

BARTRAM SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, October 11, 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 by telephone

Also present were:

Jim Oliver	District Manager
Joseph Brown	District Counsel by telephone
Sue O'Lear	Bartram Club Manager
Dan Fagen	Vesta/Amenity Services Group
Winslow Wheeler	Vesta/Amenity Services Group
Several Residents	

The following is a summary of the actions taken at the October 11, 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 August 9, 2021 Meeting**

Mr. Chipman joined the meeting at this time.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the August 9, 2021 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Audit Engagement Letter for Fiscal Year 2021 with Berger Toombs Elam Gaines & Frank**

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2021 audit was approved.

**FIFTH ORDER OF BUSINESS**

**Review of Capital Reserve Study**

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal for Update to Capital Reserve Study**

Mr. Oliver stated you have a copy of the latest capital reserve study in your agenda packet. This report is what helps us forecast what our needs are going to be for capital reserve contributions for the next 30-years or so, but the further you get pushed out the less accurate that information is so occasionally we need to update that. The report you are looking at was initially done in 2018 with some updates in 2019 and it is a couple years old now and there has been a lot of renovations and new assets that have come into the district since that time. You have a proposal in the agenda packet from Community Advisors to perform an update for \$1,800. The consultant will sit down with Winslow and me, go through the report and make sure we are okay with the values, what the life expectancy is for all the existing assets and we would add on the new assets.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the agreement with Community Advisors in the amount of \$1,800 was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Agreement with Estate Management Services, Inc. for Pond Bank Regrading**

Mr. Oliver stated the proposal was approved at the August 9<sup>th</sup> meeting and this was put in the form of an agreement by counsel and executed and we are looking for ratification.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the agreement with Estate Management Services, Inc. in the amount of \$11,700 was ratified.

**EIGHTH ORDER OF BUSINESS                      Review and Ratification of Services Agreement Renewals**

Mr. Oliver stated we don't have anything to cover under this item, but we may have some proposals to consider when we get to the operations report.

**NINTH ORDER OF BUSINESS                      Ratification of Holiday Lighting Agreement**

Mr. Oliver stated we discussed in August selecting a firm to put up the holiday decorations this year. We were going to bring this to the September meeting that was canceled and brought it to this meeting. In the meantime so we would not lose time getting on the docket for these very busy holiday lighting companies, we worked with staff to get an agreement in place and get it executed.

On MOTION by Mr. Chipman seconded by Mr. Walden with all in favor the holiday lighting agreement with Elite Christmas Lighting in the amount of \$9,006.76 was ratified.

**TENTH ORDER OF BUSINESS                      Update Regarding Dog Park**

Ms. Young and Mr. Wheeler brought the board up to date on their research and negotiations for fencing, agility packages, tables, Shore Sox and shade covering for the dog park project.

The board discussed using something other than canvas for the shade structure, the size of the shade structure, security and whether to allow dogs access to the pond.

On MOTION by Mr. Walden seconded by Mr. Chipman with all in favor access to the pond in the dog park will be allowed providing Shore Sox confirms in writing that the warranty will not be invalidated by dogs entering and exiting the lake.

Mr. Wheeler stated another consideration is dog park obstacles.

Mr. Colcord stated I would like to see a layout and complete cost of structures, fencing, obstacles and a complete budget.

**ELEVENTH ORDER OF BUSINESS                      Discussion of Resident Suspension**

Mr. Oliver stated last Thursday there were two reported incidents in which female patrons of the Bartram Club reported that they felt harassed by a young adult who was in the pool area making comments to them. This was reported to me by the general manager, I also discussed the issue with the chairman as well as Wes Haber, district counsel and in addition the tennis coach mentioned he was verbally abused by this same patron. We did issue a letter on Friday suspending this resident on an interim basis from using the facilities at the Bartram Club. Sue made a phone call to the mother of this young adult and she said she would keep that person from coming to the amenity center. We have a standard letter that we send when there is an interim suspension in which that person or their parents if they are a minor are made aware that we are going to have a meeting to discuss that and they have every right to give their point of view to the board. They are not here tonight. The board can consider the facts then it is your decision to lengthen that suspension or keep it at 30-days. After board and staff discussion the board took the following action.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the resident was suspended from all amenities including lakes for a period of one year.
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Mr. Oliver stated there was another matter that occurred this weekend but it is still being investigated. There are two teens that let a smoke bomb in the library room, however, before we bring that to the board we want to investigate it more fully. Once we come to a conclusion if appropriate we will issue an interim suspension and bring that case back to the board at the next meeting.

**TWELFTH ORDER OF BUSINESS                      Update Regarding Comcast Revenue**

Mr. Oliver stated a couple years ago our district counsel, Carl Eldred, negotiated an agreement with Comcast that we would share in the marketing revenues. We receive about \$20,000 a year toward our O&M fund. In your agenda packet is the quarterly distribution for the second quarter of the calendar year 2021 and it is in the amount of \$5,359.87.

**THIRTEENTH ORDER OF BUSINESS      Consideration of Agreement with Duval County Supervisor of Elections for Special Elections**

Mr. Oliver stated next is an agreement with Duval County Supervisor of Elections to conduct a special election and allow this location to be a polling place. We have done that in the past and it is a very convenient location for Bartram Springs residents.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the agreement with the Duval County Supervisor or Elections for special elections was approved.

**FOURTEENTH ORDER OF BUSINESS      Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. General Manager - Report**

Ms. O'Lear reviewed the items outlined in the monthly memorandum, which was included in the agenda package then presented a proposal from Atlantic Coast High School to use the lap pool for swim team practice.

On MOTION by Mr. Walden seconded by Mr. Colcord district counsel was authorized to prepare an agreement with Atlantic Coast High School for use of the lap pool for swim team practice as outlined in their proposal.

Ms. O'Lear discussed updating the amenity facility rules, fees and rates and will come back to the next meeting with a more specific proposal to be considered.

**E. Operation Manager**

**1. Report**

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

**2. Lake Doctors Service Report**

A copy of the Lake Doctors service report was included in the agenda package.

**3. VerdeGo Monthly Update**

Mr. Wheeler reviewed VerdeGo's monthly report, copy of which was included in the agenda package.

**4. Agrow Pro Report**

A copy of the spray report from Agrow Pro was included in the agenda package.

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

Other items brought up and discussed: Prepare updated 2021-2023 schedule of maintenance and capital projects for discussion at next meeting, blast email to residents to leave preserve area/wetlands undisturbed, pressure wash entry features including monument signage and retaining wall, area crime impact on Bartram Springs, flea market style of community garage sales, installation of sod to replace mulch at amenity center playground, ants at sauna has been treated, community appearance, mowing and irrigation of berms and develop specifications to seek proposals for replacement of stop signs, traffic liaison, 9-11 observance, community appearance.

**SIXTEENTH ORDER OF BUSINESS Financial Reports**

**A. Balance Sheet as of August 31, 2021 and Statement of Revenues and Expenses for the Period Ending August 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 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.

**SEVENTEENTH ORDER OF BUSINESS    Action Items for Follow-Up**

Mr. Oliver stated I will do my meeting notes and circulate that to the board and staff.

**EIGHTEENTH ORDER OF BUSINESS    Next Scheduled Meeting – November 8, 2021  
at 8:30 a.m. @ Bartram Springs Amenity  
Center**

Mr. Oliver stated the next meeting will be November 8, 2021 at 8:30 a.m.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the meeting adjourned at 8:00 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman