of \$3,107.71 was approved.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver presented the July 31, 2026 Balance Sheet and Income Statement. He reported that the audit would commence in October and anticipated a modest positive variance at the end of the fiscal year.

B. Assessment Receipt Schedule

Mr. Oliver presented the Assessment Receipt Schedule, showing that the District was 100.55% collected, with \$5,000 more in what was assessed.

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C. Approval of Check Register

Mr. Oliver presented the Check Register from April 1, 2026 to July 31, 2026 in the amount of \$309,432.45.

On MOTION by Dr. Payne seconded by Mr. Metych with all in favor the April 1, 2026 to July 31, 2026 in the amount of \$309,432.45 was approved.

FOURTEENTH ORDER OF BUSINESS

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

Dr. Payne reported that the next meeting was scheduled for September 9, 2026 at 6:30 p.m. at the Phase 2 Amenity Center.

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Matt Bragette

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Secretary/Assistant Secretary

Signed by:

Meredith Payne

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Chairman/Vice Chairman