

BARTRAM SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, April 12, 2021 at 6:00 p.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

Present and constituting a quorum were:

Kevin Colcord	Chairman
Andrew Walden	Vice Chairman
James Chipman	Supervisor
Stephanie McKinney	Supervisor
Derri Lassiter Young	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel
Sue O'Lear	Bartram Club Manager
Dan Fagen	Vesta/Amenity Services Group
Winslow Wheeler	Vesta/Amenity Services Group
Sete Zare	MBS Capital Markets, LLC (by telephone)
Sarah Johnson	Vesta/Amenity Services Group

The following is a summary of the actions taken at the April 12, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the March 8, 2021 Meeting

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the minutes of the March 8, 2021 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Discussion of Bond Refinancing

Ms. Zare stated in order to move forward with a refinancing we need to be hired as your underwriter and we will need the investment banking agreement approved.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the agreement with MBS Capital Markets, LLC was approved.

Ms. Zare gave a presentation for the proposed issuance of bonds for the purpose of refunding the district's series 2016-1 and -2 bonds to create a savings for the residents.

Mr. Oliver asked is there an option that the district could take some cash out for projects as well as pay down the assessment?

Ms. Zare responded there are two options. What I provided to you is a reduction in your debt service, the other option is take project money out.

Mr. Eldred stated you can take money out and when we do that we are also increasing the debt. Once the bonds are issued or we take the bond out we are only able to spend it on the projects that were identified in the engineer's report.

Ms. Zare stated if you choose option no. 2 whereby you use the savings in terms of project costs that will increase your principal amount above what it currently is today so you will have an increase in your principal rather than a decrease and we have to go through a separate process whereby every home covered by the bond will be noticed that the principal installment is increasing.

Ms. Young stated it was mentioned that this would affect the assessments to the residents possibly decreasing but if we go with option 2 and the principal remains the same, wouldn't the assessments be relatively the same and not decrease?

Ms. Zare stated option no. 2 if you are taking project money out then your annual assessments every year you save \$1,500 that is going to stay at the same level but if you are seeking project funds in terms of your savings your principal installment will increase. It means as a landowner if I want to prepay the debt on my property then I am going to have to prepay a bigger

amount. It only affects people who prepay their debt. This will maintain your annual assessments level but increase your principal. Option C provides for additional project funds.

Mr. Eldred stated if someone has already paid off the debt service on their home, then we take project funds out, essentially, we will be requiring that person to pay additional debt.

If there are projects that the board wants to undertake there are options. One is to issue more debt and go through that process of issuing new bonds or it takes money out of the refunding bond or raise the O&M assessments.

Mr. Chipman stated if we go with Option 1 as shown we are going to get \$142,000 per year savings to put somewhere else.

Mr. Oliver stated no, this is the assessments on the property.

Mr. Colcord stated you don't get that money. The only way we would do it is if we go Option 2 where you would take some money out for whatever the wish list capital project you may want.

Ms. Zare stated we can start the process under the project funding scenario. Again, the principal is going to increase if you go with option no. 2. We can start the process with the banks and bring that back to the next meeting.

Mr. Colcord stated I can only think of three that would be a capital project to consider right now and that is golf carts, pickleball court and landscaping. The tennis court lights are going to be more of an O&M project. We have to consider if it is worth it to pull that out of the refinancing, probably in the scheme of things that is a couple hundred thousand dollars would complete those projects and is it something that can be handled under capital reserves.

Mr. Oliver stated the third way is to pass the savings on to the residents and lower the assessments.

On MOTION by Mr. Chipman seconded by Mr. Colcord with all in favor staff was directed to begin the RFP process for Option 2 with the banks and bring back the results at the next meeting.

FIFTH ORDER OF BUSINESS

Presentation of Certificates of Appreciation

Ms. O'Lear stated this is my fifth board meeting and I have heard over and over again from Vesta folks about the strength of the staff that existed here. You can imagine how excited I was at my first meeting with John, to hear board members complimenting our staff.

After last month’s meeting I purchased some note cards and wrote a personal note and included a gift card for each of the four staff members that were recognized at the meeting and they were Sarah Johnson, Jayne Zoratti, Larry Page and Ken Council. I appreciate all you feeling the same as I do for the staff.

Mr. Walden stated you four are the cornerstone of this amenity center, without you it wouldn’t run the way it should. I think you will succeed in life if you keep going the way you are.

SIXTH ORDER OF BUSINESS

Consideration of Updated Amenities Policies (Pickle Ball)

Ms. O’Lear stated we have an active and growing pickleball community. We don’t have a 100% dedicated pickleball court. Making time during peak hours for both pickleball and tennis as well as tennis lessons is stressing me out. One suggestion was to bring back the reservation system on sign-up genius that was instituted during COVID. I recommend that we have an actual schedule of time spots that are 90 minutes long with alternating schedule during peak hours.

On MOTION by Mr. Chipman seconded by Mr. Colcord with all in favor the updated amenities policies to include pickle ball were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals

A. Bulkhead Installation

This item tabled.

B. Tennis Lights

Mr. Wheeler stated the lights are shoebox lights and wattage and voltage is the same for all companies and it is a matter of who has the best quality and he best price for lights.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the proposal from Lynch Electrical Service, Inc. in the amount of \$29,270 for nine tennis court lights and light poles was approved.

C. ShoreSox Proposals

This item tabled.

D. Benches

Mr. Walden gave a presentation on the placement of benches.

The board discussed the availability of the benches, the pricing, shipping and took the following action.

On MOTION by Mr. Colcord seconded by Ms. Young with all in favor staff was authorized to order seven benches rather than three previously approved in the same style.

EIGHTH ORDER OF BUSINESS Update Regarding Website and Mobile App

Ms. O’Lear gave a demonstration of the new bartramspringsamenity.com website and mobile app.

NINTH ORDER OF BUSINESS Board Guidance for Preparation of Fiscal Year 2022 Budget

Mr. Oliver stated we will start the budget process at the next meeting, we will have a proposed budget at your May meeting and once we approve the proposed budget that formally kicks off the budget process. You will adopt it at the public hearing in July and we will put it on the assessment roll and provide it to the tax collector so he can put it on the tax bills. I will provide to the board what the assessments have been over the past five or six years. I will bring a fully loaded budget to the May meeting for approval and approving that budget means you can’t go any higher than that, you can lower it. If assessments are to go up we will have to send mailed notice to all property owners and they will be invited to the public hearing to provide input to the board.

TENTH ORDER OF BUSINESS Ratification of Proposal from Unicorn Web Development

Mr. Oliver stated next is ratification of the proposal form Unicorn Web Development for a monthly fee of \$95 with a 2-hour maximum and additional hours will be billed at \$55,00 in 15-minute increments.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the proposal from Unicorn Web Development for scaled down website dated April 2021 was ratified.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eldred stated as a reminder to the board members all CDD related emails, social media posts, text messages, etc. are subject to public records requests.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Operation Manager

1. Report

A copy of the report was included in the agenda package.

2. COJ Sidewalk Update

Mr. Wheeler stated the city has started their sidewalk project and they provided a schedule to me.

3. Reserve Study Update

Mr. Wheeler stated Sue and I have been working on the reserve study,

E. General Center Manager - Report

Ms. O'Lear gave an overview of the amenity center activities and maintenance items, which were outlined on the monthly memorandum, which was included as part of the agenda package.

Reopening of facilities

On MOTION by Mr. Colcord seconded by Mr. Chipman with all in favor the pool and deck will be at 100% capacity.

On MOTION by Mr. Colcord seconded by Ms. McKinney with four in favor and Ms. Young opposed the social hall will be open 100% capacity with masks recommended.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor in the sauna will have a capacity of two people max.

On MOTION by Ms. Young seconded by Ms. McKinney with all in favor masks will be required at public meetings.

Vesta to increase the number of campers to 50 campers per day.

Fitness room to be operated at Vesta’s rules and discretion.

TWELFTH ORDER OF BUSINESS Supervisors Requests and Audience
Comments

Additional items discussed were open lap pool on Monday afternoons after maintenance, clean underbrush at park along Bartram Springs Boulevard, possible restitution for vandalism of community property, vendor restrictions at Food Truck Friday, communicate with HOA regarding sidewalks, entry/exit at amenity center to reduce COVID exposure, amenity center gate not closing properly, better trimming of hedges at Cherry Lake, color of railings at entrance, non-residents using pool, residents skirting rules, quarterly revenue sharing of recreational programs income, and accounting for access card revenues.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of February 28, 2021 and Statement of Revenues and Expenses for the Period Ending February 28, 2021

A copy of the financials was included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package.

C. Approval of Check Register

On MOTION by Mr. Walden seconded by Mr. Colcord with four in favor and Mr. Chipman abstaining due to a conflict of interest the UV Disinfection invoices were approved.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the balance of the check register was approved.

FOURTEENTH ORDER OF BUSINESS Action Items for Follow-Up

Mr. Oliver stated I will send out the meeting notes tomorrow.

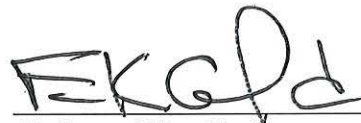
FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 10, 2021 at 8:30 a.m. @ Bartram Springs Amenity Center

Mr. Oliver stated the next scheduled meeting is May 10, 2021 at 8:30 a.m.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the meeting adjourned at 8:23 p.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman