

BARTRAM SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, November 8, 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
Stephanie McKinney	Supervisor
Derri Lassiter Young	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Sue O'Lear	Bartram Club General Manager
Winslow Wheeler	Field Operations Manager
George Katsaras	District Engineer by telephone
Dan Fagen	Vesta/Amenity Services Group

The following is a summary of the discussions and actions taken at the November 8, 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

Ms. O'Lear outlined the incident that occurred involving the discharging of the fire extinguishers and after comments from the child's mother and discussion the board took the following action.

On MOTION by Ms. Young seconded by Mr. Walden with four in favor and Ms. McKinney opposed the minor was suspended for 90 days from the date of the incident.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the October 11, 2021 Meeting

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the October 11, 2021 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Update Regarding Dog Park

Ms. Young and Mr. Wheeler updated the board on proposed improvements to the dog park that included a fence to separate the small dogs from the large dogs, a gate that will allow access the lake for those owners who want their dogs to be able to access the lake, and to install agility equipment. The installation of a shade structures will be discussed and determined at a future meeting.

On MOTION by Ms. Young seconded by Mr. Walden with three in favor and Mr. Chipmen and Mr. Colcord opposed the fencing and agility equipment for the dog park were approved.

FIFTH ORDER OF BUSINESS

Review of Capital Repairs & Replacements Project List

Mr. Wheeler gave an overview of the capital repairs and replacement project list for fiscal year 2021, 2022 and 2023, copy of which was included in the agenda package.

SIXTH ORDER OF BUSINESS

Discussion of Proposed Rental Policies

Ms. O'Lear stated the biggest change is an increase in the hourly wage. There are a few policies that are written one way and through the course of time have changed. One is the established 4-hour minimum to rent the social hall has changed to an hourly rate. Staff prefers to keep the 4-hour minimum and I need the board to decide what you would like. It was written that they can have it up to 4-hours including set-up. There are issues with clean-up at the gazebo, residents setting up the gazebo without renting it and possibly renting additional areas,

The proposed rate changes will be presented at the December meeting, and public rate hearing will be scheduled in February.

SEVENTH ORDER OF BUSINESS

Vesta Request for Additional Staffing

Mr. Fagen requested additional 20 hours weekly for a part-time maintenance person, to do pressure washing and other maintenance type activities. After discussion, the request was considered by the Board for approval and staff will continue to use the existing repairs and maintenance line item for labor costs, whether to use Vesta staff or to outsource to contractors when needed.

EIGHTH ORDER OF BUSINESS

Discussion of Resident Suspension

The board discussed suspension of amenity privileges for the child who discharged the fire extinguisher and took the following action.

On MOTION by Mr. Chipman seconded by Mr. Walden with all in favor the resident was suspended for one year and will be charged the cost of recharging the fire extinguisher.

The board discussed suspension of amenity privileges to the resident who damaged the basketball court surface and took the following action.

On MOTION by Mr. Chipman seconded by Ms. Young with all in favor the resident was suspended for one year and will reimburse the district \$300 for repairs.

Mr. Colcord left the meeting during this item.

Mr. Haber stated prior to the meeting your chairman spoke about residents who have been suspended are coming back to the facility and there are limitations on how to deal with that. As a CDD you don't have the ability to have criminal enforcement, but you can reach out to law enforcement and seek their assistance in having a person using the facilities when they are banned from them, issued a trespass.

On MOTION by Ms. Young seconded by Mr. Walden with all in favor the agenda was amended to add consideration of a trespass resolution.

On MOTION by Mr. Walden seconded by Mr. Chipman with all in favor the trespass resolution was approved in substantial form and Supervisor Young was authorized to review and execute the final document.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Discussion of Transfer of Client to Kutak Rock LLP

Mr. Haber stated my practice group at Hopping Green & Sams has moved to a new law firm called Kutak Rock effective November 15th. Florida law requires that we let our clients know that we are leaving so that you have the opportunity to decide whether or not to switch with us and the only difference you will notice is the name of the law firm that represents you. The transition letter has two options, one is to move with us to the new firm and you always have the option to seek other counsel.

On MOTION by Mr. Walden seconded by Ms. Young with all in favor execution of the transition letter was authorized and the chairman was authorized to execute the agreement with Kutak Rock.

B. Engineer

Mr. Walden asked is there any word about the front entrance? You were supposed to get with your supervisor to discuss the water table and what is going on at the front with the water being so low.

Mr. Katsaras stated they have been done with their construction dewatering for several months. This is just the natural water table. Most of the other ponds are low as well. I can look at it, but the construction is done upfront as far as any effects of that pond water level.

C. Manager

There being none, the next item followed.

D. General Manager - Report

having two separate contractors for two separate scopes. They are not obligated to say yes, we will do a reduced scope or they may say we will not agree to a reduced scope and they also have the ability to terminate the contract with us. If the total amount of the contract exceeds \$195,000 then you are required to publicly bid.

Mr. Walden stated Winslow and I put in a lot of hours working with VerdeGo making sure they are doing what they are supposed to do. The same thing we are doing with VerdeGo, we were doing with Down to Earth whereas the QAQC personnel before he leaves the community he must check the work that the employees did. We are having the same identical problem today. We need to split the work in this community.

Sue and I got together two months ago talking about beautification at the flagpole at Veterans Park.

Ms. O’Lear stated we would like to establish more of a tribute at Veterans Park. Residents can order bricks in memory of someone, it can be a fund raiser and they are extremely affordable

Mr. Walden stated we have enough room for 100 bricks to circle around. I was driving by the Bartram Springs Elementary School and the school had a painted rock out front which was exactly what we needed at our Veteran Park. We talked about doing it next year because of the timeline and the budget.

Ms. Young stated we still have some things to purchase for the social hall. What is the status of the HOA taking over that room?

Mr. Wheeler stated that is not going to happen.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of September 30, 2021 and Statement of Revenues and Expenses for the Period Ending September 30, 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 Ms. Young with three in favor and Mr. Chipman abstaining due to a conflict of interest the UV Disinfection invoices were approved.

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

TWELFTH ORDER OF BUSINESS

Action Items for Follow-Up

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

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – December 13, 2021
at 8:30 a.m. @ Bartram Springs Amenity
Center**

Mr. Oliver stated the next meeting is December 13, 2021 at 8:30 a.m.

On MOTION by Mr. Walden seconded by Ms. Young with all in favor the meeting adjourned at 11:33 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman