

BARTRAM SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, May 10, 2021 at 8:30 a.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
Derri Lassiter Young	Supervisor

Also present were:

Jim Oliver	District Manager
Carl Eldred	District Counsel
Sue O'Lear	Bartram Club Manager
Dan Fagen	Vesta Property Services
Winslow Wheeler	Operations Manager
Sete Zare	MBS Capital Markets, LLC
Robert Gang	Greenberg Traurig (by telephone)

The following is a summary of the actions taken at the May 10, 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 8:30 a.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 April 12, 2021 Meeting

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the April 12, 2021 meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Matters Related to Bond Refinancing

Mr. Oliver stated at the last meeting the district engaged MBS Capital Markets to look at bond refinancing opportunities. Sete Zare of MBS Capital Markets is with us today and Bob Gang, bond counsel, is on the phone today. You were provided bond refinancing documents by email last week, and you have a hard copies of those documents in front of you.

Ms. Zare reviewed the term sheets outlining the proposals from four banks along with her analysis of the proposed terms for two refunding scenarios, (1) keeping the debt service assessment essentially level and generating project funds and (2) annual debt service reduction for homeowners.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the proposal from Hancock Whitney Bank to refund the bonds for a reduction in annual assessments only and generating no project money was approved.

Ms. Zare stated we are going to put together the documents and present them at your next meeting.

Mr. Oliver stated Bob Gang of Greenberg Traurig provided an engagement letter to serve as bond counsel. He served as bond counsel for the 2003, 2006 and 2016 bond issues.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the bond counsel agreement with Greenberg Traurig was approved.

Mr. Gang left the telephone conference at this time.

Ms. Zare left the meeting at this time.

FIFTH ORDER OF BUSINESS

Discussion of Resident Suspension

Mr. Oliver read into the record the suspension letter dated April 21, 2021. The letter was sent to a resident who violated district policies. I received a phone call from the resident after he received the letter. He acknowledged he did jump the fence, entered the amenity offices, took a contractor access card and tried to access the gym. He told me he left cellphone in the amenity

center and called staff to open the room so he could retrieve his phone. Law enforcement has been informed of this incident and no action is being taken. This is an amenity policy matter and they are two separate issues.

The resident addressed the board and after discussion, the board took the following action.

On MOTION by Ms. Young seconded by Mr. Walden with all in favor the resident was suspended for a period of 90 days from the date of suspension.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-03
Approving the Proposed Budget and Setting a
Public Hearing Date for Adoption**

Mr. Oliver stated this resolution starts the budget process so that we meet the deadline to provide the certified assessment roll to Duval County by July 31st. Today we will approve a proposed budget, refine the budget over the next 60 days, have a public hearing at our July 12th meeting and the board will adopt the budget after the public hearing. Once the budget is adopted, we will transmit the certified assessment roll to the tax collector. The CDD assessment will be shown as a line item on the property tax bills that are issued by the tax collector on November 1st. This budget proposed an increase to the O&M budget, after we held assessments steady last year. The administrative expenditures increase from \$190,000 to \$198,000. The amenity center expenditures show a \$67,560 increase, with the majority of the increase found in the facility management and pool attendanct line items. Grounds maintenance costs rise from \$448,983 to \$457,930. Within that budget section is a capital reserve contribution of \$168,302. Dan Fagen's email to the board explains in detail the reasons for the proposed increase. Florida is increasing the minimum wage over a number of years to \$15 and that is impacting staffing at all of our districts, as well as all the labor costs for contracted services we bring into the district. Vesta is also proposing transitioning the assistant manager's position to a fulltime position. Finally, there is a slight increase in grounds maintenance of about \$10,000.

The assessment table is at the bottom of the page you will see by product type what the increase will be and for multi-family it will be a \$22 increase, for the 50-foot product it will be a \$59 increase, 60-foot it will be a \$60 increase, \$61 for the 70-foot products and \$62 for the 80-foot products. On a net basis, the savings and resulting debt service assessment reductions are projected to offset proposed increased in O&M assessments. However, I do want to point out any

time you proposed to increase O&M assessments, the District is required to send mailed notice to all the property owners announcing assessments are proposed to increase and providing notice of a budget hearing. I will also mention in the letter that the board is going to be refinancing these bonds, resulting in lower debt service assessments.

These O&M increases are significant, mostly due to the minimum wage increases and higher costs related to increased staffing at the amenity center.

The only other thing I will point out is if you look at the capital reserve contribution, the last line item in the grounds maintenance section on page 2, that increases from \$163,000 to \$168,000 and that is following the recommendation of the capital reserve advisor. His updated projects an annual 3% increase in contributions to grow our capital reserves for repairs and replacement of our existing assets.

Board and staff will refine this budget over the next couple of months as we approach the the budget hearing. Once we send mailed notice of the budget hearing, we should not increase assessments above the amounts included on the notice. We can always lower assessments from that maximum amounts, but should not seek to increase above what is noticed.

Mr. Colcord asked since the net effect of assessments will go down, do we have the opportunity to increase assessments to make it a wash instead of a negative?

Mr. Oliver responded there are two different pots of money for the debt service fund and the general fund. The refinancing timing worked out perfectly, but this is your O&M budget and any increases you want to be able to justify.

Mr. Colcord stated Winslow, Sue and I discussed some of the things and I told them to put their wish list down if they needed to add anything to make sure that is brought in early.

Mr. Fagen stated that is included in our proposed budget. The most significant increase is in the management line and that is our request for additional hours and the minimum wage increase.

Mr. Oliver asked how many fulltime employees will be on the ground at Bartram Springs?

Ms. O'Lear responded four fulltime.

Mr. Walden stated we are still at \$4,500 for holiday lights and I thought we were going to add more to that.

Ms. Young stated I think we should get other quotes for Christmas decorations and maybe do something a little different.

Mr. Oliver asked do you want to suggest a number?

Mr. Walden stated I suggest adding \$3,000 and making the line item \$7,500.

Mr. Colcord stated we are showing we spent zero on irrigation repairs this year. My concern is that it is going to increase, but we have nothing in the budget for irrigation repairs through March. I'm concerned that irrigation repairs are being tied into landscape maintenance and we must have those isolated. We need those repairs separated on the invoices so we can budget the right way.

Mr. Wheeler stated I will get the correct irrigation numbers.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor Resolution 2021-03 approving the proposed budget as revised and setting the public hearing for July 12, 2021 was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Agreements for Tennis Lights Purchase and Installation

- A. Lynch Electrical**
- B. Bullet Fabrications**

On MOTION by Mr. Colcord seconded by Mr. Chipman with all in favor the agreements with Lynch Electrical and Bullet Fabrications were ratified.

EIGHTH ORDER OF BUSINESS

Ratification of Memorandum of Understanding with St. Johns County Property Appraiser

Mr. Eldred stated this is a requirement of St. Johns County Property Appraiser to release information to Jim's office making sure we keep the confidentiality of certain records.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the memorandum of understanding with the St. Johns County property appraiser was ratified.

NINTH ORDER OF BUSINESS

Second Quarter Revenue Sharing

Mr. Oliver stated the district received a check from Amenity Services Group for the 10% share of net revenues received by Vesta. We received revenues for both tennis and flag football programs, the total for tennis was \$9 and the total for flag football was \$12,550.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eldred stated the governor signed an executive order 21-101 and 21-102 on May 3rd that essentially had the effect of invalidating emergency ordinances that had been issued related to COVID-19 and suspended all local restrictions mandates on individuals and businesses that have been imposed. We are still working through the executive order, but essentially at this stage we believe it doesn't affect the district to limit the district implementing what we call public health mitigation strategies. We are also working with the Florida Insurance Alliance to develop some guidance as well. In essence, we continue to encourage districts to take consideration of local conditions and we recommend strategies to encourage things like social distancing, masks where appropriate. We will seek more guidance on that issue but at this time no direct impact on the district.

The legislative sessions finished recently and hopefully, you received our summary of the bills that passed that has impact on the district.

B. Engineer

There being none, the next item followed.

C. District Manager

Mr. Oliver stated I received an email last week from Stephanie McKinney, she could not be here in person or by phone today due to a recent surgery. It is difficult being on a board and not being able to communicate with each other because of the sunshine law. Sometimes I have individual communications with supervisors as do other staff members, but I can't necessarily share those conversations with you outside of a public meeting. I will share those with you in a meeting.

Stephanie shared some concerns that she had regarding the park area that is here at the amenity center. She has had communications with Winslow to address two of her three requests

and those requests were to clean up some of the landscaping and the other was replacement of a broken seesaw, a project Winslow already has in motion. The third request was to look at any options for some shaded seating.

If you can't be at a meeting and you want your remarks shared with the rest of the board, you can email me or another staff member.

D. General Manager – Report

Ms. O'Lear gave an overview of the general manager's report then presented dog park policies, what is presently posted at the office and on a sign at the dog park that she would like to be incorporated into the CDD's rules and regulations.

Mr. Colcord stated I have talked with Winslow for the last year or two about the dog park. We do need to improve the dog park, but at what cost and what level. I'm struggling with the pond and I'm almost to the point of taking the pond away from the dog park. According to the survey more than half are not concerned about access to the pond for the dogs, they are not going to let their dogs in the pond anyway. If we continue to use that as part of the dog park we are going to have to spend \$30,000 on some way to shore up the bank to address the erosion. I would rather take \$30,000 and do something with the main dog park to make it a dog park. I work with every developer and community in North Florida and everybody is going with wood chips, you don't see grass anymore, it is all wood chips just like a playground. Due to the size, I don't know that it is feasible to have a separation for small dogs and big dogs. Let's put the dog park on the next agenda and Winslow will get pricing.

Mr. Chipman stated I would like to adopt the dog park policy.

On MOTION by Mr. Chipman seconded by Ms. Young with all in favor the dog park policies were approved as revised stipulating that persons entering the dog park must be with a dog.

E. Operation Manager - Report

1. Report

Mr. Wheeler gave an overview of the operations manager's report, copy of which was included in the agenda package.

2. Wood Line Cleaning Proposal from VerdeGo

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the proposal from VerdeGo to clear out the wood line on the west side of athletic fields in the amount of \$4,200 was approved.

**ELEVENTH ORDER OF BUSINESS Supervisors Requests and Audience
Comments**

Mr. Colcord stated we had staffing issues Sunday and staff did what they could with what they had. We had one F.A. and 2 lifeguards, the pool was extremely crowded and I had to leave the gym three times to get people to stop jumping off the dive blocks, doing flips off the bridge, running around and climbing on all the walls and the parents were just letting them do what they wanted to do. We had a big party and no lifeguard with them and I thought that was in our rules. Get the covers back on the dive blocks.

I'm disappointed in the annuals. The Bartram Springs brass plaque on this side of the building outside the office is falling off. When is the VerdeGo contract up?

Mr. Wheeler stated September 2021, it is a 24 month contract with a 12 month optional extension.

Mr. Colcord stated they are within their 12-month renewal. I want to keep that on there. If Winslow is happy I have no interest in going back out to bid. We have worked with every landscape company in the last 15 years and VerdeGo is as good as anybody if not better.

What is the update on the furniture delivery?

Ms. O'Lear stated we are getting close, I talked to them last week and it will be another three to four weeks; it is on schedule.

Mr. Colcord stated there is a woman who comes in with her dog in a little suitcase and claims it is a service dog. Staff doesn't want to challenge her and I understand that. If she can't prove it is a service dog, she can no longer bring her pet to the facility.

Mr. Eldred stated we have a policy.

Mr. Colcord stated if we allow that to happen then every resident is going to bring their dog and call it a service dog.

The sidewalk to the entrance of Racetrack Road needs to be pressure washed.

Ms. Young reported on some landscaping deficiencies and staff will address those with VerdeGo.

Mr. Walden asked when we have violations within the facility is it possible that the board members can be notified? Is that reasonable?

Mr. Oliver stated I think it is fine just in case you get a call from that resident to complain to you and you are not aware of it.

Mr. Walden stated I'm listening to the chairman about the things that took place at the pool. As a board member it makes us more prepared to come up with some good ideas. Along those lines I'm thinking of safety and security, securing our assets. Are our camera systems working?

Ms. O'Lear responded I recently refined the angles based on some of these things that have come up.

Mr. Walden stated I am a veteran and I want to put up a flag and I can do this offline with you. I just want to share with the board the name is called, Calling All Veterans to a Meet and Greet. I have been here for 15 years, and I have never seen where we had a veterans event in this amenity. I was told we had a lot of resident veterans in this community. I will work with you so when Veteran's Day comes we can have an event.

We discussed about personnel issues that wasn't here the other day. If I can't reach you at the pool, what can we do?

Mr. Wheeler stated we hit capacity based on the amount of staff we have.

Ms. O'Lear stated I talked to Kevin about it on Sunday, the appropriate thing to do was to shut down the party. One of the reasons why I am looking to increase staff are incidents like this.

A resident asked if we are spending money on security cameras and nobody is watching them, are they really deterring any nefarious activities? I think people go in the gym and not necessarily use it for what it is intended to be used for. I was there and there was a gentleman beside me who passed out on the machine. I don't think he worked out very often. I think things are going on that we are not aware of, just as the gentleman earlier who broke in.

TWELFTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of March 31, 2021 and Statement of Revenues and Expenses for the Period Ending March 31, 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. Colcord seconded by Mr. Walden with three 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. Chipman with all in favor the balance of the check register was approved.

THIRTEENTH ORDER OF BUSINESS Action Items for Follow-Up

Mr. Oliver stated I will send out my meeting notes later.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – June 14, 2021 at 8:30 a.m. @ Bartram Springs Amenity Center

Mr. Oliver stated the next scheduled meeting is June 14, 2021 at 8:30 a.m. As Command Sergeant Major Walden knows, that is Flag Day and the birthday of the United States Army.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the meeting adjourned at 10:44 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman