

*BARTRAM SPRINGS*  
*Community Development District*

*December 13, 2021*

## *AGENDA*

# Bartram Springs Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

**District Website:** [www.BartramSpringsCDD.com](http://www.BartramSpringsCDD.com)

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December 6, 2021

Board of Supervisors  
Bartram Springs Community Development District

Dear Board Members:

The Bartram Springs Community Development District Meeting is scheduled for **Monday, December 13, 2021 at 8:30 a.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments *(regarding agenda items listed below)*
- III. Approval of Minutes of the November 8, 2021 Meeting
- IV. Review of Landscape Maintenance Performance
- V. Update Regarding Dog Park
- VI. Presentation of Proposed Changes to Rates & Policies
- VII. Consideration of Purchase and Installation of Street Signs
- VIII. Update Regarding Comcast Revenue
- IX. Third Quarter Vesta Revenue Sharing
- X. Staff Reports
  - A. Attorney
    1. Publication of Legal Notices

2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022
3. Prompt Payment Requirements
4. Public Records Exemptions for Addresses and Other Information Associated with Certain Officers, Judges, etc.

B. Engineer

C. District Manager

D. General Manager - Report

E. Operation Manager

1. Report

2. Sidewalk Repair Schedule

3. Lake Doctors Service Report

XI. Supervisor's Request and Audience Comments

XII. Financial Statements

- A. Balance Sheet as of October 31, 2021 and Statement of Revenue & Expenditures for the Period Ending October 31, 2021

- B. Assessment Receipt Schedule

- C. Approval of Check Register

XIII. Action Items for Follow-Up

XIV. Next Scheduled Meeting – January 10, 2022 at 6:00 p.m. @ Bartram Springs Club Amenity Center

XV. Adjournment



## *MINUTES*

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.
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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.
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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 15<sup>th</sup>. 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**

Ms. O’Lear reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

**E. Operation Manager**

**1. Report**

Mr. Wheeler reviewed the field manager’s report was included in the agenda package.

**2. Shade Structure Proposals**

This item will be taken up at the next meeting.

**3. Lake Doctors Service Report**

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

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Mr. Walden stated I missed one meeting and I want to clarify why I’m so adamant about bringing AgPro and VerdeGo in this forum. The reason is you can see an opportunity where one side can talk to the other side without division. I had an opportunity to talk to AgPro for 45 minutes at the front. I discussed fertilization with him, why we don’t have green up like our homes. He told me that they are doing their part, however, VerdeGo is not watering the amount of water to have this green up. All along we have two parties that are not communicating. Winslow can articulate to them that they need to do more talking.

A matrix should be established for suspensions of 30, 60, 90 days and 1 year. There should be a table that shows a range and we need to get that. We should come up with a matrix.

One of the options I talked about a long time ago on landscape maintenance is to have two landscape companies, one for the parkway and the entry and one for the amenity center and the other areas.

Ms. Young asked since we are not getting the work we contracted for, can we reduce that contract and their responsibility?

Mr. Haber stated you have a contract with them for a set scope and that contract has a 30-day termination provision without cause. If you approach them and say we want to reduce your scope they can say no and you can terminate the contract so you can develop the flexibility of

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 school and they had a rock they painted and it would be a great idea to move that rock to Veterans Park and have someone paint "Veterans" on the rock and I thought it would be a good idea along with the bricks to beautify the flagpole area. 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.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman



*FIFTH ORDER OF BUSINESS*





P.O. Box 3043  
St Augustine, FL 32085  
www.HardwickFence.com

Phone 904-599-8644  
Fax 904-460-2357  
Jordane@HardwickFence.com

November 18, 2021

Dear Winslow,

We want to thank you again for the opportunity to estimate your fence. Should we be awarded the opportunity to build your fence, here are the materials we would use to install your fence.

**Estimated Materials to be Supplied -Measurements contingent upon receipt of property survey.**  
**Approx. 240' of 4' Green Chain Link Fence -This is a site unseen estimate to be confirmed with**  
**an on site visit.**



4' Green Vinyl Coated 8 Gauge Fabric  
1 3/8" Top Rail  
1 5/8" Line Posts  
2 1/2" Terminal Posts  
All pipe .065 thick (please note, our pipe is not tubing)  
All posts cemented!

What to expect should we be awarded the job. We are a "Full Service" Fence Company, meaning that we will take care of what surrounds you, fencing your property. We like the "No surprise is the best surprise" approach! Hardwick Fence is a 50+ year old experienced name. Hank Hardwick has constructed 100's of fences of all types and sizes through out his career. We are excited for the opportunity to bring this expertise of experience to you! We DO NOT use Sub-Contractors - therefore eliminating the risk of a Mechanic's Lien. It will be Hardwick Fence employees fully licensed and insured on your property.

**Process:** If you wish to proceed, we have a simple contract that we will send to you. We request you sign, date and send it back to us. Once we receive your signed contract, we will send you an invoice to pay your deposit. We will then order your fence materials (unless you have HOA, ARC or ARB then see below).



P.O. Box 3043  
St Augustine, FL 32085  
www.HardwickFence.com

Phone 904-599-8644  
Fax 904-460-2357  
Jordane@HardwickFence.com

Payment Schedule: A deposit of 10% with a signed contract is required to place the order. Then 70% of the balance will be requested once we have received your materials in our fence yard. The final balance of 20% is due upon completion of your finished fence (please have a check ready for the foreman or immediate payment online, after five days interest will accrue). Or ask us about our financing options!

Next, we will submit the HOA, ARC or ARB application for approval or permitting (if applicable). Please note, we will need your property survey.

Then, we will call Sunshine State One Call (#811 – dig safe) to come and mark county and/or city underground utilities to insure that we do not damage yours or your neighbors utilities (requires two business days). Please Note: Private utilities are not marked by 811. You will need to contact the private entity and have them come out and mark the utilities.

Last, when all is marked and your materials are delivered, we will schedule you for your new fence installation.

**HOA, ARC or ARB:** If applicable to you, a fence application will need to be submitted for approval. We are happy to assist you with submitting all necessary paperwork (application, your survey, pictures, samples, etc.) requested on your behalf, at **no additional cost**. If there is an application fee, you will have to mail them a check from your personal account. Once you are approved, we will then order your fence materials. If you submitted for approval, we will need a copy of the approval letter along with the documents that were submitted.

**Price includes Materials and Professional Installation..... \$4293.00**

**Please Note: Prices are subject to change, even after a deposit is given. This is simply due to the volatile market and only knowing at the last minute when prices will change. It would only be materials price changing and not our labor. It also may never change, but we have to extend any materials pricing increase to you, if we are to receive one from our vendors.**

**Time Frame of installation:** Your job will take two days to complete.

Thank you for your interest in our company, The "Original" Hardwick Fence. We hope to earn your business!

Respectfully,

**Hardwick Fence**



**Estate Management Services, Inc.**  
**Warranty Form**  
305 Indigo Drive, Brunswick, GA 31525  
888-307-6637 Toll Free  
(912) 466-9800 Main Office  
(912) 261-8882 Fax

November 1, 2021

Bartram Springs CDD  
Winslow Wheeler  
Ph: 904-318-0797  
Email: [wwheeler@vestapropertyservices.com](mailto:wwheeler@vestapropertyservices.com)

We, Estate Management Services, Inc., the contractor for the above-referenced project hereby warrant that all labor and materials furnished, and work performed is in compliance with contract documents (the "Project") and authorized modifications thereto and will be free from defects due to defective materials or workmanship for a period of (5) years from the date of completion (the "Warranty").

We are aware that the Project was installed in an area that will be used as a dog park. We hereby acknowledge and agree that the Warranty shall apply notwithstanding the operation of a dog park in the area where the Project was installed and that any defects that may arise as a result of the operation of a dog park shall be covered by the Warranty.

This Warranty commences on **November 1, 2021**.

This Warranty expires on **October 31, 2026**.

Should any defect develop during the Warranty period due to improper materials, workmanship, or arrangement, the same, including adjacent work displaced, shall be made good by undersigned at no expense to the owner.

Nothing in the above shall be deemed to apply to work that has been abused or neglected by the owner; provided, however, that the operation of a dog park shall not be considered abuse or neglect.

Thank you!

John Crabb

## *SIXTH ORDER OF BUSINESS*

## **RENTAL POLICY PROPOSAL**

The following rental forms include the proposed changes that were discussed at the November meeting, including:

- Newly available **Fire Pit Rental** availability (modeled after the gazebo rentals). Maximum of 25 people, no alcohol, time slot available is 6PM – 10PM. **\$300 security deposit and \$25 rental fee made payable to Bartram CDD, and \$54 extra staff fee to Vesta** to manage the party.
- Newly available **Dock Gazebo Rental** and **Athletic Field Gazebo Rental policies. \$300 security deposit, \$25 rental fee both to Bartram CDD.** No extra staff fee as we will not provide extra staff for setup or cleanup for parties outside the fence. Security Deposit will not be returned until manager/designee checks for appropriate cleanup. Park availability is 10 – 2, Dock availability 12 – 4.
- **Amended Social Hall Rental Policy**, which reflects **an increase in hourly rental from \$12.50/hour to \$15.00/hour (Security Deposit and Extra Staff Fee remain the same).** Policy will also reflect 2 time slots for the Social Hall (which include setup, event, and cleanup) of 4 hours beginning at 10AM, and 6 hours beginning at 4PM. Any amendments to the block schedule must be approved by management and will be based on staff availability and additional facility usage, and will utilize the previous “after hours” fees that are currently in place.

Additionally, we have incorporated the additional policy as discussed last month:

- Rentals end at 10PM unless approved by management.
- Families may have one rental per day.
- Social Hall furniture may not be moved out of the social hall.

We will clarify vendor policy (ie bounce house, etc). We are not in favor of allowing these vendors with rentals due to liability, wear and tear, discomfort to other residents using the area, etc. If the board decides they do want outside vendors allowed, please confirm where they are allowed.

**BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT FIRE PIT RENTAL FORM**

TODAY'S DATE: \_\_\_\_\_

RESIDENT (CIRCLE ONE): YES NO RESIDENT NAME: \_\_\_\_\_

RESIDENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

(IF APPLICABLE) NON-RESIDENT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_ RENTAL TIME: \_\_\_\_\_ TO \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ INTENDED USE: \_\_\_\_\_

**Acknowledgment of the No Alcohol and No Smoking Policy**

I understand alcohol, smoking (including e-cigarettes), and glass containers are prohibited from all pool areas (this includes the wading pool, pool deck, gazebos, splash pad, recreational pool, lap pool, slide, and **fire pit**). If patrons or guests are in violation of this policy, I understand that the district may stop the event and eject patrons and guests from the facility.

I agree to indemnify and hold harmless the Bartram Springs Community Development District and their agents, supervisors, officers, directors, employees, and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the Amenity Center. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

I have read, understand, and agree to abide by all policies and rules of the District governing the Amenity Center. Failure to adhere to the District's policies and rules may result in the suspension or termination of any privileges to use the facility. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests.

**Rental Date:** \_\_\_\_\_ **Rental Time:** \_\_\_\_\_

**Resident's signature: (Pre-Party)** \_\_\_\_\_

**Non-Resident's signature, if applicable (Pre-Party):** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Fees**

\$300 Payable to Bartram CDD Refundable Deposit (\$300)	_____	_____	_____	_____
	Check #	Date Paid	Rcv'd By	Return Initial
_____ Payable to Bartram CDD \$25 <b>Fire Pit</b> (each 4 hour time slot)	_____	_____	_____	_____
	Check #	Date Paid	Rcv'd By	Return Initial
\$_____ Payable to Vesta <b>Extra Staff Fee</b>	_____	_____	_____	_____
	Check #	Date Paid	Rcv'd By	Return Initial



### CDD Policy Acknowledgement and Cleaning Guidelines

Please make sure the cleaning guidelines below are completed immediately following the facility rental ensuring a clean and beautiful area for the next rental as well as return of your \$300 deposit after **Management** Inspection has been completed

- *I understand that the 4 hour time slot includes **set-up and clean-up and cannot be changed***
- *I understand that Patron (resident) must be present at time of booking and present at the actual event date for agreed upon duration of event should Patron (resident) sponsor a non-resident use of the Fire Pit area.*
- ***I understand that rental cancellations must be completed at least 24 hours prior to the rental. Any cancellation made within the 24 hour period before the rental will not receive their staffing payment back.***
- ***\*\*\*\$300 deposit will not be returned if party arrives early or leaves after the above set time slot\*\*\****
- *I understand that if the Fire Pit area does not pass **management** inspection, then a \$45 hourly cleaning fee will be required within 3 business days post event date (Cash, credit card, or check -made payable to Vesta – are acceptable forms of payment). If payment is not received within 3 business days post event date, then the \$300 deposit check will be applied and a check for the difference will be mailed to the address listed on party rental sheet.*
- *I understand that there is a party limit of 25 people for the Fire Pit area*
- *I understand that confetti is prohibited in all pool areas*
- ***I understand that alcohol is NOT allowed at this rental.***
- ***I understand that there are no electrical outlets in the Fire Pit area.***
- ***I understand that the Fire Pit is NOT to be used to heat up food (No smore's, hotdogs, etc.)***
- *I understand that NO exchange of currency, purchase for sale, or entry fees are permitted in the facility*
- *I understand that patron and guests must abide by all Bartram Springs CDD policies.*
- *Sweep up Fire Pit area (please ask staff for a broom & dust pan)*
- *Empty all garbage and take to dumpster*
- *Replace garbage liners (ask staff for liners)*
- *Return all "moved" furniture to its original location*
- *Remove all party items from facility*
- *Take down all decorations used during the rental*

**I understand and agree to abide by the above policies & guidelines and that the deposit will only be returned after a management inspection**

Resident's signature: (Pre-Party) \_\_\_\_\_

Today's Date: \_\_\_\_\_

Non-Resident's signature: (Pre-Party) \_\_\_\_\_

Today's Date: \_\_\_\_\_

#### **Cancellations Only:**

\*\*\*I \_\_\_\_\_ cancel my reservation and I have been refunded my pre-written checks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT FIELD GAZEBO RENTAL FORM**

TODAY'S DATE: \_\_\_\_\_  
RESIDENT (CIRCLE ONE): YES NO RESIDENT NAME: \_\_\_\_\_  
RESIDENT ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(IF APPLICABLE) NON-RESIDENT NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_ RENTAL TIME: \_\_\_\_\_ TO \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ INTENDED USE: \_\_\_\_\_

**Acknowledgment of the Alcohol and Smoking Policy**

**I understand alcohol is prohibited on CDD property. I understand that smoking (including e-cigarettes) is not allowed in the gazebo/playground area.** If patrons or guests are in violation of this policy, I understand that the district may stop the event and eject patrons and guests from the facility.

I agree to indemnify and hold harmless the Bartram Springs Community Development District and their agents, supervisors, officers, directors, employees, and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the Amenity Center. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

I have read, understand, and agree to abide by all policies and rules of the District governing the Amenity Center. Failure to adhere to the District's policies and rules may result in the suspension or termination of any privileges to use the facility. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests.

**Rental Date:** \_\_\_\_\_ **Rental Time:** \_\_\_\_\_  
**Resident's signature: (Pre-Party)** \_\_\_\_\_  
**Non-Resident's signature, if applicable (Pre-Party):** \_\_\_\_\_  
**Today's Date:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Fees**

\$300 Payable to Bartram CDD Refundable Deposit (\$300)	Check #	Date Paid	Rcv'd By	Return Initial
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Payable to Bartram CDD \$25 Gazebo (each 4 hour time slot)	Check #	Date Paid	Rcv'd By	Return Initial
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<del>\$72 Payable to Vesta</del>	<del>Check #</del>	<del>Date Paid</del>	<del>Rcv'd By</del>	<del>Return Initial</del>
<del>Extra Lifeguard fee (each 4 hour time slot)</del>				
<del>(Oct. to Feb. NO Lifeguard Fee — Slide Closed)</del>				

Please make sure the cleaning guidelines below are completed immediately following the facility rental ensuring a clean and beautiful area for the next rental as well as return of your \$300 deposit after Management Inspection has been completed

- *I understand that the 4 hour time slot includes **set-up and clean-up and cannot be changed***
- *I understand that Patron (resident) must be present at time of booking and present at the actual event date for agreed upon duration of event should Patron (resident) sponsor a non-resident use of the Pool Gazebo*
- ***I understand that rental cancellations must be completed at least 24 hours prior to the rental. Any cancellation made within the 24 hour period before the rental will not receive their staffing payment back.***
- ***\*\*\*\$300 deposit will not be returned if party arrives early or leaves after the above set time slot\*\*\****
- *I understand that if the Gazebo area does not pass management inspection, then a \$45 hourly cleaning fee will be required within 3 business days post event date (Cash, credit card, or check -made payable to Vesta – are acceptable forms of payment). If payment is not received within 3 business days post event date, then the \$300 deposit check will be applied and a check for the difference will be mailed to the address listed on party rental sheet.*
- *I understand that there is a party limit of 25 people for the gazebo*
- *I understand that there is no guaranteed Amenity Staff assistance for the duration of my rental.*
- *I understand that I must check in for my rental at the Amenity Center front office for a review of the rental rules and to pick up the necessary cleaning supplies.*
- ***I understand that there are NOT electrical outlets at the gazebo***
- ***I understand that confetti is NOT allowed at the rental***
- *I understand that NO exchange of currency, purchase for sale, or entry fees are permitted in the facility*
- ***I understand that patron and guests must abide by all Bartram Springs CDD policies***
- *Sweep up Gazebo*
- ***Empty all garbage and replace trash can liners.***
- *Remove all party items from facility*
- *Take down all decorations used during the rental*
- ***Bring back all cleaning supplies to the front office and throw the full trash bags from the rental in the dumpster in the parking lot of the Amenity Center***

**I understand and agree to abide by the above policies & guidelines and that the deposit will only be returned after a management inspection**

Resident's signature: (Pre-Party) \_\_\_\_\_

Today's Date: \_\_\_\_\_

Non-Resident's signature: (Pre-Party) \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Cancellations Only:**

\*\*\*I \_\_\_\_\_ cancel my reservation and I have been refunded my pre-written checks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT DOCK GAZEBO RENTAL FORM**

TODAY'S DATE: \_\_\_\_\_  
RESIDENT (CIRCLE ONE): YES NO RESIDENT NAME: \_\_\_\_\_  
RESIDENT ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(IF APPLICABLE) NON-RESIDENT NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_ RENTAL TIME: \_\_\_\_\_ TO \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ INTENDED USE: \_\_\_\_\_

**Acknowledgment of the Alcohol and Smoking Policy**

**I understand alcohol is prohibited on CDD property. I understand that smoking (including e-cigarettes) is not allowed in the gazebo/playground area.** If patrons or guests are in violation of this policy, I understand that the district may stop the event and eject patrons and guests from the facility.

I agree to indemnify and hold harmless the Bartram Springs Community Development District and their agents, supervisors, officers, directors, employees, and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the Amenity Center. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

I have read, understand, and agree to abide by all policies and rules of the District governing the Amenity Center. Failure to adhere to the District's policies and rules may result in the suspension or termination of any privileges to use the facility. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests.

**Rental Date:** \_\_\_\_\_ **Rental Time:** \_\_\_\_\_  
**Resident's signature: (Pre-Party)** \_\_\_\_\_  
**Non-Resident's signature, if applicable (Pre-Party):** \_\_\_\_\_  
**Today's Date:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Fees**

\$300 Payable to Bartram CDD  
Refundable Deposit (\$300) \_\_\_\_\_  
Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Rcv'd By \_\_\_\_\_ Return Initial \_\_\_\_\_

\_\_\_\_\_ Payable to Bartram CDD  
\$25 Gazebo (each 4 hour time slot) \_\_\_\_\_  
Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Rcv'd By \_\_\_\_\_ Return Initial \_\_\_\_\_

~~\$72 Payable to Vesta~~ \_\_\_\_\_  
~~Extra Lifeguard fee (each 4 hour time slot)~~ ~~Check #~~ \_\_\_\_\_ ~~Date Paid~~ \_\_\_\_\_ ~~Rcv'd By~~ \_\_\_\_\_ ~~Return Initial~~ \_\_\_\_\_  
~~(Oct. to Feb. NO Lifeguard Fee - Slide Closed)~~

## CDD Policy Acknowledgement and Cleaning Guidelines

Please make sure the cleaning guidelines below are completed immediately following the facility rental ensuring a clean and beautiful area for the next rental as well as return of your \$300 deposit after **Management** Inspection has been completed

- *I understand that the 4 hour time slot includes **set-up and clean-up and cannot be changed***
- *I understand that Patron (resident) must be present at time of booking and present at the actual event date for agreed upon duration of event should Patron (resident) sponsor a non-resident use of the Pool Gazebo*
- ***I understand that rental cancellations must be completed at least 24 hours prior to the rental. Any cancellation made within the 24 hour period before the rental will not receive their staffing payment back.***
- ***\*\*\*\$300 deposit will not be returned if party arrives early or leaves after the above set time slot\*\*\****
- *I understand that if the Gazebo area does not pass **management** inspection, then a \$45 hourly cleaning fee will be required within 3 business days post event date (Cash, credit card, or check -made payable to Vesta – are acceptable forms of payment). If payment is not received within 3 business days post event date, then the \$300 deposit check will be applied and a check for the difference will be mailed to the address listed on party rental sheet.*
- *I understand that there is a party limit of 25 people for the gazebo*
- *I understand that there is no guaranteed Amenity Staff assistance for the duration of my rental.*
- *I understand that I must check in for my rental at the Amenity Center front office for a review of the rental rules and to pick up the necessary cleaning supplies.*
- *I understand that confetti is NOT allowed at the rental*
- *I understand that NO exchange of currency, purchase for sale, or entry fees are permitted in the facility*
- ***I understand that patron and guests must abide by all Bartram Springs CDD policies***
- Sweep up Gazebo
- **Empty all garbage and replace trash can liners.**
- Remove all party items from facility
- Take down all decorations used during the rental
- **Bring back all cleaning supplies to the front office and throw the full trash bags from the rental in the dumpster in the parking lot of the Amenity Center**

**I understand and agree to abide by the above policies & guidelines and that the deposit will only be returned after a management inspection**

**Resident's signature: (Pre-Party)** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Non-Resident's signature: (Pre-Party)** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

### **Cancellations Only:**

\*\*\*| \_\_\_\_\_ cancel my reservation and I have been refunded my pre-written checks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT SOCIAL HALL RENTAL FORM**

**TODAY'S DATE:** \_\_\_\_\_  
**RESIDENT (CIRCLE ONE):** YES NO **RESIDENT NAME:** \_\_\_\_\_  
**RESIDENT ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**(IF APPLICABLE) NON-RESIDENT NAME:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_ **RENTAL TIME:** \_\_\_\_\_ **TO** \_\_\_\_\_

**ESTIMATED ATTENDANCE:** \_\_\_\_\_ **INTENDED USE:** \_\_\_\_\_

**WILL ALCOHOL BE SERVED AT THIS PARTY? (CIRCLE ONE):** \*YES NO

**\*If yes, a copy of the event liability insurance with the correct parameters AND a copy of the certified bartender license must be submitted to Bartram Springs Amenity Center 7 days prior to the rental. Alcohol will not be permitted unless both documents have been submitted and approved by management.**

### **Acknowledgment of the No Alcohol and No Smoking Policy**

I understand that the Bartram Club is a smoke free, alcohol free facility. **Alcohol can only be served at a rental with pre-approved event insurance and a certified bartender.** If I do not have this insurance and certified bartender, I will not, nor will my guest bring alcohol onto the amenity property. I also understand that tobacco products of any kind are not permitted on the amenity property. I understand that it is my responsibility to inform my guest of these policies. I understand that if these policies are disregarded by me or my guests I will lose my deposit fee and an incident report will be submitted to the Community Development District for further investigation.

I agree to indemnify and hold harmless the Bartram Springs Community Development District and their agents, supervisors, officers, directors, employees, and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the Amenity Center. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.

I have read, understand, and agree to abide by all policies and rules of the District governing the Amenity Center. Failure to adhere to the District's policies and rules may result in the suspension or termination of any privileges to use the facility. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests. If requested, I will obtain an event insurance policy naming the Bartram Springs Community Development District, Sandler at Bartram Lakes, LLC and their guests, supervisors, officers, directors, employees, and staff as additional insured.

**Rental Date:** \_\_\_\_\_ **Rental Time:** \_\_\_\_\_  
**Resident's signature: (Pre-Party)** \_\_\_\_\_  
**Non-Resident signature (if applicable): (Pre-Party)** \_\_\_\_\_  
**Today's Date:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

### **Fees**

<u>\$300</u> Payable to Bartram CDD	_____	_____	_____	_____
Refundable Deposit (\$300)	Check #	Date Paid	Rcv'd By	Return Initial
<u>      </u> Payable to Bartram CDD	_____	_____	_____	_____
Rental Fee (\$15.00 hourly)	Check #	Date Paid	Rcv'd By	Return Initial
<u>      </u> Payable to Vesta	_____	_____	_____	_____
Extra Staff Fee (\$72)	Check # or last 4 credit card	Date Paid	Rcv'd By	Return Initial

\*\*\*For parties greater than 25 guests, a flat rate of \$72 is applied to your party

\*\*\*If your party start and end time is during normal operating office hours and your estimated attendance is greater than 25 then a flat rate "extra staff" fee of (\$72) is applied

\*\*\*If your party starts during normal operating office hours and ends after normal operating hours and your estimated attendance is 25 or less then a \$18 hourly rate is applied to hours outside of our normal operating hours

SH Page 2 of 2

### **CDD Policy Acknowledgement and Cleaning Guidelines**

Please make sure the cleaning guidelines below are completed immediately following the facility rental ensuring a clean and beautiful area for the next rental as well as return of your \$300 deposit after Management Inspection has been completed

- I understand that there is an **extra staff fee** of \$18 hourly (hours vary thru the calendar year). Applicable only if the \$72 flat rate fee is not applied.
- I understand that there is a **party limit** of 75 people for the social hall
- I understand that NO exchange of currency, purchase for sale, or entry fees are permitted in the facility
- I understand that use of the firepit area is allowed under the following: residents take precedence and CDD policies must be abided by (signage is posted at gate of fire pit area)
- I understand that if renting the Social Hall, swimming in the pool is not permitted.
- I understand that the Social Hall furniture CANNOT be moved out of the room, and I must pick one of the pre-approved layouts.
- I understand that NO Tape or Thumbtacks are permitted on the Social Hall Walls. **NO CONFETTI IS ALLOWED AT RENTALS.**
- I understand that Patron (resident) must be present at time of booking and present at the actual event date for agreed upon duration of event should Patron (resident) sponsor a non-resident use of the Social Hall
- I understand that rental cancellations must be completed at least 24 hours prior to the rental. Any cancellation made within the 24 hour period before the rental will not receive their staffing payment back.
- I understand that **party time includes set-up and clean-up and cannot be changed on "Date Requested". Any changes to the rental time must be made at least two weeks in advance and with Management approval.**
- **\*\*\*\$300 deposit will not be returned if party arrives early or leaves after the above set rental time\*\*\***
- I understand that my deposit will be held until a room inspection is done by management. If the Social Hall does not pass management inspection, then a **\$45 hourly cleaning fee** will be required within 3 business days post event date (check should be made payable to Vesta, cash, and credit card are acceptable forms of payment). If payment is not received within 3 business days post event date, then the \$300 deposit check will be applied and a check for the difference will be mailed to the address listed on party rental sheet
- Wipe off counters, sink area and table tops
- Wipe out microwave if used
- Sweep Social Hall and Card Room
- Clean up food and drink spills (ask staff for mop and bucket) in Social Hall and Card Room
- If guests used fire pit area, please empty garbage can and replace with garbage liner
- If guests used fire pit area, please sweep area if needed
- Empty all garbage and take to dumpster (if firepit area used, garbage must be emptied)
- Replace garbage liners (ask staff for liners)
- Remove All party items from facility
- Take down All decorations used during the rental

**I understand and agree to abide by the above policies & guidelines and that the deposit will only be returned after an inspection by Management.**

**Resident's signature: (Pre-Party)** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Non-Resident's signature: (Pre-Party)** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

### **Cancellations Only (please sign below):**

\*\*\*I \_\_\_\_\_ cancel my reservation and I have been refunded my pre-written checks.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## *SEVENTH ORDER OF BUSINESS*



### **CDD street sign replacement summary of proposals**

- Signs By Tomorrow- Please see proposal for specific details- \$ 10,067.37
- Sundancer Sign Graphics- Please see proposal for specific details- **\$ 13,800.00.**
- Buchanan Flag and signs- Provider did not provide a proposal
- 10K Creations- - Provider did not provide a proposal

Please be aware Buchanan Flag and Signs and 10K creations did not provide a proposal as the material would not be identical to the existing signs and posts. Signs By Tomorrow did provide a proposal, but again the materials would not be consistent with the existing. Therefore, **Sundancer sign graphics would be the provider this writer would recommend.**

Order  
\*\*\* Duplicate \*\*\*

Buchanan Sign & Flag  
6755 Beach Blvd.  
Jacksonville, FL 32216

Page: 1  
Order#: R-21949  
Ticket date: 11/9/21

Sold to: VESTA PROPERTY SERVICES  
245 RIVERSIDE AVE  
SUITE 250  
JACKSONVILLE, FL 32202

Ship to:

Customer #: 904-355-1831  
Sls rep: FR  
Customer PO#: BARTRAM SPRINGS CDD

Ship date:  
Location: MAIN

Ship-via code:  
Terms: Net 30 days

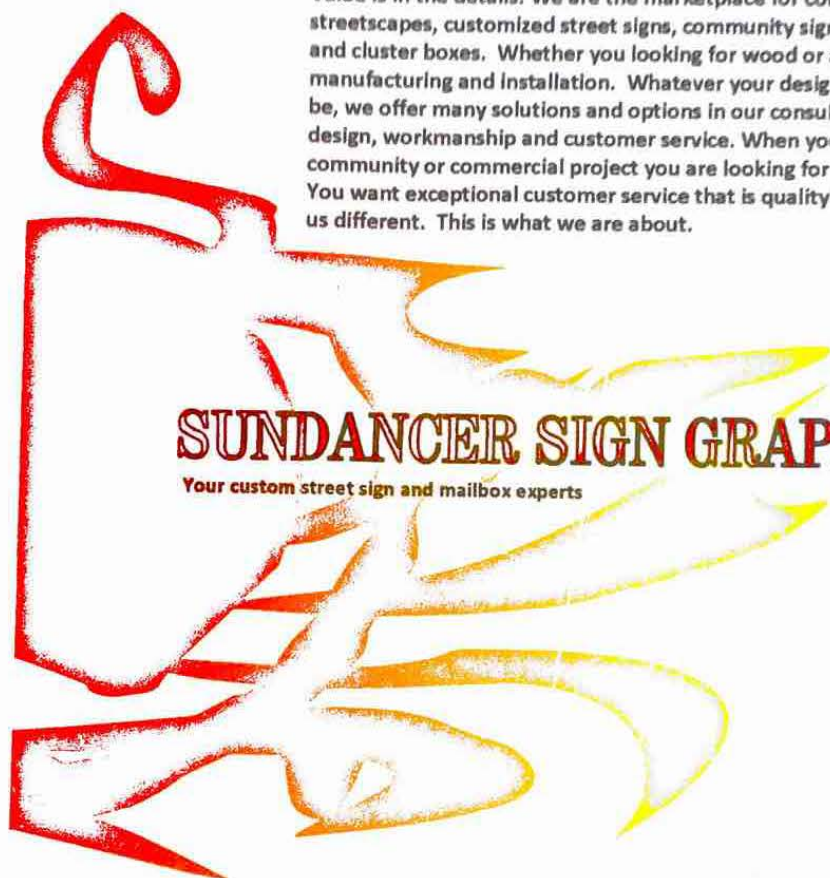
Quantity	Item #	Description	Ship-from location	Price	Selling unit	Ext prc
25	R1-1HIA29	36IN HIGH INTENSITY STOP SIGN		190.00	EACH	4,750.00
25	SIGNSOO	33"X063 OVERSIZED BACKER FOR 30" STOP SIGNS BLACK		157.00	EACH	3,925.00
1	SIGNSPC	12X30" 080 ALUM ROUTED SHAPED WELCOME SIGN		97.00	EACH	97.00
1	SIGNSPC	15X15" 080 ALUM NO SMOKING SIGNS		75.00	EACH	75.00
1	SIGNSPC	30X24" 080 ALUM RIGHT LANE BIKE SYMBOL ONLY		130.00	EACH	130.00
4	SIGNSPC	12X30" 080 ALUM NO PARKING SIGNS		97.00	EACH	388.00

User: FR

Total line items: 6

Order subtotal: 9,365.00  
Tax amount: 702.37  
Order total: 10,067.37  
Order amt due: 10,067.37

Thank you for your business!



Value is in the details. We are the marketplace for commercial and residential signage, decorative streetscapes, customized street signs, community signs and coordinating mailboxes, both individual and cluster boxes. Whether you looking for wood or aluminum we are the experts in design, manufacturing and installation. Whatever your design, marketing signage or development needs may be, we offer many solutions and options in our consultation with you. In working with you we offer design, workmanship and customer service. When you are making an investment in your home, community or commercial project you are looking for more than just the value you receive in price. You want exceptional customer service that is quality based and customer driven. This is what makes us different. This is what we are about.

## **SUNDANCER SIGN GRAPHICS**

Your custom street sign and mailbox experts

**PROPOSAL FOR:**

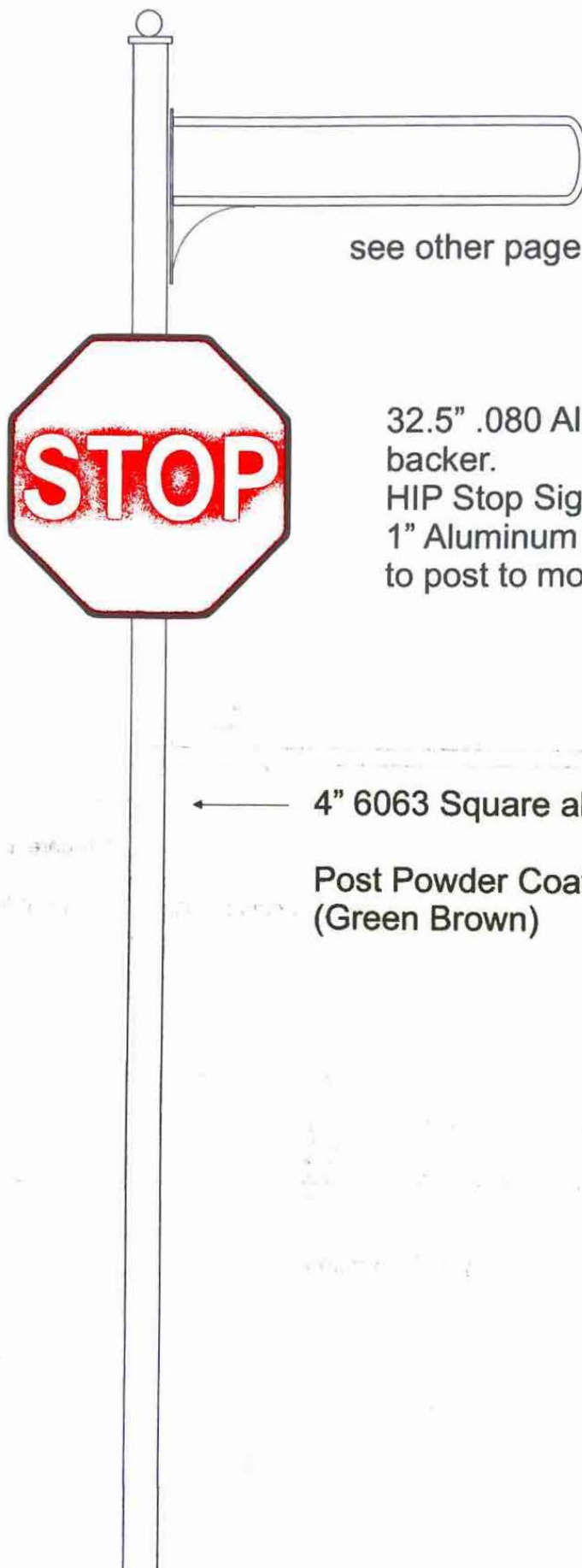
**BARTRAM SPRINGS CDD**





BARTRAM SPRINGS CDD - STREET SIGN REFURBISHMENT PROJECT							
TYPE	LOCATION	QTY	REPAIR / REPLACE	NOTES	COST	EXTENDED COST	
Stop Combo	CLD east / Crab Creek Drive	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD East / Magnolia springs lane	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD East / Green myrtle drive	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD East / Forrest stump lane	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD North / Big spring street x2	2	REPLACE	Complete new unit	\$ 695.00	\$ 1,390.00	
Stop Combo	CLD North / Palmetto springs street	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD North / Little springs court	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD North / Alderfer springs drive	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD West / Lake Jessup drive- x2	2	REPLACE	Complete new unit	\$ 695.00	\$ 1,390.00	
Stop Combo	CLD West / Green Pond	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD West / Wakulla springs road	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	CLD and BSP	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	BSP / Ginnie Springs	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
Stop Combo	BSP / Bartram Village Drive	1	REPLACE	Complete new unit	\$ 695.00	\$ 695.00	
stop signs	Amenity Center	1	REPAIR	Replace Backing	\$ 125.00	\$ 125.00	
stop signs	Amenity center WEST @ BUS STOP	1	REPAIR	Replace Backing	\$ 125.00	\$ 125.00	
stop signs	Amenity center East	1	REPAIR	new cap	\$ 35.00	\$ 35.00	
Bike Lane	BSP / Outbound @ Dog Station	1	REPAIR	needs new cap	\$ 35.00	\$ 35.00	
NO Parking	Silver Glen and Ginny Springs	1	REPLACE	Complete new unit	\$ 195.00	\$ 195.00	
NO Parking	Silver Glen Parking Area	2	NEW UNIT	Add 2 more signs to existing area on Silver glen	\$ 195.00	\$ 390.00	
No Smoking	Veterans Park	1	REPAIR	small white sign facing parking lot- Add a border for sign	\$ 25.00	\$ 25.00	
No Littering / Loitering	Veterans Park	1	NEW SIGN/ POST	"Keep our grounds and Park beautiful"	\$ 195.00	\$ 195.00	
Supervise Children	Veterans Park- on bathroom	1	NEW SIGN	to deture vandalism and keep clean	\$ 25.00	\$ 25.00	
Install	COMPLETE SIGN UNITS	14			\$ 95.00	\$ 1,330.00	
Install	OTHER SIGNS / BACKERS				\$ 200.00	\$ 200.00	
						\$ 13,800.00	





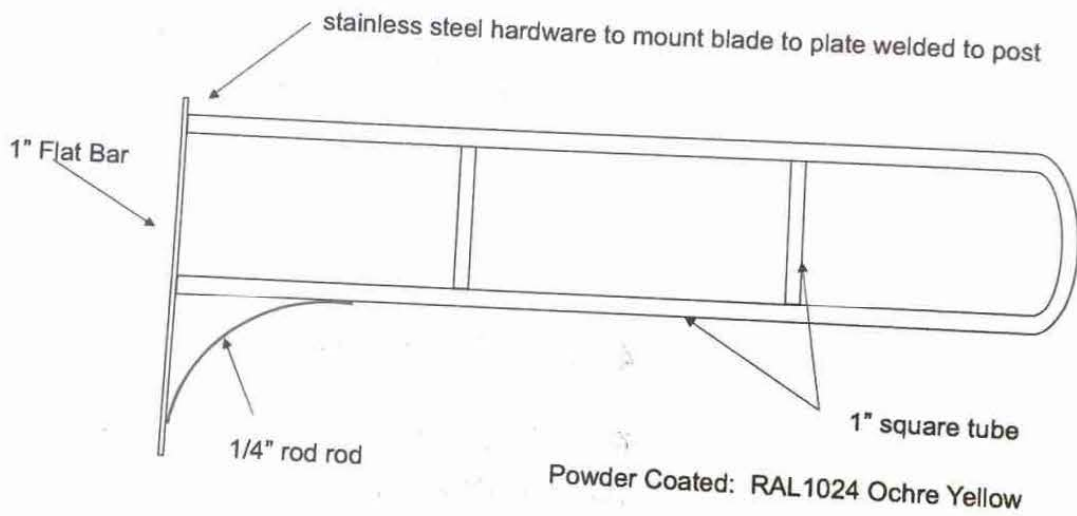
see other page for blade detail

32.5" .080 Aluminum  
backer.  
HIP Stop Sign  
1" Aluminum Tab welded  
to post to mount sign face

← 4" 6063 Square aluminum

Post Powder Coated: RAL 8000  
(Green Brown)

Order



Font: Blue Highway

*EIGHTH ORDER OF BUSINESS*





Email: florida\_mdusupport@cable.comcast.com

Phone:

Vendor ID: 456587

Statement Date: 07/2021 - 09/2021

Payment Amount: \$5,346.82

Statement Number: 914180

Corp / Sys: 8495

Complex Code: 2038

Page 1 of 1

**Bartram Springs Community Development District**

Bartram Springs Community

475 West Town Place

St Augustine, FL 32092

**Bartram Springs**

Bartram Springs Parkway

Jacksonville, FL 32258

We're pleased to provide this statement to you electronically, saving thousands of sheets of paper each year going forward. If you have somehow received this via paper copy, please provide your e-mail address with the Corp/SYS & Complex from this statement to: nrsa\_support@cable.comcast.com.

PLEASE NOTE: If the ownership at this property has changed and the payment needs to be prorated or issued to the new ownership, please reach out to your Xfinity Communities MDU Specialist who's contact information is on this statement.



**Data Revenue Share Payment Details**

Period	Unit Size	# of Subscribers	Penetration %	Rev Share Rate	Revenue	Payment
Jul 2021	1400	658	47.00%	3.00%	\$41,901.13	\$1,257.03
Aug 2021	1400	650	46.43%	3.00%	\$41,334.89	\$1,240.05
Sep 2021	1400	649	46.36%	3.00%	\$41,987.47	\$1,259.62

Subtotal Revenue Share Amount: \$3,756.70



**Video Revenue Share Payment Details**

Period	Unit Size	# of Subscribers	Penetration %	Rev Share Rate	Revenue	Payment
Jul 2021	1400	427	30.50%	2.00%	\$26,617.27	\$532.35
Aug 2021	1400	427	30.50%	2.00%	\$26,692.56	\$533.86
Sep 2021	1400	425	30.36%	2.00%	\$26,195.35	\$523.91

Subtotal Revenue Share Amount: \$1,590.12

## *NINTH ORDER OF BUSINESS*

**AMENITY SERVICES GROUP, INC.**  
**Bartram Springs C.D.D.**  
 Program Revenue for the period: July-Sept 2021

Date	Memo	Zumbini/Dance	Yoga	Summer Camp	Swim lesson	Tennis	Flag football	Soccer Shots	Amount
9/30/21	Swim lesson				3,725.00				3,725.00
9/30/21	Summer Camp			56,771.00					56,771.00
9/30/21	Soccer shots							618.00	618.00
9/30/21	Tennis					1,589.00			1,589.00
9/30/21	Zumbini/Dance	1,623.75							1,623.75
9/30/21	Yoga		90.70						90.70
9/30/21	Summer flag football						8,768.00		8,768.00
				56,771.00	3,725.00	1,589.00	8,768.00	618.00	73,185.45

10% Revenue Sharing	\$	7,318.55
	\$	7,318.55

## *TENTH ORDER OF BUSINESS*

*A.*

*1.*

**MEMORANDUM**

To: District Manager

From: Hopping Green & Sams, P.A.

RE: Publication of Legal Notices

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During the 2021 legislative session certain statutory changes were enacted affecting publication of legal notices. *See* Ch. 2021-17, Laws of Fla. Relevant to community development districts, this includes enactment of:

- (i) criteria that expand the newspapers that may qualify to publish legal notices; and
- (ii) provisions that allow for internet-only publication of certain legal notices.

As regards (i), District Managers should evaluate whether there are less expensive newspapers that qualify for publication of legal notices. As regards (ii), the Legislature's provision of internet-only publication of legal notices appears unlikely to provide any benefit to community development districts. In addition, revisions to district Rules of Procedure are included to address both (i) and (ii). However, updated Rules of Procedure only need to be adopted if a district desires to use a newspaper that only qualifies for publication of legal notices under the new statutory language, and not under the current Rules of Procedure. These matters are summarized in more detail below. The subject statutory changes are effective January 1, 2022.

1. Expanded Criteria for Newspapers to Qualify for Publication of Legal Notices

Effective January 1, 2022, section 50.011, Florida Statutes, includes revised and expanded criteria for newspapers to be eligible as a newspaper of "general circulation" to publish legal notices and advertisements. § 50.011(1)(a)-(e), Fla. Stat. District Managers should review these criteria to determine if less expensive newspapers qualify for the publication of district legal notices.

2. Internet-Only Publication of Legal Notices

Effective January 1, 2022, section 50.0211, Florida Statutes, authorizes certain notices to published solely on the internet. § 50.0211, Fla. Stat. For community development districts this includes special district meeting notices pursuant to section 189.015, Florida Statutes (i.e., annual and regular meeting notices), and establishment and termination notices pursuant to section 190.005 and 190.046, Florida Statutes. § 50.0211(1)(b)8., 9., Fla. Stat. Newspapers may charge for internet only publication, but no more than authorized if the notice had been published in a print edition (the expectation is that internet-only publication will offer savings versus print publication). § 50.0211(5)(c), Fla. Stat.

This internet-only option, however, comes with significant strings attached. Most significantly, entities opting for internet-only publication must publish a notice at least once per week in the print edition of a newspaper of general circulation that states that legal notices do not all appear in the print edition of the local newspaper and that additional legal notices may be accessed on the

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newspaper's website or on the statewide legal notice website. § 50.0211(5)(d), Fla. Stat. Thus, it appears the burden of weekly publication of notices advising the public that internet-only publication is being utilized more than outweighs any logistical and cost benefits that might be realized from the limited scope of notices districts may publish solely on the internet. In addition, to utilize internet-only publication, a district's board of supervisors must make a determination that such internet-only publication is in the public interest and that the residents within the district have sufficient access to the internet such that internet-only publication would not unreasonably restrict public access. § 50.0211(5)(a), Fla. Stat.

### 3. Updated Rules of Procedure

If a district believes it would benefit from the expanded criteria for what may qualify as a newspaper of "general circulation" authorized to publish legal notices or the availability of internet-only publication, district Rules of Procedure should be updated to incorporate statutory changes as follows:

#### **Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. A newspaper is deemed to be a newspaper of "general circulation" within the District and county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published. Meeting notices pursuant to section 189.015, Florida Statutes, may be noticed by internet-only publication upon election by the District's Board and compliance with the requirements of section 50.0211, Florida Statutes. ~~"General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week.~~ Each Notice shall state, as applicable:

\* \* \*

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 50.011, 50.031, 189.015, 189.069(2)(a) ~~46~~15, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.



2.

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Wastewater and Stormwater Needs Analysis

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During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

### **Which special districts are required to complete a needs analysis under section 403.9301 and 403.9302, Florida Statutes?**

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.<sup>1</sup>

### **What constitutes “wastewater services”?**

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

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<sup>1</sup> Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

**What constitutes “stormwater management program or stormwater management system”?**

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural, and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, overdrainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

**What must the needs analysis for these services or systems include?**

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components;
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
- The Office of Economic and Demographic Research has [templates and other resources and guidance](#) under development on its website to assist in completion of this required analysis.

**When must the needs analysis required be complete?**

The 20-year needs analysis must be completed by June 30, 2022.

**What happens to the needs analysis once it is complete?**

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

3.

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Prompt Payment Policies

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As you may know, during the 2021 legislative session Part VII of Chapter 218, Florida Statutes (the “Local Government Prompt Payment Act”) was amended. This includes an increase from 1 percent to 2 percent as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9); 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping, Green & Sams, this consists of the following changes as reflected in track-change format:

### **VII. Resolution of Disputes**

\* \* \*

#### **B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District’s failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within

four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

- ~~34~~. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
- ~~45~~. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
- ~~56~~. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
- ~~67~~. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

**X. Late Payment Interest Charges**

\* \* \*

**B. Related to Construction Services**

Prompt Payment Policies

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**RESOLUTION 2021-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE \_\_\_\_\_  
COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES  
AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*;  
PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the \_\_\_\_\_ Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within \_\_\_\_\_, Florida; and

**WHEREAS**, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

**WHEREAS**, the Board of Supervisors of the District ("Board") accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE  
\_\_\_\_\_ COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

**SECTION 2.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
**COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Prompt Payment Policies and Procedures



# **EXHIBIT A**



## **COMMUNITY DEVELOPMENT DISTRICT**

### **Prompt Payment Policies and Procedures**

**In Accordance with the Local Government Prompt Payment Act  
Chapter 218, Part VII, *Florida Statutes***

\_\_\_\_\_, 2021

**Community Development District**  
**Prompt Payment Policies and Procedures**

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**I. Purpose**

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the [REDACTED] Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

**II. Scope**

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

**III. Definitions**

**A. Agent**

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

**B. Construction Services**

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

**C. Contractor or Provider of Construction Services**

The entity or individual that provides Construction Services through direct contract with the District.

**D. Date Stamped**

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

**E. Improper Invoice**

An invoice that does not conform to the requirements of a Proper Invoice.

**F. Improper Payment Request**

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

**G. Non-Construction Goods and Services**

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

**H. Proper Invoice**

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

**I. Proper Payment Request**

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

**J. Provider**

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

**K. Purchase**

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

**L. Vendor**

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

#### **IV. Proper Invoice/Payment Request Requirements**

##### **A. General**

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

##### **B. Sales Tax**

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

##### **C. Federal Identification and Social Security Numbers**

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone [REDACTED], email [REDACTED]).

##### **D. Proper Invoice for Non-Construction Goods and Services**

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
  - a. A complete item description
  - b. Quantity purchased
  - c. Unit price(s)
  - d. Total price (for each item)
  - e. Total amount of invoice (all items)
  - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
  - a. Itemized description of services performed
  - b. The location and date of delivery of the services to the District
  - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
  - d. Itemization of other direct, reimbursable costs (including description and amount)
  - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
    - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
    - ii. Paid receipt
    - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

**E. Proper Payment Request Requirements for Construction Services**

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

**V. Submission of Invoices and Payment Requests**

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

**1. Mailing and Drop Off Address**

Community Development District

**2. Email Address**

**VI. Calculation of Payment Due Date**

**A. Non-Construction Goods and Services Invoices**

**1. Receipt of Proper Invoice**

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

**2. Receipt of Improper Invoice**

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

**3. Rejection of an Improper Invoice**

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

**4. Payment of Undisputed Portion of Invoice**

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

**B. Payment Requests for Construction Services**

**1. Receipt of Proper Payment Request**

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

**2. Receipt and Rejection of Improper Payment Request**



- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
  - i. Be provided in writing;
  - ii. Specify any and all known deficiencies; and
  - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

**3. Payment of Undisputed Portion of Payment Request**

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

**VII. Resolution of Disputes**

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

**A. Dispute between the District and a Provider**

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

**B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

#### **VIII. Purchases Involving Federal Funds or Bond Funds**

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

#### **IX. Requirements for Construction Services Contracts – Project Completion; Retainage**

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

#### **X. Late Payment Interest Charges**

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

##### **A. Related to Non-Construction Goods and Services**

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**B. Related to Construction Services**

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**C. Report of Interest**

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

4.

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Public Records Exemptions Advisory Notice

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As you may know, during the 2021 legislative session section 119.071, Florida Statutes, was revised to include additional requirements regarding the public records exemption for home addresses, telephone numbers, dates of birth, photographs, and other information associated with certain officers, employees, justices, judges, or other persons identified in section 119.071(4)(d)2. In particular, section 119.071(4)(d)3. now provides that the custodian of such information must maintain its exempt status where the subject officer, employee, justice, judge or person, or employing agency of the designated employee submits a written *and notarized* request for maintenance of the exemption to the custodial agency. Further, the *request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status*. The italicized requirements for notarization and a statement under oath as to the statutory basis for the exemption request are new requirements that became effective July 1, 2021.

Please ensure district records custodians and other appropriate personnel have been appropriately advised of these changes for purposes of evaluating exemptions for future public records requests.

*D.*



## General Manager's Report

*Date of report: 12/6/2021*

*Submitted by: Sue O'Lear*

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### GENERAL MANAGER UPDATE

Supervisors,

I cannot believe that I'm sitting down to write my 12<sup>th</sup> GM report! My first year at Bartram Springs has flown by, and I am excited to prepare for an awesome 2022.

November at Bartram was another busy one – we had another excellent Cornhole Tournament and Chili Cookoff (feedback below), and we have really gotten into the holiday season with lots of decorating and planning for a wonderful Sundaes with Santa event.

### RENTAL POLICY PROPOSAL

The attached rental forms include the following changes that were proposed and discussed at the November meeting, including:

- Newly available **Fire Pit Rental** availability (modeled after the gazebo rentals). Maximum of 25 people, no alcohol, time slot available is 6PM – 10PM. **\$300 security deposit and \$25 rental fee made payable to Bartram CDD, and \$54 extra staff fee to Vesta** to manage the party.
- Newly available **Dock Gazebo Rental** and **Athletic Field Gazebo Rental policies. \$300 security deposit, \$25 rental fee both to Bartram CDD.** No extra staff fee as we will not provide extra staff for setup or cleanup for parties outside the fence. Security Deposit will not be returned until manager/designee checks for appropriate cleanup.
- **Amended Social Hall Rental Policy**, which reflects **an increase in hourly rental from \$12.50/hour to \$15.00/hour (Security Deposit and Extra Staff Fee remain the same).** Policy will also reflect 2 time slots for the Social Hall (which include setup, event, and cleanup) of 4 hours beginning at 10AM, and 6 hours beginning at 4PM. Any amendments to the block schedule must be approved by management and will be based on staff availability and additional facility usage, and will utilize the previous “after hours” fees that are currently in place.

Please see additional attachments that covers the proposed changes. Assistant Manager Stephanie Taylor will be at the meeting to present to the board.

### NOVEMBER RECAP – Events

We had our usual busy Food Truck Fridays and Movie on the Lawn. Our big event for November was the return of the Chili Cook Off and Cornhole Tournament, which was a big hit! This time the Chili contestants were around the fire pit, while the cornhole contestants were on the patio again.



Stephanie asked for feedback on the event from participants and attendees, and following are some quotes from the responses:

- It was well organized event and I had fun.
- We had a blast. We really enjoyed both events, and we finally met some people in the neighborhood. Y'all did a fantastic job with set up and snacks. Those plates with the glued cups for chili contest were genius! Well done team!
- I had a great time and met some really cool people there and can't wait for the next competition.

We also got some great feedback about additional ways to get the word out, like having an “upcoming events” table at our events so people can talk to us and sign up ahead of time.



### **DECEMBER EVENTS:**

We are excited to offer a more traditional Bartram Christmas event by bringing back Sundaes with Santa. While the popularity of previous years was fantastic, it also caught the attention of other communities, so in an effort to keep this an event for Bartram families (and to also provide better crowd control for COVID) we are both advertising this as a Bartram Springs only event, and requiring that families utilize the sign up genius to both claim their time slot and allow us to confirm residency. The initial reservations were taken in an hour – so Stephanie has created a wait list and is working to see where/if she can increase slots for families to get to see Santa.



**SUNDAES WITH SANTA!**

FREE BRUSTER'S ICE CREAM

FREE PHOTO WITH SANTA, SPONSORED BY JOSH ROGERS!

**R exp**  
JOSH ROGERS TEAM REALTY

3PM - 7PM SATURDAY DEC 19

**THIS EVENT IS FOR BARTRAM SPRINGS RESIDENTS ONLY. ONLINE REGISTRATION IS MANDATORY AND SPOTS ARE LIMITED!**

*E.*

*1.*

# Bartram Springs

## ***Field Operations Manager's Report***

Date of report: 12/13/2021

Submitted by Winslow Wheeler

### **City of Jacksonville repair of community sidewalks in Bartram Springs-Update-No action Necessary-**

This writer has been in contact with the project manager and the COJ continues to make its way relatively smoothly through the community. Otherwise, the amenity center and surrounding sidewalks are anticipated to be complete the second quarter of 2022. If there are any questions or concerns, please let me know. Further this writer was informed by the city project engineer and confirmed by the CDD president that all residents should utilize the COJ direct number for individual complaints (630-City) and or complete a service request with the city through [www.coj.net](http://www.coj.net). Please see schedule attached.

### **CDD street sign replacement- Board action necessary**

Signs By Tomorrow- Please see proposal for specific details- \$ 10,067.37

Buchanan Flag and signs- Provider unable to offer proposal

10K Creations- - Provider unable to offer proposal

Please be aware each of the vendors listed above stated they would not be able to offer a proposal as the material would not be identical to the existing signs and posts. While one provider did offer a proposal, but again the materials would not be identical. Therefore, Sundancer sign graphics would be the provider this writer would recommend.

Sundancer Sign Graphics- Please see proposal for specific details- **\$ 13,800.00.**

### **Fencing-**

Please see the following for considerations and discussion for improvements to be installed at the dog park. Please note: the green chain link fencing that would match the existing fence may not be available until 2022.

Newsome Fence-26.00x175 liner feet-\$4550.00 Gate approximately 500.00. **Total \$5050.00 (did not deliver proposal for relocating fence)**

Armstrong Fence-175 linear feet-\$ 4308.00 + 1 Gate-\$478.80 **Total \$6389.00**

Armstrong Cont. To move 155 linear feet of fencing and installing new \$ 1900.00 **Total \$8289.00**

Hardwick Fence- Site unseen proposal-Does not calculate per liner foot, however for an apple to apples the same 175 liner feet-\$ 4,293.00 Gate approximately 500.00.

Hardwick Fence cont. To move 155 linear feet of fencing \$750.00 **Total \$5543.00/Recommended vendor**

### **Dog Park renovations Summary- No action Necessary**

**Fencing**-175 linear feet-\$ 4308.00 + 1 Gate-\$478.80 total \$6389.00. While to move 155 linear feet of fencing and installing new \$ 1900.00. Total \$8289.00

**Agility Stations-** (2 packages) \$ 8800.00

**Picnic Table-** 1-2 \$1,199.00 ea./ Buy 3+ \$1,139.00 ea.

**Shore sox-** \$11,700.00-completed

**Shade covering-** Southern recreation. -1- (10x10x8) \$ 10,148.00-2<sup>nd</sup> (14x24) \$7716.13

Estimated total for entire project- \$ 40,076.00

**Shoresox warranty-Update- No action Necessary**

Please see packet for updated warranty letter. Mr. Haber has confirmed the current documentation is sufficient for the CDD warranty regarding the Shore Sox instillation. In addition, we anticipate needing new sod for the dog park. The hydro seed is not performing as expected.

**Install Wi-Fi at Veterans Park- Update- no action needed**

For the following order number (29979817), comcast has begun to install Wi-Fi at veterans' park to allow for our security cameras to be viewed from the amenity center. Construction has begun on Ginny Springs Road to install the main line. Following, comcast will install the Wi-Fi line to the Bathroom building. Instillation for the Wi-Fi is scheduled for 12/14/21 between the hours of 10am-12pm. The instillation cost is 119.95 and the monthly rate will be \$220.00 per month to be billed to the district.

**Holiday Lighting- Update- No board action necessary**

## **Completed Projects**

1. Pressure washed the front entry of the community and community signs around Cherry Lake Drive.
2. Removed hedge line at amenity center and placed sod.
3. Repaired all social hall door locks
4. Replaced light at pylon on CLD
5. Installed garland at front bridge and trimmings on all pylons
6. Installed holiday banners
7. Placed two reindeer at front entrance
8. Replaced numerous GFI switches for Christmas lighting
9. Replaced tennis courts nets
10. Installed portable light in fountain for the holidays
11. Replaced new trash can at Veterans Park.
12. Repaired current cameras on pool deck
13. Cleaned all cobwebs from amenity ceilings.
14. Repaired amenity park gate
15. Repaired lights as needed.
16. New Security Cameras in social hall, card room, club suite
17. City of Jacksonville contacted regarding facility uneven sidewalks (all highlighted with spray paint).
18. Slide tower stairs cleaned weekly.
19. Monthly follow up on community street lighting.
20. Daily maintenance completed of the pools and Amenity center area. Pictures of completed projects will be available upon request.

## **Expected Projects**

1. COJ street project on Bartram Springs Parkway.
2. New camera at dog park
3. Anticipating new sod at dog park.
4. Pricing new wind covers for the tennis courts.
5. Obtaining pricing for renovation of the showers in the flex room
6. Replacing lock on slide tower door
7. Replacing entry gate to slide tower

8. Recondition amenity park play features
9. Install new mulch at amenity park.
10. Install St. Augustine grass at amenity park.
11. Install Bermuda grass at amenity center after removal of hedges on the circle
12. Recondition amenity sauna benches
13. Replace sauna timers.
14. Replacing slide tower lights and or placing new ground lights to illuminate the tower.
15. Install new fountain at rear pond
16. We anticipate changing the color of the fountain lights or place covers on the existing lights to provide some color for the holidays.
17. Facility Painting-CIP
18. Powder coat amenity and veterans park playground sets-CIP
19. New Tennis court wind screens-CIP
20. Replace flex room showers-CIP
21. New Tennis court wind screens
22. Community potholes, working with COJ for repairs.
23. Ongoing community sidewalk repairs.
24. Add three park benches to the dog park area.
25. Paint all community monument caps.

#### **LAKE DOCTORS UPDATE- please see attached**

- Routine monthly treatments continue, with temperatures expected to decrease algae and vegetation growth should slow. We will adhere to our regimented treatment schedule and Lake Doctors has been available to respond quickly to any problems. In addition, lake doctors installed green lenses on our existing front fountain free of cost.
- Actions include methodical and appropriate treatments to control aquatic weeds and algae. There have been few challenges this fall. The Techs report that they are not having problems regarding access or issues requiring CDD assistance.
- Update on most recent common area concern from the resident on Millhopper Road. The issues has been resolved where lake doctors will utilize other entry point to avoid wear on this resident's grass entry/easement to the lake.

#### **LANDSCAPE UPDATE-**

- Crews will continue bi-weekly grass cutting and detailing of the property, while cutting the surrounding areas once per month. As well, we have changed the annual flower install. Mr. Walden and I continue to work closely with the site manager to keep the property looking up to par, while continuing to find improvements. We meet at least monthly as a group for corrective actions. While this writer and Mr. Walden are in constant contact via text and phone for daily issues, requests and weekly progress on the areas being serviced.
- Numerous projects are also being completed to include the trimming and liming of the conservation areas throughout the community. Specifically in the Ginny springs area and at all the dog stations.
- Irrigation systems testing and replacement are being completed as needed. We have had several issues with the older materials that make up the irrigation system. Those issues are being repaired and replaced as needed.
- Annuals were installed and have had a favorable review. You will notice a small difference in the plants utilized. We have incorporated a perennial plant in the annual beds to give more color and stability to the area. The formatting will be more symmetrical, and the areas have been dismantled and fertilized at this point.

- Other items to notice are a few pending changes to the Amenity center and park. The hedges have been removed and sod will be placed in that area. In addition to new mulch awaiting to be installed other improvements are to be completed at the amenity park. All previous landscape has been removed and will be replaced with sod. As well, the tree area will be incased, and mulch will be placed. Finally, we are looking into reconditioning the play features and having new powder coat placed on all structures.
- Recently this writer has began utilizing a new spread sheet the evaluate monthly compliance with our landscaping contract. Along with the weekly visual checks this writer will be placing all comments or concerns on the new excel spreadsheet which details the conditions of the contract. Mr. Walden and I have reviewed the document and will continue to evaluate all landscaping moving forward. Please see attached in your packet for your review.

Should you have any comments or questions feel free to contact me directly.





2.

	Tivoli#	CARE #	MyJax#	Address	Type	Entered	Dollars spent	FISCAL YR	Total Dollars spent
1	1879425	2019-167560	190809-016122	6003 SHADEHILL RD	SW	7/8/19	\$16,391.50	20/21	
2	1890122	2019-181858	190809-018827	14869 BULOW CREEK DR	SW	7/29/19	\$39,007.00	20/21	
3	1904501	2019-7554897	190826-000739	6311 WITHERINGTON LAKE CT	SW	8/27/19	\$19,345.00	20/21	
4	1926533	2020-7601303	191011-001167	14796 FERN HAMMOCK DR	SW	10/12/19	\$119,626.00	20/21	
5	1985137	2020-7760076	200227-000270	14900 FERN HAMMOCK DR W	DW	2/27/20	\$0.00	20/21	
6	2027452	2020-7905601	200621-000104	14967 FERN HAMMOCK DR N	SW	6/22/20	\$0.00	20/21	
7	2115312	2021-8138905	210113-000004	14959 FERN HAMMOCK DR N	SW	1/14/21	\$0.00	20/21	
8	2115313	2021-8138932	210113-000031	14704 FERN HAMMOCK DR	SW	1/14/21	\$0.00	20/21	
9	2115314	2021-8138834	210112-001414	14750 FERN HAMMOCK DR	SW	1/14/21	\$0.00	20/21	
10	2013635	2020-7846483	200514-001360	FERN HAMMOCK DR	SW	5/15/20	\$0.00	20/21	
11	2108516	2021-8111375	201214-000652	6214 APOPKA CT	SW	12/28/20	\$0.00	20/21	
12	2114397	2021-8137496	210111-001615	6221 APOPKA CT	SW	1/12/21	\$0.00	20/21	
13	2115327	2021-8138595	210112-001159	6211 DALTON SPRINGS CT	SW	1/14/21	\$0.00	20/21	
14	2115333	2021-8139247	210113-000365	6212 POTTER SPRING CT	SW	1/14/21	\$0.00	20/21	
15	1949950	2020-7652776	191205-000640	6496 SILVER GLEN DR	SW	12/5/19	\$28,365.00	20/21	
16	2115317	2021-8138921	210113-000020	6575 SILVER GLEN DR	SW	1/14/21	\$0.00	20/21	
17	2115340	2021-8138926	210113-000025	SILVER GLEN DR	SW	1/14/21	\$0.00	20/21	
18	1957609	2020-7667536	191220-001077	14474 FALLING WATERS DR	SW	12/26/19	\$29,018.00	20/21	
19	2115322	2021-8138799	210112-001380	14603 FALLING WATERS DR	SW	1/14/21	\$0.00	20/21	
20	2115328	2021-8138513	210112-001077	14704 FALLING WATERS DR	SW	1/14/21	\$0.00	20/21	
21	1973798	2020-7734471	200203-000937	14420 LAKE JESSUP DR	SW	2/4/20	\$4,000.00	Apr-21	\$251,752.50
22	1927123	2020-7601660	191012-000191	6104 CALADESI CT	SW	10/12/20	\$27,100.25	Oct-21	
23	2115307	2021-8138983	210113-000090	6065 CALADESI CT	SW	1/14/21	\$0.00	Oct-21	
24	2115341	2021-8138922	210113-000021	6089 CALADESI CT	SW	1/14/21	\$0.00	Oct-21	
25	2150415	2021-8223315	210406-001770	6129 CALADESI CT	SW	4/16/21	\$0.00	Oct-21	
26	2194387	2021-8343294	210716-000805	6016 CALADESI CT	SW	7/16/21	\$0.00	Oct-21	
27	1980623	2020-7752292	200219-001712	14825 FALLING WATERS DR	SW	2/20/20	\$23,860.15	Oct-21	
28	2219039	2021-8418198	210908-001795	14603 FALLING WATERS DR	CURB	9/21/21	\$0.00	Oct-21	
29	2229579	2021-8450016	210930-000594	14451 FALLING WATERS DR	SW	9/30/21	\$0.00	Oct-21	
30	2230533	2022-8460133	211008-000066	14713 FALLING WATERS DR	CG	10/8/21	\$0.00	Oct-21	
31	1973799	2020-7734663	200203-001147	14468 BIG BRUSH LA	SW	2/4/20	\$17,257.50	Oct-21	
32	2145509	2021-8208663	210326-000689	14573 BIG BRUSH LA	SW	3/26/21	\$0.00	Oct-21	
33	1977864	2020-7746074	200213-000502	14253 PALMETTO SPRINGS ST	SW	2/13/20	\$12,009.90	Oct-21	
34	2114386	2021-8137482	210111-001601	14252 PALMETTO SPRINGS ST	SW	1/12/21	\$0.00	Oct-21	
35	1987503	2020-7765694	200303-001407	5916 BRUSH HOLLOW RD	SW	3/4/20	\$26,180.95	Oct-21	
36	2215297	2021-8411275	210902-001552	5844 BRUSH HOLLOW RD	SW	9/8/21	\$0.00	Oct-21	
37	1976653	2020-7741832	200210-000900	Green Pond Dr @ Cherry Lake Dr	SW	2/11/20	\$37,385.85		
38	2115330	2021-8138561	210112-001127	6034 GREEN POND DR	SW	1/14/21	\$0.00		
39	2115339	2021-8138914	210113-000013	5930 GREEN POND DR	SW	1/14/21	\$0.00		



40	2142394	2021-8199388	210319-000337	5922 GREEN POND DR	SW	3/19/21	\$0.00
41	1982310	2020-7755811	200224-000436	14446 MILLHOPPER RD	SW	2/24/20	\$37,115.65
42	2115337	2021-8139237	210113-000357	14326 MILLHOPPER RD	SW	1/14/21	\$0.00
43	2127165	2021-8164071	210211-000687	14558 MILLHOPPER RD	SW	2/12/21	\$0.00
44	2142292	2021-8199009	210318-001574	14566 MILLHOPPER RD	SW	3/18/21	\$0.00
45	1984930	2020-7759692	200226-001357	6414 GREEN MYRTLE DR	SW	2/27/20	\$28,307.00
46	2115334	2021-8139078	210113-000186	6414 GREEN MYRTLE DR	SW	1/14/21	\$0.00
47	2114398	2021-8137493	210111-001612	6375 GREEN MYRTLE DR	SW	1/12/21	\$0.00
48	2114393	2021-8137487	210111-001606	6398 GREEN MYRTLE DR	SW	1/12/21	\$0.00
49	2150414	2021-8223289	210406-001744	6375 GREEN MYRTLE DR	SW	4/16/21	\$0.00
50	2171115	2021-8283107	210525-000266	6326 GREEN MYRTLE DR	SW	5/25/21	\$0.00
51	2012845	2020-7843151	200512-001525	14460 LAKE JESSUP DR	SW	5/13/20	\$23,595.00
52	2114391	2021-8137481	210111-001600	14508 LAKE JESSUP DR	SW	1/12/21	\$0.00
53	2078826	2021-8050456	201015-000499	5996 WIND CAVE LA	SW	10/16/20	\$19,268.20
54	2114389	2021-8137480	210111-001599	5991 WIND CAVE LA	SW	1/12/21	\$0.00
55	2115310	2021-8138924	210113-000023	5936 WIND CAVE LA	SW	1/14/21	\$0.00
56	2115335	2021-8139546	210113-000679	5942 WIND CAVE LA	SW	1/14/21	\$0.00
57	2088699	2021-8073969	201106-001085	14534 CHERRY LAKE DR W	SW	11/9/20	\$24,822.00
58	2114503	2021-8138470	210112-001030	14446 CHERRY LAKE DR W	SW	1/12/21	\$0.00
59	2091333	2021-8081707	2021-8081707	14371 CHERRY LAKE DR E	SW	11/16/20	\$30,950.00
60	2099428	2021-8102146	201204-000831	14450 CHERRY LAKE DR E	SW	12/5/20	\$0.00
61	2115331	2021-8140314	210113-001479	CHERRY LAKE DR E	SW	1/14/21	\$0.00
62	2115332	2021-8140278	210113-001443	14530 CHERRY LAKE DR E	SW	1/14/21	\$0.00
63	2115458	2021-8140482	210114-000167	14530 CHERRY LAKE DR E	SW	1/14/21	\$15,819.00
64	2091331	2021-8081557	201113-001022	14807 GRASSY HOLE CT	SW	11/16/20	\$0.00
65	2115338	2021-8138996	210113-000100	14807 GRASSY HOLE CT	SW	1/14/21	\$7,530.00
66	2091834	2021-8082994	201116-000639	6297 OLETA WY	SW	11/17/20	\$29,967.90
67	2102071	2021-8109596	201211-000536	5764 ALAMOSA CR	SW	12/11/20	\$0.00
68	2114506	2021-8138492	210112-001048	14463 CHERRY LAKE DR N	SW	1/12/21	\$0.00
69	2115321	2021-8138823	210112-001403	6254 CHERRY LAKE DR N	SW	1/14/21	\$18,595.00
70	2115323	2021-8138792	210112-001376	6190 CHERRY LAKE DR N	SW	1/14/21	\$0.00
71	2108517	2021-8113676	201215-001351	BARTRAM SPRINGS PY	SW	12/28/20	\$43,682.00
72	2115308	2021-8138972	210113-000077	BARTRAM SPRINGS	SW	1/14/21	\$17,972.50
73	2115311	2021-8138910	210113-000009	6063 WAKULLA SPRINGS RD	SW	1/14/21	\$0.00
74	2115318	2021-8138831	210112-001411	6122 WAKULLA SPRINGS RD	SW	1/14/21	\$0.00
75	2116943	2021-8143025	210118-000141	6023 WAKULLA SPRINGS RD	SW	1/19/21	\$19,505.00
76	2115316	2021-8138912	210113-000011	6140 WHITE TIP RD	SW	1/14/21	\$17,292.20
77	2115320	2021-8138828	210112-001408	14290 BIG SPRING ST	SW	1/14/21	\$0.00
78	2115329	2021-8138632	210112-001204	14329 BIG SPRING ST	SW	1/14/21	\$18,554.00
79	2115325	2021-8138747	210112-001328	6323 FOREST STUMP LA	SW	1/14/21	\$0.00
80	2130010	2021-8169532	210218-000892	6354 FOREST STUMP LA	SW	2/19/21	
81	2115336	2021-8139591	210113-000728	5902 ALDERFER SPRINGS DR	SW	1/14/21	\$13,689.60
82	2116953	2021-8143128	210118-000245	6181 Kissengen Springs Court	SW	1/19/21	

ole-St Johns Cou

83	2130010	2021-8169532	210218-000892	6354 FOREST STUMP LA	SW	2/19/21	
84	2140865	2021-8192905	210315-000215	5734 ALAMOSA CR	SW	3/15/21	\$7,410.00
85	2149788	2021-8221042	210405-001215	6358 CRAB CREEK DR	SW	4/12/21	
86	2196003	2021-8282614	210524-001426	14338 BIG SPRING ST	SW	5/24/21	
87	2192323	2021-8338686	210713-001557	5860 ALAMOSA CR	SW	7/13/21	
88	2226095	2021-8445966	210927-001608	14727 SILVER GLEN DR E	SW	9/27/2021	
89	2229580	2021-8449907	210930-000446	5798 ALDERFER SPRINGS DR	SW	9/30/2021	
90	2230381	2022-8459027	211007-000733	6109 KISSENGEN SPRINGS CT	SW	10/7/21	
91	2231439	2022-8459245	211007-000966	4606 SILVER RIDGE DR	SW	10/7/21	
92	2234073	2022-8469234	211015-001284	14580 BIG BRUSH LA	CG	10/15/21	
93	2235705	2022-8474663	211021-000398	6065 LITTLE SPRINGS CT	SW	10/21/21	

\$521,869.65

3.





**The Lake Doctors, Inc.**  
Aquatic Management Services

Corporate Offices  
3543 State Road 419  
Winter Springs, FL 32708  
1-800-666-5253  
lakes@lakedoctors.com  
www.lakedoctors.com

## SERVICE REPORT

Customer Bartram Springs CDD Account: 709275

Biologist JESSE Cell # (904) 228-8006 Date 11/16/21 Time AM

### ZONE 2

Pond #	2	3	4	15	16	17	18	19	20	21	22	23	24	25	26
Algae			X					X						X	
Emergent			X		X						X				
Underwater			X												
Floating															
Terrestrial			X		X						X				
Dye															
Outfall Insp.															
Inspection		10	10				5	10	10	6	5	5	15	9	15
Restricted # of Days			Ø		Ø			Ø			Ø			Ø	

<b>Method</b>	<b>Water Level</b>	<b>Clarity</b>	<b>Carp Program</b>	<b>Water Testing</b>
<u>Boat</u> <u>Backpack</u> <u>AirBoat</u> <u>ATV</u>	<u>Low</u> <u>Normal</u> <u>High</u>	<u>Tannic</u> <u>Clear</u> <u>Turbid</u> <u>Planktonic</u>	<u>Introduce Carp</u> <u>Re-Stock Recom</u> <u>Barriers Inspected</u>	<u>Chemistry</u> <u>O2</u>

### Fish/Wildlife Observed

Alligator	Otter	Snakes	Coots	Osprey	Egrets
<u>Bream</u>	<u>Bass</u>	<u>Carp</u>	Catfish	<u>Turtles</u>	Tilapia

### Native/Beneficial Vegetation

Pickeralweed	Naiad	Bulrush	Blue Flag Iris	Lily
Arrowhead	Bacopa	<u>Chara</u>	<u>Spikerush</u>	Canna

Comments Ponds were treated and stocked with 100 grass carp  
as indicated above. Thank you!

Jacksonville Office (904) 262-5500 [jacksonville@lakedoctors.com](mailto:jacksonville@lakedoctors.com)

## *TWELFTH ORDER OF BUSINESS*

*A.*



# Bartram Springs

## Community Development District

Unaudited Financial Reporting as of  
October 31, 2021

Meeting Date  
December 13, 2021

**BARTRAM SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
October 31, 2021**

	Major Funds			Non-Major Funds	Total
	General	Debt Service	Capital Projects	Capital Reserve	Governmental Funds
<b>ASSETS:</b>					
CASH			---		
Hancock Bank	\$104,205	---		---	\$104,205
Petty Cash	\$200	---	---	---	\$200
Capital Reserve	---	---	---	\$101,437	\$101,437
INVESTMENTS					
State Board	\$7,725	---	---	---	\$7,725
Custody - Excess Funds	\$17,929	---	---	---	\$17,929
<b>Series - 2016-1/2021</b>					
Reserve	---	\$21	---	---	\$21
Revenue	---	\$9,500	---	---	\$9,500
Interest	---	\$103,833	---	---	\$103,833
COI	---	---	\$6,865	---	\$6,865
<b>Series - 2016-2</b>					
Revenue	---	\$1,614	---	---	\$1,614
DUE FROM OTHER	\$32	---		---	\$32
ELECTRIC DEPOSITS	\$720	---	---	---	\$720
<b>TOTAL ASSETS</b>	<b>\$130,811</b>	<b>\$114,967</b>	<b>\$6,865</b>	<b>\$101,437</b>	<b>\$354,080</b>
<b>LIABILITIES:</b>					
ACCOUNTS PAYABLE	\$45,904	---	---	\$0	\$45,904
ACCRUED EXPENSES	\$2,083	---	---	---	\$2,083
<b>FUND BALANCES:</b>					
NONSPENDABLE	\$720	---		---	\$720
UNASSIGNED	\$82,103	---	---	---	\$82,103
RESTRICTED FOR DEBT SERVICE	---	\$114,967	---	---	\$114,967
ASSIGNED FOR CAPITAL PROJECTS	---	---	\$6,865	\$101,437	\$108,303
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<b>\$130,811</b>	<b>\$114,967</b>	<b>\$6,865</b>	<b>\$101,437</b>	<b>\$354,080</b>

**BARTRAM SPRINGS**  
**Community Development District**  
**General Fund**  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended October 31, 2021

DESCRIPTION	ADOPTED BUDGET	Prorated Budget Thru 10/31/21	Actual Thru 10/31/21	Variance
<b><u>REVENUES:</u></b>				
Maintenance Assessments	\$1,352,945	\$0	\$0	\$0
Facility Income	\$8,000	\$667	(\$325)	(\$992)
Program Sharing - ASG	\$7,000	\$583	\$0	(\$583)
Comcast Revenue Share	\$20,000	\$0	\$0	\$0
Interest/Miscellaneous Income	\$200	\$17	\$1	(\$15)
<b>TOTAL REVENUES</b>	<b>\$1,388,145</b>	<b>\$1,267</b>	<b>(\$324)</b>	<b>(\$1,590)</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Supervisor Fees	\$12,000	\$1,000	\$1,000	\$0
Fica Expense	\$918	\$77	\$77	\$0
Engineering Fees	\$6,000	\$500	\$0	\$500
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Arbitrage	\$600	\$0	\$0	\$0
Attorney Fees	\$38,000	\$3,167	\$0	\$3,167
Trustee Fees	\$12,300	\$0	\$0	\$0
Annual Audit	\$3,250	\$0	\$0	\$0
Management Fees	\$53,645	\$4,470	\$4,470	(\$0)
Computer Time	\$1,250	\$104	\$104	(\$0)
Website Maintenance	\$2,340	\$195	\$290	(\$95)
Telephone	\$648	\$54	\$14	\$40
Postage	\$1,000	\$83	\$97	(\$13)
Insurance	\$55,332	\$55,332	\$52,067	\$3,265
Printing & Binding	\$1,500	\$125	\$118	\$7
Record Storage	\$350	\$29	\$0	\$29
Legal Advertising	\$2,900	\$242	\$80	\$162
Other Current Charges	\$1,000	\$83	\$52	\$31
Office Supplies	\$350	\$29	\$6	\$24
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$198,558</b>	<b>\$70,665</b>	<b>\$63,549</b>	<b>\$7,116</b>

**AMENITY CENTER**

**Utilities:**

Electric	\$65,000	\$5,417	\$5,176	\$241
Water/Irrigation	\$26,000	\$2,167	\$4,556	(\$2,389)
Cable	\$9,580	\$798	\$801	(\$3)
Gas	\$1,500	\$125	\$98	\$27
Trash Removal	\$9,408	\$784	\$0	\$784

**Security:**

Security Monitoring	\$1,000	\$83	\$0	\$83
Access Cards	\$2,200	\$603	\$603	\$0

**Management Contracts:**

Facility Management	\$173,493	\$14,458	\$14,458	(\$0)
Pool Attendants	\$77,174	\$0	\$0	\$0

**BARTRAM SPRINGS**  
**Community Development District**  
**General Fund**  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended October 31, 2021

DESCRIPTION	ADOPTED BUDGET	Prorated Budget Thru 10/31/21	Actual Thru 10/31/21	Variance
Field Management/Administration	\$66,934	\$5,578	\$5,578	\$0
Pool Maintenance	\$41,878	\$3,490	\$3,490	\$0
Janitorial	\$38,940	\$3,245	\$3,245	\$0
Gym Monitor	\$29,496	\$2,458	\$2,458	\$0
Facility Maintenance	\$49,844	\$4,154	\$4,154	(\$0)
Pool Chemicals	\$25,000	\$2,083	\$2,083	\$0
Mobile Application	\$3,000	\$250	\$250	\$0
Facility Maintenance - COVID	\$5,000	\$417	\$796	(\$379)
Repairs and Maintenance	\$64,660	\$5,388	\$4,446	\$942
Special Events	\$17,050	\$1,421	\$432	\$989
Holiday Decorations	\$7,500	\$625	\$0	\$625
Fitness Center Repairs/Supplies	\$9,500	\$792	\$0	\$792
Office Supplies	\$4,500	\$375	\$0	\$375
ASCAP/BMI Licenses	\$3,000	\$250	\$0	\$250
<b>TOTAL AMENITY CENTER</b>	<b>\$731,657</b>	<b>\$54,960</b>	<b>\$52,623</b>	<b>\$2,337</b>
<b><u>GROUNDS MAINTENANCE</u></b>				
Landscape Maintenance	\$182,000	\$15,167	\$14,868	\$299
Landscape Contingency	\$40,000	\$3,333	\$0	\$3,333
Lake Maintenance	\$20,328	\$1,694	\$1,694	\$0
Fountain Maintenance	\$1,600	\$133	\$0	\$133
Grounds Maintenance	\$20,000	\$1,667	\$0	\$1,667
Pump Repairs	\$7,500	\$625	\$0	\$625
Streetlight Repairs	\$5,700	\$475	\$0	\$475
Irrigation Repairs	\$10,000	\$833	\$0	\$833
Miscellaneous	\$2,500	\$208	\$0	\$208
Capital Reserves Contributions	\$168,302	\$0	\$0	\$0
<b>TOTAL GROUNDS MAINTENANCE</b>	<b>\$457,930</b>	<b>\$24,136</b>	<b>\$16,562</b>	<b>\$7,574</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,388,145</b>	<b>\$149,761</b>	<b>\$132,734</b>	<b>\$17,027</b>
EXCESS REVENUES/(EXPENDITURES)	<u><b>\$0</b></u>		<u><b>(\$133,058)</b></u>	
Fund Balance - Beginning	\$0		\$215,881	
Fund Balance - Ending	<u><u><b>\$0</b></u></u>		<u><u><b>\$82,823</b></u></u>	

**Bartram Springs**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
Fiscal Year 2022

**Revenues:**

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Maintenance Assessments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Income	(\$325)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$325)
Program Sharing - ASG	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comcast Revenue Share	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest/Miscellaneous Income	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
<b>Total Revenues</b>	<b>(\$324)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$324)</b>

**Expenditures:**

**Administrative**

Supervisor Fees	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
FICA Expense	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$4,470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,470
Computer Time	\$104	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$104
Website	\$290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$290
Telephone	\$14	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14
Postage	\$97	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97
Insurance	\$52,067	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,067
Printing & Binding	\$118	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal Advertising	\$80	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80
Other Current Charges	\$52	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52
Office Supplies	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$63,549</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63,549</b>

**Bartram Springs**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
Fiscal Year 2022

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Amenity Center</u></b>													
<b>Utilities</b>													
Electric	\$5,176	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,176
Water/irrigation	\$4,556	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,556
Cable	\$801	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$801
Gas	\$98	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98
Trash Removal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Security</b>													
Security Monitoring	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Access Cards	\$603	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$603
<b>Management Contracts</b>													
Facility Management	\$14,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,458
Pool Attendants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Night Swim	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Mgmt/Admin	\$5,578	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,578
Pool Maintenance	\$3,490	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,490
Pool Chemicals	\$2,083	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,083
Janitorial	\$3,245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,245
Gym Monitor	\$2,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,458
Facility Maintenance	\$4,154	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,154
Mobile Application	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Facility Maintenance - COVID	\$796	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$796
Repairs and Maintenance	\$4,446	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,446
Special Events	\$432	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$432
Holiday Decorations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Repairs/Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASCAP/BMI Licenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Amenity Center	\$52,623	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,623
<b><u>Grounds Maintenance</u></b>													
Landscape Maintenance	\$14,868	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,868
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$1,694	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,694
Fountain Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlight Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserves Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Grounds Maintenance	\$16,562	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,562
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$132,734</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$132,734</b>
<b>Excess Revenues (Expenditures)</b>													
	(\$133,058)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$133,058)

**BARTRAM SPRINGS**  
**Community Development District**  
**Debt Service - Series 2016-1 and 2016-2/ 2021**  
Statement of Revenues & Expenditures  
For the Period Ended October 31, 2021

DESCRIPTION	Adopted Budget	Prorated Budget Thru 10/31/21	Actual Thru 10/31/21	Variance
<b><u>REVENUES:</u></b>				
Assessments 2021-1	\$1,192,771	\$0	\$0	\$0
Assessments 2021-2	\$39,277	\$0	\$0	\$0
Interest Earned	\$300	\$25	\$2	(\$23)
Prepayment	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$1,232,348</b>	<b>\$25</b>	<b>\$2</b>	<b>(\$23)</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2021</u></b>				
Interest - 11/1	\$103,826	\$0	\$0	\$0
Interest - 5/1	\$138,435	\$0	\$0	\$0
Principal - 5/1	\$955,000	\$0	\$0	\$0
Special Call - 5/1	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,197,262</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES/(EXPENDITURES)</b>	<b>\$35,087</b>		<b>\$2</b>	
Fund Balance - Beginning	\$110,308		\$114,965	
Fund Balance - Ending	<u>\$145,395</u>		<u>\$114,967</u>	

**BARTRAM SPRINGS**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For the Period Ended October 31, 2021

DESCRIPTION	Adopted Budget	Prorated Budget Thru 10/31/21	Actual Thru 10/31/21	Variance
<b>REVENUES:</b>				
Capital Reserve Contribution	\$168,302	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$168,302</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES:</b>				
Capital Projects	\$75,000	\$6,250	\$10,953	(\$4,703)
Repairs and Maintenance	\$142,006	\$11,834	\$0	\$11,834
Other Service Charges	\$800	\$67	\$40	\$26
<b>TOTAL EXPENDITURES</b>	<b>\$217,806</b>	<b>\$18,151</b>	<b>\$10,993</b>	<b>\$7,157</b>
<b>OTHER SOURCES/(USES):</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
EXCESS REVENUES/(EXPENDITURES)	<u>(\$49,504)</u>		<u>(\$10,993)</u>	
Fund Balance - Beginning	\$141,463		\$112,431	
Fund Balance - Ending	<u>\$91,959</u>		<u>\$101,437</u>	



**BARTRAM SPRINGS**  
**Community Development District**  
**Capital Project Fund - Series 2021**  
Statement of Revenues & Expenditures  
For the Period Ended October 31, 2021

DESCRIPTION	Adopted Budget	Prorated Budget Thru 10/31/21	Actual Thru 10/31/21	Variance
<b>REVENUES:</b>				
Interest Income	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES:</b>				
Capital Projects	\$0	\$0	\$0	\$0
Cost of Issuance	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER SOURCES/(USES):</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
Bonds Proceeds	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
EXCESS REVENUES/(EXPENDITURES)	<u>\$0</u>		<u>\$0</u>	
Fund Balance - Beginning	\$0		\$6,865	
Fund Balance - Ending	<u>\$0</u>		<u>\$6,865</u>	

***Bartram Springs***  
***Community Development District***  
***Long Term Debt Report***

**Series 2021 Special Assessment Refunding and Revenue Bonds**

Interest Rate:	.750%-2.520%
Maturity Date:	5/1/36
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$616,079
Reserve Balance:	\$616,079 *
Bonds outstanding - 6/1/2021	\$15,175,000

\* Reserve Fund Requirement funded by Surety Bond

*B.*

**BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2021 Summary of Assessments Receipts**

## DIRECT BILLS

DIRECT BILLS ASSESSED	UNITS	2016-1 DEBT ASSESSED	2016-2 DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
COMMERCIAL - BS CENTER, LLC	21,818	13,854.43	-	9,173.48	23,027.91
DIRECT BILLS RECEIVED		2016-1 DEBT RECEIVED	2016-2 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
COMMERCIAL - BS CENTER, LLC		-	-	-	-
DIRECT BILLS - BALANCE DUE		13,854.43	-	9,173.48	23,027.91
Direct bills on payment plan with 50% due 11/1/21, 25% due 2/1/22, and 25% due 5/1/22					

## TAX ROLL

TAX ROLL					
TOTAL TAX ROLL	UNITS	2016-1 DEBT ASSESSED	2016-2 DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED	1,694	1,179,025.84	39,277.22	1,343,771.66	2,562,074.72
DUVAL COUNTY DISTRIBUTION	DATE RECEIVED	2016-1 DEBT RECEIVED	2016-2 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/10/2021	5,863.72	195.34	6,683.06	12,742.11
2	11/19/2021	87,671.72	2,920.63	99,922.13	190,514.49
		-	-	-	-
		-	-	-	-
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		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
TOTAL COUNTY DISTRIB.		93,535.44	3,115.97	106,605.19	203,256.60
TOTAL TAX ROLL DUE (DISCOUNTS NOT TAKEN)		1,085,490.40	36,161.25	1,237,166.47	2,358,818.12

TOTAL DISTRICT	UNITS	2016-1 DEBT SERVICE	2016-2 DEBT SERVICE	O&M	TOTAL
TOTAL ASSESSED	23,512	1,192,880.27	39,277.22	1,352,945.14	2,585,102.63
TOTAL RECEIVED		93,535.44	3,115.97	106,605.19	203,256.60

PERCENT COLLECTED DIRECT BILL	0.00%	0.00%	0.00%	0.00%
PERCENT COLLECTED TAX ROLL	7.93%	7.93%	7.93%	7.93%
TOTAL PERCENT COLLECTED	7.84%	7.93%	7.88%	7.86%

*C.*

**BARTRAM SPRINGS**  
**Community Development District**  
Check Register Summary 10/1/2021 - 10/31/2021

Check Date	Check No.	Amount
<b>General Fund - Hancock</b>		
10/12/21	2006-2022	\$80,290.39
10/26/21	2023-2033	\$5,174.62
		<hr/> <b>\$85,465.01</b>
<b>General Fund - Capital Reserve</b>		
10/15/21	263	\$11,700.00
10/26/21	264	\$2,178.12
		<hr/> <b>\$13,878.12</b>
<b><i>Utilities and Autopayments</i></b>		
10/13/21	JEA	\$6,966.86
9/10/21	Comcast	\$801.35
		<hr/> <b>\$7,768.21</b>
<b>Total</b>		<hr/> <b>\$107,111.34</b>

\*Fedex invoices will be available upon request.

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 12/05/21		PAGE 1	
*** CHECK DATES 10/01/2021 - 10/31/2021 ***		BARTRAM SPRINGS - GENERAL FUND													
		BANK B GENERAL FUND-HANCOCK													

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/12/21	00140	9/17/21 40434	202109 330-57200-46100	ASSESS 10HP BAD PUMPMOTOR	*	230.00	
							230.00 002006
10/12/21	00464	8/02/21 ESTIMATE	202108 330-57200-46000	50% DEP XMAS LIGHTS	*	3,753.38	
		9/14/21 ESTIMATE	202109 330-57200-46000	50% DEP XMAS LIGHTS	*	750.00	
							4,503.38 002007
10/12/21	00416	10/07/21 254806	202110 330-57200-46000	RMV & UNCLOG GYM UNRINAL	*	200.00	
							200.00 002008
10/12/21	00373	9/10/21 525710ES	202108 320-57200-43300	AUG GAS 8/05/21-9/08/21	*	11.43	
		9/10/21 525710ES	202108 300-13100-10500	FEB COST RECOVERY CHARGE	*	2.88	
							14.31 002009
10/12/21	00373	9/13/21 526453ES	202108 320-57200-43300	AUG GAS 8/05/21-9/08/21	*	8.04	
							8.04 002010
10/12/21	00071	9/17/21 542	202110 310-51300-31400	FY22 ASSESSM ROLL CERT	*	5,000.00	
							5,000.00 002011
10/12/21	00071	10/01/21 543	202110 310-51300-34000	OCT MANAGEMENT FEES	*	4,470.42	
		10/01/21 543	202110 310-51300-35100	OCT INFORMATION TECH	*	104.17	
		10/01/21 543	202110 310-51300-51000	OFFICE SUPPLIES	*	5.57	
		10/01/21 543	202110 310-51300-42000	POSTAGE	*	96.57	
		10/01/21 543	202110 310-51300-42500	COPIES	*	117.75	
		10/01/21 543	202110 310-51300-41000	TELEPHONE	*	14.29	
		10/01/21 543	202110 310-51300-35200	OCT WEBSITE ADMIN	*	195.00	
							5,003.77 002012
10/12/21	00452	9/20/21 210917	202109 330-57200-46000	7" BOX GUTTER DEBRIS RMVL	*	1,080.00	
							1,080.00 002013

BSPR BART SPRING		BPEREGRINO	
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CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
10/12/21	00013	9/14/21 125098	202108 310-51300-31500	SEPT GENERAL COUNSEL	*	1,519.00	
		9/14/21 125099	202108 310-51300-31500	AUG MONTHLY MEETING	*	1,500.00	
				HOPPING GREEN & SAMS			3,019.00 002014
10/12/21	00135	9/29/21 21-06614	202109 310-51300-48000	NOTICE OF MEETING 9/29/21	*	79.63	
				JACKSONVILLE DAILY RECORD C/O			79.63 002015
10/12/21	00463	10/06/21 10062021	202110 300-36900-20000	RENTAL REFUND REIMBURS	*	325.00	
				JERY VASQUEZ			325.00 002016
10/12/21	00040	10/01/21 606745	202110 330-57200-46600	OCT LAKE MAINTENANCE	*	1,694.00	
				THE LAKE DOCTORS, INC.			1,694.00 002017
10/12/21	00208	9/28/21 9-28-21B	202109 320-57200-43600	RPLC PULL PIN PART	*	174.00	
				SOUTHEAST FITNESS REPAIR			174.00 002018
10/12/21	00457	9/27/21 09272021	202109 330-57200-46000	WNDW TREATMENT FRONT/GATE	*	315.00	
				THOSE BLIND GUYS			315.00 002019
10/12/21	00437	9/30/21 1195	202109 320-57200-34200	UV DISINFECT 9/29/21	*	199.00	
		10/07/21 1197	202110 320-57200-34200	UV DISINFECT 10/6/2021	*	199.00	
				JAMES CHIPMAN DBA UV DISINFECTION			398.00 002020
10/12/21	00351	9/01/21 389412	202109 320-57200-33100	AUG LIFEGUARD HOURS	*	2,168.10	
		9/30/21 390402	202109 320-57200-33100	SEPT LIFEGUARD HOURS	*	5,778.18	
		10/01/21 389420	202110 320-57200-33000	OCT SRV MGR& ATTENDANTS	*	14,457.76	
		10/01/21 389420	202110 320-57200-46400	OCT POOL MAINT SRVS	*	3,489.80	
		10/01/21 389420	202110 320-57200-34100	OCT GEN FAC MAINT SRVS	*	4,153.70	
		10/01/21 389420	202110 320-57200-43500	OCT JANITORIAL SRVS	*	3,245.00	
		10/01/21 389420	202110 320-57200-34510	OCT GYM MONITORING SRVS	*	2,457.98	

BSPR BART SPRING BPEREGRINO



\*\*\* CHECK DATES 10/01/2021 - 10/31/2021 \*\*\*  
 BARTRAM SPRINGS - GENERAL FUND  
 BANK B GENERAL FUND-HANCOCK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		10/01/21	389420 202110 320-57200-43500		*	5,577.82	
			OCT FIELD OPERATIONS SRVS				
		10/01/21	389420 202110 320-57200-34530		*	250.00	
			OCT MOBILE APP/WEBSITE				
				VESTA PROPERTY SERVICES, INC.			41,578.34 002021
10/12/21	00388	9/10/21	6316 202109 330-57200-46250		*	1,800.00	
			REPLANT 3 PLANTER BEDS				
		10/01/21	6515 202110 330-57200-46200		*	14,867.92	
			OCT LANDSCAPE MAINTENANCE				
				VERDEGO, LLC			16,667.92 002022
10/26/21	00004	10/01/21	84748 202110 310-51300-54000		*	175.00	
			FY22 SPECIAL DISTRICT FEE				
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 002023
10/26/21	00010	7/12/21	198684 202107 310-51300-31100		*	824.50	
			JUL PROFESSIONAL SERVICES				
				ENGLAND, THIMS & MILLER, INC.			824.50 002024
10/26/21	00416	10/11/21	255068 202110 330-57200-46000		*	300.00	
			RPLC URINAL OFF THE WALL				
				BF PLUMBING SERVICES LLC			300.00 002025
10/26/21	00322	10/20/21	90004920 202110 330-57200-46000		*	1,022.86	
			RUBBER FLR CLEANING				
				STORM CLEAN INC DBA MR STEAMLUX			1,022.86 002026
10/26/21	00274	10/15/21	21872 202110 330-57200-46000		*	135.00	
			QUARTERLY PROTECTION PLAN				
		10/15/21	21877 202110 330-57200-46000		*	135.00	
			OCT SNAKE SERVICE				
				QUICK CATCH			270.00 002027
10/26/21	00329	10/12/21	P9918 202110 320-57200-49400		*	603.00	
			ACCESS CARDS				
		10/18/21	S9900 202110 330-57200-46000		*	180.00	
			RPR MAIN GATE				
				SECURITY 101			783.00 002028
10/26/21	00208	8/31/21	16433A 202108 320-57200-43600		*	431.65	
			QUARTERLY PM				
				SOUTHEAST FITNESS REPAIR			431.65 002029
10/26/21	00023	10/08/21	10082021 202110 320-57200-43300		*	44.66	
			OCT GAS FIRE PIT				

BSPR BART SPRING BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		10/11/21 10112021	202110 320-57200-43300		*	33.40	
		OCT GAS		TECO PEOPLES GAS			78.06 002030
10/26/21 00406	10/01/21	2719	202110 310-51300-35101		*	95.00	
		OCT MAINTENANCE FEE		ROBERTA G NAGLE DBA UNICORN			95.00 002031
10/26/21 00437	10/14/21	1198	202110 320-57200-34200		*	199.00	
		UV DISINFECT 10/13/21		JAMES CHIPMAN DBA UV DISINFECTION			199.00 002032
10/26/21 00388	10/15/21	6568	202110 320-57200-35000		*	995.55	
		#6296-MAIN LINE-LTRL BRK		VERDEGO, LLC			995.55 002033
TOTAL FOR BANK B						85,465.01	
TOTAL FOR REGISTER						85,465.01	

East Coast Wells & Pump Service  
 PO Box 860179  
 St. Augustine, FL 32086-0179  
 904 824-6630  
 www.eastcoastwells.com  
 eastcoastwells@gmail.com

# INVOICE

DATE	INVOICE #
9/17/2021	40434

**BILL TO:**

Bartram Springs CDD  
 c/o Vesta Property Services  
 14530 Cherry Lake Drive East  
 Jacksonville, FL 32258

		P.O. NO	TERMS	REP	PERMIT #
			DUE UPON RECEIPT	LL	
QUANTITY	DESCRIPTION	RATE		AMOUNT	
	SITE: <u>FRONT ENTRY</u>				
	SERVICE CALL:	80.00		80.00	
	- TROUBLESHOT				
	- 10 HP PUMP MOTOR IS BAD				
	- TO PROVIDE QUOTE FOR REPLACEMENT				
1	LABOR PER HOUR	150.00		150.00	
<div>1,330.57200.46100</div> <div>140 B</div> <div><div>RECEIVED</div><div>OCT 06 2021</div><div>By _____</div></div>					
18% APR will be applied to any invoice not paid in full within 30 days. Visa or Mastercard Accepted		Total		\$230.00	
*ALL PUMPS CARRY A ONE YEAR MANUFACTURER'S WARRANTY. PARTS & LABOR ARE PROVIDED FREE OF CHARGE FOR A 30 DAY PERIOD FOLLOWING INSTALLATION. LABOR IS NOT COVERED UNDER WARRANTY AFTER THE FIRST 30 DAYS AND WILL BE BILLED AT THE CURRENT BUSINESS RATE. *ALL DISCREPANCIES MUST BE REPORTED WITHIN 10 DAYS. *REASONABLE COLLECTION & ATTORNEY'S FEES WILL BE ASSESSED TO ALL ACCOUNTS PLACED FOR COLLECTION		Payments/Credits		\$0.00	
		Balance Due		\$230.00	





## Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966  
7729339349 | sales@elitechristmaslighting.com |  
elitechristmaslighting.com

exp 8/21

estimate #2932 Holiday Decorations exp

### RECIPIENT:

#### Bartram Springs CDD

14530 East Cherry Lake Drive East  
Jacksonville, Florida 32258

### SERVICE ADDRESS:

14530 East Cherry Lake Drive East  
Jacksonville, Florida 32258



### Estimate #2932

Sent on 08/02/2021

Total \$7,506.76

\$ 3,753.38

464B  
1.330.57200.46000

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Front entry - Upper edge of Bartram monument ( 2 levels), left & right wall outlined	With C9 commercial grade LED warm white bulbs (Approx. 70ft ea. / 140ft total)	140	\$5.00	\$700.00
FRONT ENTRY - Monument walls to left and right with 1 wreath each	Commercial grade 36" Wreath lit with 5mm LED lights & 12" premium red structure bow	2	\$219.99	\$439.98
Front entry - 3ct. Date palms on left, center, & right sides bases wrapped to fronds with	5mm LED GREEN lights (Approx. 12 ea. / 36 total sets)	36	\$32.00	\$1,152.00
Front entry - upper horizontal railings of fence on left & right side of entry with	5mm LED warm white lights (Approx. 13 sets each side / 26 total)	26	\$27.00	\$702.00
Front entry - 6ct. Grape Myrtle Trees in center median, main branches wrapped with	5mm LED GREEN lights (Approx. 8 ea. / 48 total sets)	48	\$32.00	\$1,536.00
Clubhouse - Outline 1st story, front facing roofline edges	With C9 commercial grade LED warm white bulbs (Approx. 350ft)	350	\$5.00	\$1,750.00
Clubhouse - Main entrance outline of decorative metal entry outlined with	Commercial grade garland 9ft x 14" with 5mm warm white LED lights (Approx. 3 pieces)	3	\$120.00	\$360.00
LED reindeer in center entry median	LED standing reindeer 56" x 39" (multicolor) (2ct.)	2	\$289.99	\$579.98
Commercial grade photocell timer		9	\$14.00	\$126.00
Zip Wire (for making custom cut extension cords)	Green / per foot pricing	400	\$0.21	\$84.00



## Elite Christmas Lighting

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PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Male / Female slide on plugs	Commercial grade / green	60	\$1.28	\$76.80

Customer agrees to use services for 3 continuous seasons (2021-2023), display may be changed but total dollar amount not to be less than current contract amount. Contract may not be cancelled without approval of Elite Christmas Lighting. The following discounts will be applied to each of the 3 contract years.

Year 1 (2021): Base Rate  
Year 2 (2022): 5% Discount  
Year 3 (2023): 10% Discount

This estimate is valid for 30 days, prices may be subject to change.

Returned checks will be charged a \$75.00 Non-Sufficient funds fee.  
Customer is required to make a minimum deposit equal to 50% of the total project time of booking, prior to commencement of installation. (Installation dates are first come, first

<b>Subtotal</b>	\$7,506.76
<b>Tax Exempt (0.0%)</b>	\$0.00
<b>50% Deposit Due</b>	<b>\$3753.38</b>



## Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966  
7729339349 | sales@elitechristmaslighting.com |  
elitechristmaslighting.com

### Notes Continued...

served and will not be reserved until full deposit payment is received.) Deposits are non- refundable

Remaining 50% (or balance) of total project cost is due in full the day of project completion. Accounts not paid within terms are subject to a 1.5% monthly finance charge.

If final payment is not made within a timely manner Elite Christmas Lighting reserves the right to remove all decorations immediately with no refund of prior payments. In the event payment is not made and decorations are removed the customer is still liable for full payment of agreed contract price. Customer will be responsible for any collection fees and or legal expenses required to resolve non payment.

Elite Christmas Lighting, as part of the services provided to the customer, will install and remove all lighting, décor, and other miscellaneous equipment. Removal of decor will begin on January 2nd, please advise if you would like to keep the decor beyond that date. Decor can not be kept up beyond the month of January.

Unless specifically stated the customer acknowledges that Elite Christmas Lighting. will not be liable for the removal or storage of any pre-existing lighting, décor, and other miscellaneous equipment belonging to the customer or venue, and not provided by Elite Christmas Lighting.

Customer is willfully requesting the services provided by Elite Christmas Lighting. and understands all risks (including personal injury and loss of personal property) associated with any and all lighting, décor, and other miscellaneous equipment. Customer releases Elite Christmas Lighting. from any known or unknown liability for injuries, loss or damage to personal property, which may occur during installation, use, or removal of all lighting, décor, and other miscellaneous equipment.

Customer understands all risks associated with the use of equipment such as vehicles, man-lifts, ladders, etc. And releases Elite Christmas Lighting from liability of damage to structures or landscaping, including sod, grass, and sidewalks.

Elite Christmas Lighting reserves the right to use photo/video of the decor for promotional use.

Elite Christmas Lighting will maintain the lighting and equipment due to any lighting issues arising from natural failures of equipment and installation. (For example faulty light sets, or falling light strands) valid from date of installation to January 2nd.

Elite Christmas Lighting does not warranty lighting and decor failures due to GFI trips, power surges, lightning strikes, vandalism, cut wiring from landscapers, damage from storms/natural disasters/acts of god, misuse/tampering with equipment, or any other issue not caused by an Elite Christmas Lighting staff member.

Elite Christmas Lighting will service lighting issues as described above at the following rate: \$100/hr for the first hour and \$75/hr each additional hour plus cost of materials/supplies.

Customer understands it is their responsibility to have electrical outlets installed and in working order prior to the day of installation. All trees, shrubs, and landscaping should also be trimmed prior to the day of installation. (Trimming by Elite Christmas Lighting is an additional \$75 / hour)

GFI outlets may trip when wet and we do everything possible to minimize this however, customers are responsible for resetting GFI's. All service calls that are due to GFI trips and unplugged lighting will be charged a service fee as described above.

Elite Christmas Lighting attempts to minimize any permanent fastening to buildings and structures however if deemed necessary will notify customer who will release Elite Christmas Lighting from any future claims arising from the use of such fasteners.

All lighting, décor, and other miscellaneous equipment will be leased to the customer however, Elite Christmas Lighting will retain full ownership of all equipment. (unless specifically stated)

The customer assumes full responsibility for potential damage and theft to all lighting, décor, and other equipment. If the equipment is damaged while in use by the customer, the customer will reimburse Elite Christmas Lighting for the full original price of the equipment damaged.

Customer acknowledges that they are entering into a legally binding contract with Elite Christmas Lighting and agrees to use their services for the full duration of the contract listed. Customer can not cancel this contract without the prior approval of Elite Christmas Lighting. Customer may change the design throughout the length of contract but agrees not to spend less than the predetermined amounts for the predetermined time. Elite Christmas Lighting may cancel this contract with customer at any time if determined necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966  
7729339349 | sales@elitechristmaslighting.com |  
elitechristmaslighting.com

### RECIPIENT:

#### Bartram Springs CDD

14530 East Cherry Lake Drive East  
Jacksonville, Florida 32258

### SERVICE ADDRESS:

14530 East Cherry Lake Drive East  
Jacksonville, Florida 32258



### Estimate #2989

Sent on 09/14/2021

Total \$1,500.00

Exp 9/21

\$750.00

464B  
1,330.57200.46000

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Round island in front of clubhouse, approx. every other tree base wrapped 1/4 to top (8 trees)	With 5mm LED warm white lights (Approx. 5ea. tree / 40 sets)	40	\$33.00	\$1,320.00
Commercial grade photocell timer		2	\$14.00	\$28.00
Zip Wire (for making custom cut extension cords)	Green / per foot pricing	329	\$0.40	\$131.60
Male / Female slide on plugs	Commercial grade / green	16	\$1.275	\$20.40

This estimate is valid for 30 days, prices may be subject to change.

Returned checks will be charged a \$75.00 Non-Sufficient funds fee. Customer is required to make a minimum deposit equal to 50% of the total project cost at the time of booking, prior to commencement of installation. (Installation dates are first come, first served and will not be reserved until full deposit payment is received.) Deposits are non-refundable

Remaining 50% (or balance) of total project cost is due in full the day of project completion. Accounts not paid within terms are subject to a 1.5% monthly finance charge.

If final payment is not made within a timely manner Elite Christmas Lighting reserves the right to remove all decorations immediately with no refund of prior payments. In the event payment is not made and decorations are removed the customer is still liable for full payment

Subtotal

\$1,500.00

Tax Exempt (0.0%)

\$0.00

50% Deposit Due:

\$750.00



## Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966  
7729339349 | sales@elitechristmaslighting.com |  
elitechristmaslighting.com

### Notes Continued...

of agreed contract price. Customer will be responsible for any collection fees and or legal expenses required to resolve non payment.

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Customer understands all risks associated with the use of equipment such as vehicles, man-lifts, ladders, etc. And releases Elite Christmas Lighting from liability of damage to structures or landscaping, including sod, grass, and sidewalks.

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Elite Christmas Lighting will service lighting issues as described above at the following rate: \$100/hr for the first hour and \$75/hr each additional hour plus cost of materials/supplies.

Customer understands it is their responsibility to have electrical outlets installed and in working order prior to the day of installation. All trees, shrubs, and landscaping should also be trimmed prior to the day of installation. (Trimming by Elite Christmas Lighting is an additional \$75 / hour)

GFI outlets may trip when wet and we do everything possible to minimize this however, customers are responsible for resetting GFI's. All service calls that are due to GFI trips and unplugged lighting will be charged a service fee as described above.

Elite Christmas Lighting attempts to minimize any permanent fastening to buildings and structures however if deemed necessary will notify customer who will release Elite Christmas Lighting from any future claims arising from the use of such fasteners.

All lighting, décor, and other miscellaneous equipment will be leased to the customer however, Elite Christmas Lighting will retain full ownership of all equipment. (unless specifically stated)

The customer assumes full responsibility for potential damage and theft to all lighting, décor, and other equipment. If the equipment is damaged while in use by the customer, the customer will reimburse Elite Christmas Lighting for the full original price of the equipment damaged.

Customer acknowledges that they are entering into a legally binding contract with Elite Christmas Lighting and agrees to use their services for the full duration of the contract listed. Customer can not cancel this contract without the prior approval of Elite Christmas Lighting. Customer may change the design throughout the length of contract but agrees not to spend less than the predetermined amounts for the predetermined time. Elite Christmas Lighting may cancel this contract with customer at any time if determined necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Fenwick Services  
11623 Columbia Park Drive E.  
Jacksonville, FL 32258  
P: (904)-724-7022  
www.fenwickhomeservices.com  
Plumbing Lic#: CFC040039

**BILL TO**

Bartram Springs Club House  
475 West Town Place  
St. Augustine, FL 32092 USA

INVOICE  
254806

INVOICE DATE  
Oct 07, 2021

**JOB ADDRESS**

Bartram Springs Club House  
14530 East Cherry Lake Drive  
Jacksonville, FL 32258 USA

Completed Date:

Payment Term: Due Upon Receipt

**DESCRIPTION OF WORK**

Quote to unclog a gym bathroom urinalysis pulling it off the wall. Quote includes labor and parts and comes with a 30 days warranty.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
T&M	Specific Request: Specific Request	200.00	\$1.00	\$200.00



POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$200.00
TAX	\$0.00
TOTAL DUE	\$200.00
BALANCE DUE	\$200.00

Thank you for choosing Fenwick Plumbing Services LLC.

We appreciate your business!

**CUSTOMER AUTHORIZATION**

I, the undersigned, am owner/authorized representative/tenant of the premises at which the work mentioned above is to be done. I hereby authorize you to perform Diagnosis/Solution, and to use such labor and materials as you deem advisable.

Sign here

Date

**CUSTOMER ACKNOWLEDGEMENT**

Invoice #254806

Page 1 of 2

I find the service and materials rendered in connection with the above work mentioned to have been completed in a satisfactory manner. I agree that the amount set forth on labeled "TOTAL" to be the total and complete flat rate/minimum charge. I agree to pay reasonable attorney fees and court costs in the event of legal action. A monthly service charge of 1 1/2% will be added after 10 days. I acknowledge that I have read and received a legible copy of this contract and have read the Notice to Owner and statement required thereon.

Sign here

Date

---



P.O. Box 78760  
Atlanta, GA 30357-2760

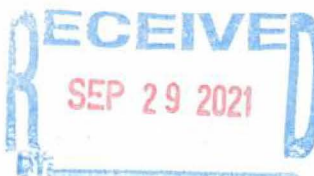
Phone: 877-436-4427 Fax: 844-393-9006  
Email: customerservice@onlyfng.com

## Invoice

MDG2021 00000191 00



Bartram Springs CDD  
Accounts Payable  
475 West Town Place Suite 114  
St Augustine, FL 32092-0000



Billing Group #:	38488
Invoice Date:	September 10, 2021
Invoice #:	525710ES
Due Date:	October 04, 2021
Current Charges:	\$14.31
Last Payment:	\$10.13
Payment Date:	August 23, 2021
Prior Balance Due:	\$0.00
Total Amount Due:	\$14.31



\* \*

### Current Charge Summary

Description	Term	Therm	Cost
INSIDE FERC FGT Z3	08/05/21 - 09/08/21	8.40	\$4.63
Fuel	08/05/21 - 09/08/21	0.23	\$0.13
<b>Commodity Charges Sub Total:</b>		<b>8.63</b>	<b>\$4.76</b>
Transportation			\$0.72
<b>Transportation Charges Sub Total:</b>			<b>\$0.72</b>
Customer Charge			\$5.95
February Cost Recovery Charge			\$2.88
<b>Miscellaneous Charges Sub Total:</b>			<b>\$8.83</b>
<b>Pre-Tax Sub Total:</b>			<b>\$14.31</b>
Sales Taxes			\$0.00
<b>Taxes Sub Total:</b>			<b>\$0.00</b>
<b>Total Current Charges:</b>			<b>\$14.31</b>



Any gas  
1.320.57200.43300  
373B

Due to the unprecedented weather events in February, we experienced higher than expected costs in providing your gas service. Over the next two months, you will see a small charge on your bill to recover those unanticipated costs.

Please detach and remit this portion with your payment

Billing Group #:	38488
Invoice Date:	September 10, 2021
Invoice #:	525710ES
Due Date:	October 04, 2021
Current Charges:	\$14.31
Last Payment:	\$10.13
Payment Date:	August 23, 2021
Prior Balance Due:	\$0.00
Total Amount Due:	\$14.31
Amount Paid:	

**Customer Information**  
Bartram Springs CDD  
Accounts Payable  
475 West Town Place Suite  
114  
St Augustine, FL 32092-0000

**Make Checks Payable To: Florida Natural Gas**  
Please include your Billing Group # on your check.

**Wire/ACH Payment To:**

Bank: Wells Fargo Bank Atlanta GA  
ABA #: 121000248  
Acct Name: Florida Natural Gas  
Account #: 2000036933330

**Mail Payment To:**  
Florida Natural Gas  
P.O. Box 934726  
Atlanta, GA 31193-4726



Phone: 877-436-4427 Fax: 844-393-9006  
Email: customerservice@onlyfng.com

Page 2 of 2

Invoice #: 525710ES

### Account Detail

Service Address:	14530 Cherry Lake Dr E	City, State:	Jacksonville, FL
Utility:	TECO - Peoples Gas	Utility Account #:	221003032432

### Current Charges

Natural Gas - Commodity				
Description	Term	Therm	Price	Cost
INSIDE FERC FGT Z3	08/05/21 - 09/08/21	8.40	\$0.5510	\$4.63
Fuel	08/05/21 - 09/08/21	0.23	\$0.5510	\$0.13
Totals:		8.63		\$4.76

Transportation Charges				
Description		Units	Price	Cost
Transportation		8.40	\$0.0862	\$0.72
Totals:				\$0.72

Miscellaneous Charges				
Description				Cost
Customer Charge				\$5.95
February Cost Recovery Charge				\$1.44
February Cost Recovery Charge				\$1.44
Totals:				\$8.83

Taxes				
Description				Cost
Duval County Tax 100% Exempt				\$0.00
Florida State Tax 100% Exempt				\$0.00
Totals:				\$0.00

Total Account Charges: \$14.31



P.O. Box 78760  
Atlanta, GA 30357-2760

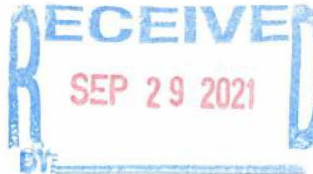
Phone: 877-436-4427 Fax: 844-393-9006  
Email: customerservice@onlyfng.com

## Invoice

MDG2021 00000016 00



Bartram Springs CDD  
Accounts Payable  
475 West Town Place Suite 114  
St Augustine, FL 32092-0000



Billing Group #:	38487
Invoice Date:	September 13, 2021
Invoice #:	526453ES
Due Date:	October 06, 2021
Current Charges:	\$8.04
Last Payment:	\$13.76
Payment Date:	August 30, 2021
Prior Balance Due:	\$0.00
Total Amount Due:	\$8.04



### Current Charge Summary

Description	Term	Therm	Cost
INSIDE FERC FGT Z3	08/05/21 - 09/08/21	3.20	\$1.76
Fuel	08/05/21 - 09/08/21	0.09	\$0.05
<b>Commodity Charges Sub Total:</b>		<b>3.29</b>	<b>\$1.81</b>
Transportation			\$0.28
<b>Transportation Charges Sub Total:</b>			<b>\$0.28</b>
Customer Charge			\$5.95
<b>Miscellaneous Charges Sub Total:</b>			<b>\$5.95</b>
<b>Pre-Tax Sub Total:</b>			<b>\$8.04</b>
Sales Taxes			\$0.00
<b>Taxes Sub Total:</b>			<b>\$0.00</b>
<b>Total Current Charges:</b>			<b>\$8.04</b>



Aug gas  
1.320.57200.43300  
3730

Due to the unprecedented weather events in February, we experienced higher than expected costs in providing your gas service. Over the next two months, you will see a small charge on your bill to recover those unanticipated costs.

Please detach and remit this portion with your payment

Billing Group #:	38487	<b>Customer Information</b>	Make Checks Payable To: Florida Natural Gas Please include your Billing Group # on your check.
Invoice Date:	September 13, 2021	Bartram Springs CDD	Wire/ACH Payment To:
Invoice #:	526453ES	Accounts Payable	Bank: Wells Fargo Bank Atlanta GA
Due Date:	October 06, 2021	475 West Town Place Suite 114	ABA #: 121000248
Current Charges:	\$8.04	St Augustine, FL 32092-0000	Acct Name: Florida Natural Gas
Last Payment:	\$13.76		Account #: 2000036933330
Payment Date:	August 30, 2021		
Prior Balance Due:	\$0.00		
Total Amount Due:	\$8.04		
Amount Paid:			

Mail Payment To:  
Florida Natural Gas  
P.O. Box 934726  
Atlanta, GA 31193-4726



Phone: 877-436-4427 Fax: 844-393-9006  
Email: customerservice@onlyfng.com

Page 2 of 2  
Invoice #: 526453ES

### Account Detail

Service Address:	14530 Cherry Lake Dr E	City, State:	Jacksonville, FL
Utility:	TECO - Peoples Gas	Utility Account #:	211003320143

### Current Charges

Natural Gas - Commodity				
Description	Term	Therm	Price	Cost
INSIDE FERC FGT Z3	08/05/21 - 09/08/21	3.20	\$0.5510	\$1.76
Fuel	08/05/21 - 09/08/21	0.09	\$0.5510	\$0.05
Totals:		3.29		\$1.81

Transportation Charges				
Description		Units	Price	Cost
Transportation		3.20	\$0.0862	\$0.28
Totals:				\$0.28

Miscellaneous Charges				
Description				Cost
Customer Charge				\$5.95
Totals:				\$5.95

Taxes				
Description				Cost
Duval County Tax 100% Exempt				\$0.00
Florida State Tax 100% Exempt				\$0.00
Totals:				\$0.00

Total Account Charges: \$8.04



1001 Bradford Way  
Kingston, TN 37763

**Invoice #:** 542  
**Invoice Date:** 9/17/21  
**Due Date:** 9/17/21  
**Case:**  
**P.O. Number:**

Bartram Springs CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

1.310.5130.31400

<b>Total</b>	<b>\$5,000.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,000.00</b>

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**

Invoice #: 543

Invoice Date: 10/1/21

Due Date: 10/1/21

Case:

P.O. Number:

**Bill To:**Bartram Springs CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - October 2021 1.310.51300.34000		4,470.42	4,470.42
Information Technology - October 2021 1.310.51300.35100		104.17	104.17
Office Supplies 1.310.51300.57000		5.57	5.57
Postage 1.310.51300.42000		96.57	96.57
Copies 1.310.51300.42500		117.75	117.75
Telephone 1.310.51300.41000		14.29	14.29
Website Administration - October 2021 1.310.51300.35200		195.00	195.00
<b>Total</b>			<b>\$5,003.77</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,003.77</b>







9253 Arbolita Way, Jacksonville FL, 32256  
 O: (904) 997-6685 E: gandcjax@gmail.com  
 www.GuttersAndCoversJax.com

452B

1.330.57200.46000 R/M

**INVOICE #210917**

Invoice Submitted to Winslow Wheeler, Bertram Springs CDD	Cellular 318-0797	Home Phone	Work Phone	Date 9/20/2021
Street Address 14530 Cherry Lake Dr E			Email	
City, State and Zip Jacksonville FL, 32258			Job Directions Bartram Springs	
G&C Representative Signature Jerome Smith 651-9258				

**Every Professional Gutter Topper Installation Includes:**

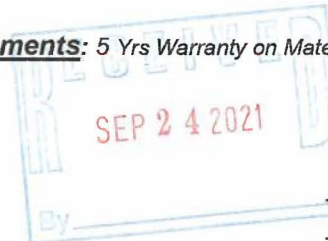
Removal of all debris from gutters and downspouts and flush out where necessary (limited to above ground flushing).  
 Resealing and caulking of existing end caps and corners if needed. Re-pitch gutters if needed, replace bent or loose nails.  
 Clean up and removal of all debris associated with installation.

**Installation Specifications:**

Gutter Topper	Color	Linear Ft	\$
7" Box Gutter	Color white	Linear Ft 36	\$ 1080.00
3x4 Downspout	Color	Installed	\$ INC.
Gutter Screen	Color	Linear Ft	\$
Soffit	Color	Linear Ft	\$
Fascia Wrap	Color	Linear Ft	\$

**Special Instructions, Warranties, Additional Work or Comments:** 5 Yrs Warranty on Material, 1 Yr Warranty on

Labor. Lifetime Performance Warranty on Gutter Topper.



**Total Price \$ 1080.00**

**Total Deposit \$ 0**

**Due upon Completion \$ 1080.00**

**Method of Payment: Check payable to GUTTERS & COVERS**

The parties to this contract are bound and governed by the laws of the state of Florida as they apply thereto. Any alterations or deviation from the specifications involving extra cost of material or labor will only be executed upon written orders for the same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. The Improvements specified herein will be performed according to contractor's specifications. Painting and staining are excluded from this contract. The contractor is not responsible for pre-existing conditions or circumstances beyond its control, including, but not limited to, unlevel roof lines and desired downspout locations, therefore Gutters & Covers LLC. cannot guarantee all gutters to drain completely dry.

**-Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above!  
 Rejection of Proposal: Gutter Topper reserves the right to cancel this order, if Engineers decide the job as sold will not afford proper installation.

**- Buyer's right to cancel**

This agreement may be cancelled by mailing a notice to the seller's place of business. Notice must state that goods or services are not wanted. Any deposit is non-refundable and will be considered liquidated damages unless this contract is cancelled in writing before midnight on the second working day, after you sign this contract.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

1,310.51300.31500

===== STATEMENT =====

September 14, 2021

13B

Bartram Springs Community Development District  
c/o Governmental Management Services, LLC  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 125098  
Billed through 08/31/2021

## General Counsel

**BARTRM 00001 CEL**



### FOR PROFESSIONAL SERVICES RENDERED

08/02/21	CEL	Research meeting action items; correspond with HOA counsel.	0.20 hrs
08/11/21	CEL	Telephone conference with Oliver regarding meeting action items.	0.20 hrs
08/16/21	CEL	Research and respond to complaint regarding lake access; telephone conference with staff regarding same.	2.20 hrs
08/17/21	CEL	Review plats for pond access points.	0.30 hrs
08/21/21	CEL	Research and correspond with Staff regarding pond access issues; prepare ShoreSox contract.	1.20 hrs
08/23/21	CEL	Transmit ShoreSox Agreement; review meeting minutes.	0.50 hrs
08/24/21	CEL	Review and edit meeting minutes.	0.30 hrs
Total fees for this matter			\$1,519.00

### MATTER SUMMARY

Eldred, Carl	4.90 hrs	310 /hr	\$1,519.00
TOTAL FEES			\$1,519.00
TOTAL CHARGES FOR THIS MATTER			<u>\$1,519.00</u>

### BILLING SUMMARY

Eldred, Carl	4.90 hrs	310 /hr	\$1,519.00
TOTAL FEES			\$1,519.00
TOTAL CHARGES FOR THIS BILL			<u>\$1,519.00</u>

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

September 14, 2021

Bartram Springs Community Development District  
c/o Governmental Management Services, LLC  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 125099  
Billed through 08/31/2021

13B  
1,310.51300, 31500

## Monthly Meeting

**BARTRM 00101 CEL**

## FOR PROFESSIONAL SERVICES RENDERED

08/09/21 CEL Attend Board meeting.



Total fees for this matter

\$1,500.00

## MATTER SUMMARY

TOTAL FEES

\$1,500.00

**TOTAL CHARGES FOR THIS MATTER**

-----  
**\$1,500.00**

## BILLING SUMMARY

TOTAL FEES

\$1,500.00

**TOTAL CHARGES FOR THIS BILL**

-----  
**\$1,500.00**

**Please include the bill number with your payment.**

# Jacksonville Daily Record

*A Division of*

**DAILY RECORD & OBSERVER, LLC**

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

September 29, 2021

Date

Attn: Sarah Sweeting  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

135B

1.310.51300.4800

Payment Due Upon Receipt

Serial #	21-06614D	PO/File #		\$79.63
Notice of Meeting				Amount Due
				Amount Paid
Bartram Springs Community Development District				\$79.63
				Payment Due
Case Number				
Publication Dates	9/29			
County	Duval			

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at [https://www.  
jaxdailyrecord.com/send-payment](https://www.jaxdailyrecord.com/send-payment).*



**Your notice can be found at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

**TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.**

**NOTICE OF MEETING  
BARTRAM SPRINGS  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District will be held on **Monday, October 11, 2021, at 6:00 p.m., at the Bartram Springs Amenity Center, 14530 Cherry Lake Drive East, Jacksonville, FL.** The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at this meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver  
District Manager

Sep. 29                      00 (21-06614D)



**From:** Bernadette Peregrino bperegrino@gmsnf.com  
**Subject:** Fwd: Refund Check Please  
**Date:** October 6, 2021 at 12:03 PM  
**To:** Margaret Bronson mbronson@gmsnf.com  
**Cc:** Sue A. O'lear solear@vestapropertyservices.com

BP

Thanks Sue.

Margaret,

Please see attached rental refund check request. Could you get this processed and mailed this week please?

Thank you,  
Bernadette Peregrino  
District Accountant  
1408 Hamlin Avenue, Unit E  
Saint Cloud, FL 34771  
Tel and Fax: 904-239-5309  
[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)

Begin forwarded message:

**From:** "Sue A. O'lear" <[solear@vestapropertyservices.com](mailto:solear@vestapropertyservices.com)>  
**Subject:** Refund Check Please  
**Date:** October 6, 2021 at 11:59:52 AM EDT  
**To:** Bernadette Peregrino <[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)>

Hi Bernadette –

I need a refund check cut for Jerry and Frannie Vasquez of 6488 Silver Glen Drive, Jacksonville FL 32258.

They paid for their rental and their security deposit with a money order made out to Bartram Springs CDD. They cancelled their rental so I turned in the money orders and need a check issued for \$325.00.

Thank you,  
Sue

**Sue O'lear**  
General Manager  
Bartram Springs

Mobile: 252-548-7820  
Office: 904-374-3397



14530 Cherry Lake Dr. East  
Jacksonville FL 32258



# INVOICE



3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253

<b>Bill To</b>
BARTRAM SPRINGS CDD VESTA PROPERTY SERVICES 14530 CHERRY LAKE DRIVE EAST JACKSONVILLE, FLORIDA 32258

Invoice #	606745
Account #	709275
Invoice Date	10/1/2021
Due Date	10/11/2021
Rep	MAS

Invoice Questions:  
Lakes@lakedoctors.com  
Payment Questions:  
Payments@lakedoctors.com

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description	Amount	
	Monthly Water Management Service (R)	1,694.00	
	Oct Lake Maintenance		
Customer Total Balance		\$1,694.00	
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$1,694.00	

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
BARTRAM SPRINGS CDD VESTA PROPERTY SERVICES 14530 CHERRY LAKE DRIVE EAST JACKSONVILLE, FLORIDA 32258

Amount Enclosed

Invoice #	606745
Account #	709275
Date	10/1/2021

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
3543 State Road 419  
Winter Springs, FL 32708

IF PAYING BY CREDIT CARD, FILL OUT BELOW	
____ Mastercard	____ Visa    ____ American Express
Card #	_____
Card Verification #	_____
Exp. Date #	_____
Print Name	_____
Billing Address:	____ Check box if same as above
	_____
Signature	_____



# SoutheastFITNESS REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

southeastfitnessrepair@comcast.net

Invoice # 9-28-21BS

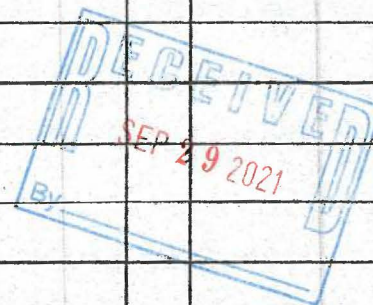
Facility Name: <u>Bartram Springs</u>
Facility Address:
Billing Address:
Contact & Phone:
Reason for Call:

Date: 9-28-21

Payment is due within 30 days of invoice date.

*Rplc part*  
*1,320.57200.43600*  
*208B*

	Description	Part #	Part Cost	Qty	Total
1	<u>Ratchet Pull Pin</u>	<u>026-01X31K0</u>	<u>18.00</u>	<u>8</u>	<u>144.00</u>
2					
3					
4					
5					
6					
7					
8					
9					
10					



Comments:

*Parts Shipped Direct to*  
*W.W. per Customer request*

Parts Total	<u>144.00</u>
Labor	<u>—</u>
Travel	<u>—</u>
Shipping	<u>30.00</u>
Misc.	<u>—</u>
Tax	<u>—</u>
Balance	<u>174.00</u>

Technician: *[Signature]*

Customer signature upon completion of work: X

**Thank you for your business.**

A late charge of \$30 will be accrued per month of delinquency.



# SoutheastFITNESS

R E P A I R

Equipment Repair & Maintenance

Southeast Fitness Repair  
14476 Duval Place West, Suite 208  
Jacksonville, Florida 32218  
Office: 904.683.1439 Fax: 904.683.1624

## ESTIMATE

Date: Sep 28, 2021

All estimates are valid for 30 days

Quote# : 2382

Inv# 9-28-21BS

<b>Facility Name:</b>	Bartram Springs CDD
<b>Facility Address:</b>	The Offices of GMS, LCC Attn: Property Manager, 475 West Town Place, Suite 114 St. Augustine 32092
<b>ON-SITE POC:</b>	

Estimate For: Bartram Springs CDD

Description	Part #	Each	QTY.	Total
HOIST - STRENGTH - RATCHET PULL PIN: HOIST - STRENGTH - RATCHET PULL PIN	026-01X3160	\$ 18.00	8.00	\$ 144.00
MINIMUM SHIPPING: MINIMUM SHIPPING	MINIMUM SHIPPING	\$ 30.00	1.00	\$ 30.00
<b>Comments:</b> 8 HOIST STRENGTH POP PINS PER CUSTOMER REQUEST. SHIP DIRECT TO CUSTOMER PER CUSTOMER REQUEST. DIAGNOSED BY SENDING PICTURES TO HOIST. WINSLOW 904-880-5156 LABOR HOUR IS ESTIMATED AND SUBJECT TO CHANGE.				<b>Subtotal</b> \$174.00
				<b>Tax</b> \$0.00
				<b>TOTAL</b> \$174.00

To approve this estimate, please sign below and fax to 904.683.1624  
or you may email your acceptance to [rosemary@southeastfitnessrepair.com](mailto:rosemary@southeastfitnessrepair.com)

X

Date:

Name: BARTON SPRINGS CDD  
 Address: 14530 CHERRY LAKE DR  
 City: Jax State: FL Zip: 32258  
 Home Phone: \_\_\_\_\_  
 Mobile Phone: 318-0797  
 E-mail: WHEELER@VEA-PROPERTY-SERVICES.COM

1. This contract is noncancelable since all window treatments are custom made. No refunds will be given.
2. The customer or their representative must be at the job site at the time of installation.
3. Approximate delivery time is \_\_\_\_\_ to \_\_\_\_\_ days.

ThoseBlindGuys.com  
 11210 E. Phillips Industrial Blvd.  
 Suite #4 • Jacksonville, FL 32256  
**904.886.0163**



ITEM	Mfg Line	Location	Brand Name	Product	QTY	Mount Circle One	Measurements			Controls		Vertical Blinds Only		Valance	Ext. Bracket	Hold Downs	Spacer Blocks	Material, color and number	Total
							Width	Height	Depth	Tilt L or R	Cord L or R	STACK Circle One	FABRIC Circle One						
1		OFF WINDOW	GR	ROLLER	1	Inside Outside						L S R	Insert Freehang					30% WHITE LINED CASSETTE	315.00
		Additional Information																	
2						Inside Outside						L S R	Insert Freehang						
		Additional Information																	
3						Inside Outside						L S R	Insert Freehang						
		Additional Information																	
4						Inside Outside						L S R	Insert Freehang						
		Additional Information																	
5						Inside Outside						L S R	Insert Freehang						
		Additional Information																	
6						Inside Outside						L S R	Insert Freehang						
		Additional Information																	
7						Inside Outside						L S R	Insert Freehang						
		Additional Information																	
8						Inside Outside						L S R	Insert Freehang						
		Additional Information																	
9						Inside Outside						L S R	Insert Freehang						
		Additional Information																	

Additional Notes:

\* PLEASE SEND TAX EXEMPT CERT. - whn@thoseblindguys.com

**FORM OF PAYMENT:**

☐ Cash  
☐ Check

**VISA**

Credit Card Number: \_\_\_\_\_  
 Name as it appears on credit card \_\_\_\_\_

Card Expiration Date \_\_\_\_\_  
 M M Y Y

Cardholder's signature (required) \_\_\_\_\_

ACCEPTED:

CUSTOMER \_\_\_\_\_

DATE \_\_\_\_\_

I HAVE READ THE REVERS SIDE OF THIS CONTRACT AND AGREE TO THE TERMS AND CONDITIONS THERON.

Page \_\_\_\_\_ of \_\_\_\_\_

50% Deposit required with all orders

Subtotal

Sales Tax

Total

Deposit

Balance Due

C.O.D.

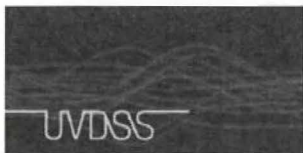
315.00

315.00

315.00



# INVOICE



UV Disinfection Solution Specialists, llc

James Chipman

14388 Chestnut Ridge Ct, Jacksonville, FL 32258, UNITED STATES

Phone: +1 904-302-2295; james@uvdss.com; Website:

www.UVDSS.com

Invoice No#: 1195

Invoice Date: Sep 30, 2021

Due Date: Sep 30, 2021



Scan.Pay.Go

**\$199.00**

AMOUNT DUE

## BILL TO

Bartram Springs CDD

solear@vestapropertyservices.com

437B

1.320.57200.34200

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	UV Commercial Office Disinfection UV-C Disinfection Bartram Springs CDD GYM 09/29/2021	1	\$199.00	\$199.00
Subtotal				\$199.00
Shipping				\$0.00
TOTAL				\$199.00 USD

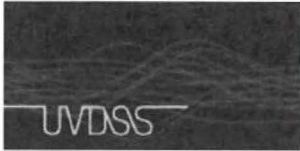
## NOTES TO CUSTOMER

Thank you for your Business





# INVOICE



UV Disinfection Solution Specialists, LLC

James Chipman

14388 Chestnut Ridge Ct, Jacksonville, FL 32258, UNITED STATES

Phone: +1 904-302-2295; james@uvdss.com; Website:

www.UVDSS.com

Invoice No#: 1197

Invoice Date: Oct 7, 2021

Due Date: Oct 7, 2021



**\$199.00**

AMOUNT DUE

## BILL TO

Bartram Springs CDD

solear@vestapropertyservices.com

1.320.57200.34200  
437B

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	UV Commercial Office Disinfection UV-C Disinfection Bartram Springs CDD GYM 10/06/2021	1	\$199.00	\$199.00
Subtotal				\$199.00
Shipping				\$0.00
TOTAL				\$199.00 USD

## NOTES TO CUSTOMER

Thank you for your Business





## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

Invoice # 389412  
Date 9/1/2021  
  
Terms Net 30  
Due Date 10/1/2021  
Memo Lifeguard Hours Additi...

### Bill To

Bartram Springs C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

35LB

Description	Quantity	Rate	Amount
Additional Lifeguard Hours August	120.45	18.00	2,168.10

Thank you for your business.

1.320.57200.33+00

**Total** \$2,168.10



+120.45 hours

VESTA PROPERTY SERVICES INC  
Client: OYC07

# Total Hours Summary by Allocation Report

Date Range  
(08/01/2021 - 08/31/2021)  
Freeze Time (09/16/2021 14:19:44)

Distribution Totals														
Employee	Home Department	Home Payroll Profile	Home Division	Home Region	Home Location	Home Job Title	Home Job Detail	Home Check Sort	Pay Class	Earning	EarnRate	Hours	Units	Amount
ABERCROMBIE, AUBREY JANAE (A2TC)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.00	13.84	0.00	\$138.40
ALEXANDER, TYLER ROSS (A2VR)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	16.08	0.00	\$152.77
ARENA, ANTHONY JAMES (A1HX)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.50	41.63	0.00	\$437.13
EDDY, JACK ROBERT (A2RK)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.00	9.90	0.00	\$99.00
FAGEN, NATHANIEL RAY (A26I)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[FIT] Fitness	[FFS] Fitness Floor Staff	[JULI] Julington Creek	PT Hourly(PAH)	Regular (R)	\$10.50	20.81	0.00	\$216.42
FASCI, DAVIN GIANN (A2VS)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	34.17	0.00	\$324.65
FRANKLIN, LONDON JAMES (A2WC)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.50	11.56	0.00	\$121.39
GILMORE, DALTON JAMES (A2UV)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	28.67	0.00	\$272.39
IVANTSOV, ANTON VICTOROVICH (A1ZX)	[AQU] Programs	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Department Rates Regular (DRR)	\$12.00	43.25	0.00	\$519.00
IVANTSOV, ANTON VICTOROVICH (A1ZX)	[AQU] Clubhouse Personnel	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.50	85.36	0.00	\$896.30
IVANTSOV, MARGARET VICTOROVNA (A2WW)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.00	38.33	0.00	\$383.30
KARLOVICH, LIAM COLTON (A2U0)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	57.46	0.00	\$545.91
KENNEDY, MORGAN ELIZABETH (A2UL)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	8.14	0.00	\$77.33
LEE, SYDNEY ELISE (A2XD)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.00	18.80	0.00	\$188.00
MCGOVERN, JORDAN ANDREW (A2SU)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.00	61.53	0.00	\$615.30

+114.36

+6.05

## Total Hours Summary by Allocation Report

Date Range  
(08/01/2021 - 08/31/2021)  
Freeze Time (09/16/2021 14:19:44)

NEMECEK, CHLOE JOY (A2XK)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$10.00	31.61	0.00	\$316.10	
PRINTY, RHETT MICHAEL (A2VF)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	17.87	0.00	\$169.77	
SHEA, JACK DURANT (A2TZ)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	15.82	0.00	\$150.31	
TATE, ELIJAH C (A2VL)	[AQU] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[LG] Lifeguard	[LG] Lifeguard	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$9.50	78.58	0.00	\$746.55	
Distribution Subtotals															
					Hours						Units				Amount
					633.21						0.00				6370.02
Earning Totals															
Earning										Hours	Units	Amount			
Regular (R)										589.96	0.00	\$5851.02			
Department Rates Regular (DRR)										43.25	0.00	\$519.00			
Earning										Hours	Units	Amount			
Regular (R)										589.96	0.00	\$5851.02			
Department Rates Regular (DRR)										43.25	0.00	\$519.00			
Total										633.21	0.00	\$6370.02			
Hours for italicized entries are already included in totals once.															

## Total Hours Summary by Allocation Report

Date Range  
(08/01/2021 - 08/31/2021)  
Freeze Time (08/16/2021 14:19:44)

Distribution Totals															
Employee	Home Department	Home Payroll Profile	Home Division	Home Region	Home Location	Home Job Title	Home Job Detail	Home Check Sort	Pay Class	Earning	EarnRate	Hours	Units	Amount	
WADE, JOSHUA MEKHI (A27B)	[CLUB] Aquatics	[OWE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[CHSTF] Clubhouse Staff	[CLA] Clubhouse Attendant	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$14.00	36.97	0.00	\$517.58	
Distribution Subtotals															
				Hours					Units						Amount
				36.97					0.00						517.58
Earning Totals															
Earning							Hours		Units		Amount				
Regular (R)							36.97		0.00		517.58				
Earning							Hours		Units		Amount				
Regular (R)							36.97		0.00		517.58				
Total							36.97		0.00		517.58				
Hours for italicized entries are already included in totals once.															



## Total Hours Summary by Allocation Report

Date Range  
(08/01/2021 - 08/31/2021)  
Freeze Time (09/16/2021 14:19:44)

Distribution Totals														
Employee	Home Department	Home Payroll Profile	Home Division	Home Region	Home Location	Home Job Title	Home Job Detail	Home Check Sort	Pay Class	Earning	EarnRate	Hours	Units	Amount
WADE, JOSHUA MEKHI (A27B)	[CLUB] Aquatics	[0WE33] Amenity	[DistrictServices] District Services	[NE] Northeast	[BARTS] Bartram Springs	[CHSTF] Clubhouse Staff	[CLA] Clubhouse Attendant	[BART] Bartram Springs	PT Hourly(PAH)	Regular (R)	\$14.00	36.97	0.00	\$517.58
Distribution Subtotals														
				Hours					Units					
				36.97					0.00			517.58		
Earning Totals														
Earning								Hours		Units		Amount		
Regular (R)								36.97		0.00		\$517.58		
Earning								Hours		Units		Amount		
Regular (R)								36.97		0.00		\$517.58		
Total								36.97		0.00		\$517.58		
Hours for italicized entries are already included in totals once.														



## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

Invoice # 390402  
Date 9/30/2021  
Terms Net 30  
Due Date 10/30/2021  
Memo Lifeguard Hours

### Bill To

Bartram Springs C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

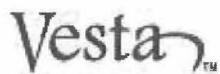


Description	Quantity	Rate	Amount
Lifeguard Hours Sept	321.01	18.00	5,778.18

Thank you for your business.

1,320.57200, 33100

**Total** \$5,778.18



## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 300  
Jacksonville FL 32202

Invoice # 389420  
Date 10/1/2021  
Terms Net 30  
Due Date 10/15/2021  
Memo Monthly fees

### Bill To

Bartam Springs C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

357B

Description	Quantity	Rate	Amount
Services of Bartram Club Manager and Attendants 1. 320.57200.33000	1	14,457.76	14,457.76
Pool Maintenance Services at Bartram Club Pool (excludes pool chemicals) 1. 320.57200.46400	1	3,489.80	3,489.80
General Facility Maintenance Services 1. 320.57200.34100	1	4,153.70	4,153.70
Janitorial Services 1. 320.57200.43500	1	3,245.00	3,245.00
Gym Monitoring Services 1. 320.57200.34510	1	2,457.98	2,457.98
Field Operation Services 1. 320.57200.43500	1	5,577.82	5,577.82
Mobile App / website 1. 320.57200.34530	1	250.00	250.00

Total \$33,632.06





# Invoice

Invoice #: 6316

Date: 09/10/21

Customer PO:

DUE DATE: 10/10/2021

## BILL TO

Bartram Springs CDD  
9145 Narcoossee Road, Suite A206  
Orlando, FL 32827

## FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
www.verdego.com

## DESCRIPTION

## AMOUNT

Replanting 3 planter beds in breezeway area entrance to pool. Price includes removal of existing plants, new plant material, delivery and all other job related labor. Irrigation will be checked in these planters as well to ensure proper coverage.

<i>Landscape Enhancement</i>				<i>\$1,800.00</i>
Arboricola, 'Trinette' - (e) (Kit)	20.00	\$17.75	\$355.00	
Bird Of Paradise 'Orange' - (e) (Kit)	2.00	\$155.00	\$310.00	
Blue Daze 'Blue My Mind' - (e) (Kit)	40.00	\$11.50	\$460.00	
Chinese Fan Palm - (e) (Kit)	1.00	\$155.00	\$155.00	
Labor and Prep (Labor)	6.00	\$38.00	\$228.00	
Stromanthe - (e) (Kit)	12.00	\$24.00	\$288.00	

## Invoice Notes:

Thank you for your business!

AMOUNT DUE THIS INVOICE

\$1,800.00

1,330.57200. 46250  
388B





# Invoice

Invoice #: 6515

Date: 10/01/21

Customer PO:

DUE DATE: 10/31/2021

landscape maintenance

## BILL TO

Bartram Springs CDD  
9145 Narcoossee Road, Suite A206  
Orlando, FL 32827

## FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
www.verdego.com

## DESCRIPTION

#6163 - Standard Maintenance Contract October 2021

## AMOUNT

\$14,867.92

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$14,867.92**



388B

1. 330.57200.46200

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2021/2022 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84748			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**

**Bartram Springs Community Development District**

Mr. ~~Carl Eldred~~ *Wesley Haber*  
Hopping Greens & Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, FL 32301



2. Telephone: (850) 222-7500  
3. Fax: (850) 224-8551  
4. Email: ~~CarlE@hgsclaw.com~~ *wesh@hgsclaw.com*  
5. Status: Independent  
6. Governing Body: Elected  
7. Website Address: BartramSpringsCDD.com  
8. County(ies): Duval  
9. Function(s): Community Development  
10. Boundary Map on File: 10/21/2002  
11. Creation Document on File: 10/21/2002  
12. Date Established: 09/17/2002  
13. Creation Method: Rule of the Governor and Cabinet  
14. Local Governing Authority: City of Jacksonville  
15. Creation Document(s): Rule 42HH-1.001-1.003, Florida Administrative Code  
16. Statutory Authority: Chapter 190, Florida Statutes  
17. Authority to Issue Bonds: Yes  
18. Revenue Source(s): Assessments  
19. Most Recent Update: 11/06/2020

*4B*  
*1.310.513.540*



I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: *Wesley Haber* Date: *10/19/21*

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.





Bartram Springs CDD  
c/o GMS, LLC  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

July 12, 2021  
Project No: 02022.25000  
Invoice No: 0198684

10B

1.310.51300.31100

Project 02022.25000

Bartram Springs Community Development District-2018/2019 General  
Consulting Engineering Services (WA#23)

**Professional Services rendered through June 30, 2021**

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Katsaras, George	6/5/2021	.75	194.00	145.50
Katsaras, George	6/19/2021	2.50	194.00	485.00
Katsaras, George	7/3/2021	1.00	194.00	194.00
Totals		4.25		824.50
<b>Total Labor</b>				<b>824.50</b>
<b>Invoice Total this Period</b>				<b>\$824.50</b>

**Outstanding Invoices**

Number	Date	Balance
0197829	5/6/2021	388.00
0198298	6/7/2021	388.00
<b>Total</b>		<b>776.00</b>

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32218 • tel 904-642-9990 • fax 904-646-9485  
CA-00002584 LC-0000918



Fenwick Services  
11623 Columbia Park Drive E.  
Jacksonville, FL 32258  
P: (904)-724-7022  
www.fenwickhomeservices.com  
Plumbing Lic#: CFC040039

**BILL TO**

Bartram Springs Club House  
475 West Town Place  
St. Augustine, FL 32092 USA

416B

rpr urinal in flex room.

1. 330.57200.46000

INVOICE  
255068

INVOICE DATE  
Oct 11, 2021

**JOB ADDRESS**

Bartram Springs Club House  
14530 East Cherry Lake Drive  
Jacksonville, FL 32258 USA

Completed Date:

Payment Term: Due Upon Receipt

**DESCRIPTION OF WORK**

Been here three times removed oh urinal off-the-wall to replace it with a new one urinal is a little too long will have to modify the pipes to make the new urinal work customer did not want to do that wanted me to put all the old components and all your new back up and sealed to the wall

TASK	DESCRIPTION	QTY	PRICE	TOTAL
T&M	Specific Request: Specific Request	300.00	\$1.00	\$300.00

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$300.00
TAX	\$0.00
TOTAL DUE	\$300.00
BALANCE DUE	\$300.00

Thank you for choosing Fenwick Plumbing Services LLC.

We appreciate your business!

**CUSTOMER AUTHORIZATION**

I, the undersigned, am owner/authorized representative/tenant of the premises at which the work mentioned above is to be done. I hereby authorize you to perform Diagnosis/Solution, and to use such labor and materials as you deem advisable.

Sign here

Date 10/20/2021



CUSTOMER ACKNOWLEDGEMENT

I find the service and materials rendered in connection with the above work mentioned to have been completed in a satisfactory manner. I agree that the amount set forth on labeled "TOTAL" to be the total and complete flat rate/minimum charge. I agree to pay reasonable attorney fees and court costs in the event of legal action. A monthly service charge of 1 1/2% will be added after 10 days. I acknowledge that I have read and received a legible copy of this contract and have read the Notice to Owner and statement required thereon.

Sign here



Date 10/20/2021



INVOICE #90004920  
SERVICE DATE Oct 20, 2021  
INVOICE DATE Oct 20, 2021  
DUE net 30

AMOUNT DUE **\$1,022.86**

Bartram Springs

(904) 318-0797

Wwheeler@vestapropertyservices.com

R/m

CONTACT US

86 Elk Grove  
St. Johns, FL 32259

(904) 813-1401

aaron@steamlux.com

Service completed by: Your Tech

INVOICE

322B

Rubber floor cleaning  
1.330.572.460

Services	qty	unit price	amount
Custom Services - Custom Job Clean rubber floor in old gym. Prespray and steam clean 1800 square feet	1800.0	\$0.39	\$702.00
Commercial Carpet Cleaning - Commercial Floor Cleaning Services 1176 commercial glue down carpet cleaning	1176.0	\$0.25	\$294.00
Custom Services - Custom Job Prespray and clean rubber floor in new gym. 324 square feet	324.0	\$0.39	\$126.36
Custom Services - Custom Job Clean carpet in club suite	324.0	\$0.25	\$81.00
Subtotal			\$1,203.36
Discount From 6 Month Promo			- \$180.50
Tax (Duvall 7%)			\$0.00
<b>Total</b>			<b>\$1,022.86</b>

Quick Catch Inc  
12627 San Jose Blvd Suite 205  
Jacksonville, FL 32223 US  
admin@quick-catch.com  
www.quick-catch.com

## Invoice

**BILL TO**

Bartram Springs - Winslow Wheeler  
14539 Cherry Lake Dr East  
Jacksonville, FL 32258

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
21872	10/15/2021	\$135.00	10/15/2021	Due on receipt	

DESCRIPTION	QTY	RATE
<b>Perimeter Protection program</b> Perimeter Protection Program - Quarterly - Jan. Apr. Jul. Oct.	1	135.00

BALANCE DUE

274B

**\$135.00**

1,330,572.460



Please confirm receipt of this invoice. We appreciate your prompt payment. Thank you for your business!

Quick Catch Inc  
12627 San Jose Blvd  
Ste 205  
Jacksonville, FL 32223  
904-859-6585

## Service Inspection Report

**ORDER #: 68080**

WORK DATE: 10/19/2021

**BILL-TO 100496**

Bartram Springs  
Winslow Wheeler  
14530 Cherry Lake Dr East  
Jacksonville, FL 32258

Phone: 904-318-0797 xcell  
Alt. Phone: 904-880-5014 xoff  
Mobile: 904-880-5156

**LOCATION 100496**

Bartram Springs  
Winslow Wheeler  
14530 Cherry Lake Dr East  
Jacksonville, FL 32258

Phone: 904-318-0797 xcell  
Alt. Phone: 904-880-5014 xoff  
Mobile: 904-880-5156

**Time In:** 10/19/2021 4:46:11 PM

**Time Out:** 10/19/2021 6:20:51 PM

**Customer Signature**

Customer is unavailable to sign

**Technician Signature**

Morg Ortiz

**License #:**

Purchase Order	Terms	Service Description	Quantity	Amount
None	NET 30	PERIMETER PROTECTION PROGRAM	1.00	135.00
<b>Subtotal</b>				135.00
<b>Tax</b>				0.00
<b>Total Due:</b>				<b>135.00</b>

### GENERAL COMMENTS / INSTRUCTIONS

Noticed some armadillo rooting, As well as one small borough by AC unit located in back of building. Laid out deterrent Along side perimeter of property. Including the tennis field, pool, and play area.

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
---------------------------	----------	----------	----------------	----------

*None Noted.*

### PRODUCTS APPLICATION SUMMARY

*None Noted.*

PEST ACTIVITY	# Areas	# Devices	Pest Totals
---------------	---------	-----------	-------------

*None Noted.*

### DEVICE INSPECTION SUMMARY

### AREA COMMENTS

*None Noted.*

### DEVICE INSPECTION EXCEPTIONS

*None Noted.*

Quick Catch Inc  
12627 San Jose Blvd  
Ste 205  
Jacksonville, FL 32223  
904-859-6585

## Service Inspection Report

**ORDER #: 68080**

WORK DATE: 10/19/2021

### INSPECTION DETAIL

*None Noted.*

### PRODUCTS APPLIED

*None Noted.*

Quick Catch Inc  
12627 San Jose Blvd Suite 205  
Jacksonville, FL 32223 US  
admin@quick-catch.com  
www.quick-catch.com

## Invoice

**BILL TO**

Bartram Springs - Winslow Wheeler  
14539 Cherry Lake Dr East  
Jacksonville, FL 32258

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
21877	10/15/2021	\$135.00	10/29/2021	Net 14	

DESCRIPTION	QTY	RATE
service agreements: <sup>OK</sup> Monthly Snake Service	1	135.00
Monthly Snake Service		

BALANCE DUE

**\$135.00**

274B  
1,330,572.460



Please confirm receipt of this invoice. We appreciate your prompt payment. Thank you for your business!

Quick Catch Inc  
12627 San Jose Blvd  
Ste 205  
Jacksonville, FL 32223  
904-859-6585

## Service Inspection Report

**ORDER #: 68202**

WORK DATE: 10/19/2021

**BILL-TO 100496**

Bartram Springs  
Winslow Wheeler  
14530 Cherry Lake Dr East  
Jacksonville, FL 32258

Phone: 904-318-0797 xcell  
Alt. Phone: 904-880-5014 xoff  
Mobile: 904-880-5156

**LOCATION 100496**

Bartram Springs  
Winslow Wheeler  
14530 Cherry Lake Dr East  
Jacksonville, FL 32258

Phone: 904-318-0797 xcell  
Alt. Phone: 904-880-5014 xoff  
Mobile: 904-880-5156

**Time In:** 10/19/2021 6:21:04 PM

**Time Out:** 10/19/2021 6:21:36 PM

**Customer Signature**

Customer is unavailable to sign

**Technician Signature**

Morg Ortiz

**License #:**

Purchase Order	Terms	Service Description	Quantity	Amount
None	NET 30	Monthly Snake Service	1.00	135.00
<b>Subtotal</b>				135.00
<b>Tax</b>				0.00
<b>Total Due:</b>				<b>135.00</b>

### GENERAL COMMENTS / INSTRUCTIONS

Laid out snake deterrent along side property line, including the tennis field, pool, play area.

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
---------------------------	----------	----------	----------------	----------

*None Noted.*

### PRODUCTS APPLICATION SUMMARY

*None Noted.*

PEST ACTIVITY	# Areas	# Devices	Pest Totals
---------------	---------	-----------	-------------

*None Noted.*

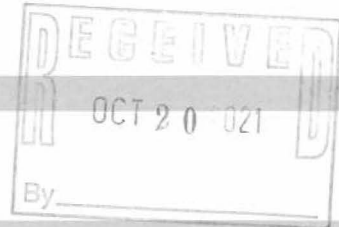
### DEVICE INSPECTION SUMMARY

### AREA COMMENTS

*None Noted.*

### DEVICE INSPECTION EXCEPTIONS

*None Noted.*



Quick Catch Inc  
12627 San Jose Blvd  
Ste 205  
Jacksonville, FL 32223  
904-859-6585

## Service Inspection Report

**ORDER #: 68202**

WORK DATE: 10/19/2021

### INSPECTION DETAIL

*None Noted.*

### PRODUCTS APPLIED

*None Noted.*





**Security101®**  
Protecting People, Property & Profits

TNTSI, Inc.  
8110 Cypress Plaza Dr., Suite 304  
Jacksonville, FL 32256  
904-260-9101

# Invoice

Date	Invoice #
10/12/2021	P9918

Bill To
Bartram Springs 14530 Cherry Lake Dr East Jacksonville, FL 32258 USA

**329B**  
1.320.57200.49400 Access Cards

Please Remit Payment To:  
8110 Cypress Plaza Dr., Suite 304  
Jacksonville, FL 32256

P.O. No.	Terms
	Net 30

Quantity	Description	Rate	Amount
	Proposal: 157859.0 box sale - access cards		
1	Equipment	578.00	578.00T
	Shipping	25.00	25.00
	Tax Exempt Certificate #85-8012764823C-4		
	Sales Tax	0.00%	0.00
Thank you for your business.		<b>Total</b>	\$603.00





TNTSI, Inc.  
8110 Cypress Plaza Dr., Suite 304  
Jacksonville, FL 32256  
904-260-9101

## Invoice

Date	Invoice #
10/18/2021	S9900

Bill To
Bartram Springs 14530 Cherry Lake Dr East Jacksonville, FL 32258 USA

Please Remit Payment To:  
8110 Cypress Plaza Dr., Suite 304  
Jacksonville, FL 32256

P.O. No.	Terms
	Net 30

32913  
1,330.572.460

Quantity	Description	Rate	Amount
	Service Ticket #163869 dated for 10/14/2021 requested by Winslow Wheeler Email request: The arm bar on our main gate is breaking off		
1	10/15/2021: Hours of Service Labor from 11:00 AM to 11:30 AM	115.00	115.00T
1	10/15/2021: Trip Charge	65.00	65.00T
	Resolution of Service Ticket #163869: Arrived on site checked in with on-site contact wheeler, went to the front gate crash bar that was having an issue staying closed was able to take out the old screws that was skinny and narrow, put some more thick and more durable screws and now crash bar is working properly. Ticket is complete tested door with customer.		
	Tax Exempt Certificate #85-8012764823C-4		
	Sales Tax	0.00%	0.00
Thank you for your business.		<b>Total</b>	\$180.00



# SoutheastFitness

## REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

[southeastfitnessrepair@comcast.net](mailto:southeastfitnessrepair@comcast.net)

[www.southeastfitnessrepair.com](http://www.southeastfitnessrepair.com)

Invoice # 16433A

<b>Facility Name:</b>	Bartram Springs CDD
<b>Facility Address:</b>	14530 Cherry Lake Drive East Jacksonville, Florida 32258
<b>Billing Address:</b>	The Offices of GMS, LCC Attn: Property Manager, 475 West Town Place, Suite 114 St. Augustine, Florida 32092
<b>Contact &amp; Phone:</b>	
<b>Reason for call:</b>	QUARTERLY PM 5 TREADMILLS 4 ELLIPTICALS 2 SPIN/ ROWERS 4 BIKES 2 MULTI-STATION 9 SINGLE STATIONS \$431.65 SUE 904-880-5156

Date: 31-Aug-2021

Payment is due within 30 days of  
invoice date.



Description	Part #	Part Cost	QTY	Total
PM - FLAT RATE: TRAVEL + FIRST HOUR LABOR		431.65	1.00	431.65
<b>Comments:</b>			<i>Parts Total</i>	431.65
			<i>Tax</i>	0.00
			<i>Balance</i>	431.65

Technician: ROBERT PETERKIN

**Thank you for your business.**

Statement Date: 10/08/2021

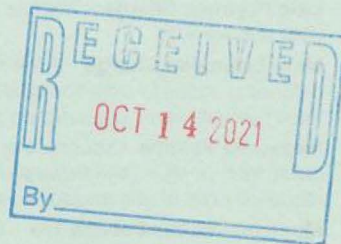
Account: 221003032432

BARTRAM SPRINGS CDD  
CLUBHOUSE FIRE PIT  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133

Current month's charges:	\$44.66
Total amount due:	\$44.66
Payment Due By:	10/29/2021

### Your Account Summary

Previous Amount Due	\$36.99
Payment(s) Received Since Last Statement	-\$36.99
<b>Current Month's Charges</b>	<b>\$44.66</b>
<b>Total Amount Due</b>	<b>\$44.66</b>

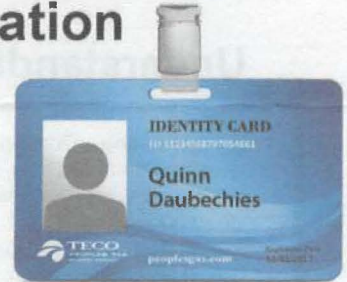


23B

1.320.572.433 out Gas PP

### Safety tip: ask for identification

Please remember, if someone visits your home or business and claims to be an employee of Peoples Gas, ask to see his or her company badge.



Amount not paid by due date may be assessed a late payment charge and an additional deposit.

### Looking to connect?

It's easy to find a list of local natural gas appliance retailers, installation and service contractors, and repair technicians. Visit [peoplesgas.com](http://peoplesgas.com) for more information.



**Account:** 221003032432  
**Statement Date:** 10/08/2021  
**Current month's charges due** 10/29/2021

## Details of Current Month's Charges – Service from - 09/09/2021 to 10/08/2021

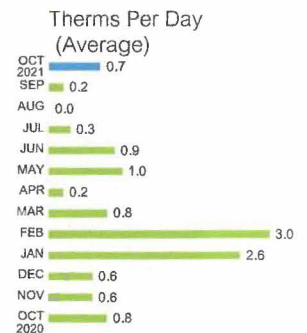
Service for: 14530 CHERRY LAKE DR E, JACKSONVILLE, FL 32258-5133

**Rate Schedule: Small General Service - Transportation**

Meter Location: Clubhouse FP

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Measured Volume	x	BTU	x	Conversion =	Total Used	Billing Period
AHX25588	10/08/2021	885	-	864	=	21 CCF	x	1.052	x	1.0000	22.1 Therms	30 Days
Customer Charge								\$30.60				
Distribution Charge								22.1 THMS @ \$0.46813		\$10.35		
Swing Service Charge								22.1 THMS @ \$0.03880		\$0.86		
Florida Gross Receipts Tax										\$0.61		
<b>Natural Gas Service Cost</b>										<b>\$42.42</b>		
Franchise Fee										\$2.24		
<b>Total Natural Gas Cost, Local Fees and Taxes</b>										<b>\$44.66</b>		
<b>Total Current Month's Charges</b>										<b>\$44.66</b>		

### Peoples Gas Usage History



## Important Messages

### Don't get "tricked" by scammers.

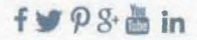
October is National Cybersecurity Awareness Month. Scammers never stop and are always looking for new ways to take advantage of those who let their guard down. The latest tactic – scammers are now requesting payment through mobile applications. Visit our Natural Gas Blog at [peoplesgasblog.com/stay-alert](http://peoplesgasblog.com/stay-alert) to learn more about this latest scam.





## ACCOUNT INVOICE

peoplesgas.com



BARTRAM SPRINGS CDD  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133

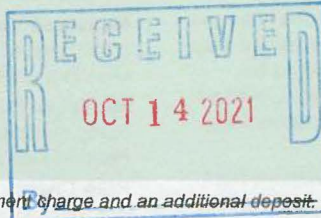
Statement Date: 10/11/2021  
Account: 211003320143

Current month's charges:	\$33.40
Total amount due:	\$33.40
Payment Due By:	11/01/2021

### Your Account Summary

Previous Amount Due	\$34.03
Payment(s) Received Since Last Statement	-\$34.03
Current Month's Charges	\$33.40
<b>Total Amount Due</b>	<b>\$33.40</b>

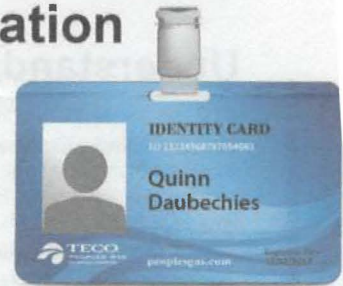
23B  
1,320.572.433  
Oct Gas



Amount not paid by due date may be assessed a late payment charge and an additional deposit.

### Safety tip: ask for identification

Please remember, if someone visits your home or business and claims to be an employee of Peoples Gas, ask to see his or her company badge.



### Looking to connect?

It's easy to find a list of local natural gas appliance retailers, installation and service contractors, and repair technicians. Visit [peoplesgas.com](http://peoplesgas.com) for more information.

Account: 211003320143  
Statement Date: 10/11/2021  
Current month's charges due 11/01/2021

**Details of Current Month's Charges – Service from - 09/09/2021 to 10/08/2021**

Service for: 14530 CHERRY LAKE DR E, JACKSONVILLE, FL 32258-5133

Rate Schedule: Small General Service - Transportation

Meter Number	Read Date	Current Reading	- Previous Reading	= Measured Volume	x BTU	x Conversion =	Total Used	Billing Period
AHI40399	10/08/2021	657	655	2 CCF	1.052	1.0000	2.1 Therms	30 Days
Customer Charge					\$30.60			
Distribution Charge					2.1 THMS @ \$0.46813	\$0.98		
Swing Service Charge					2.1 THMS @ \$0.03880	\$0.08		
Florida Gross Receipts Tax						\$0.06		
<b>Natural Gas Service Cost</b>						<b>\$31.72</b>		
Franchise Fee						\$1.68		
<b>Total Natural Gas Cost, Local Fees and Taxes</b>						<b>\$33.40</b>		
<b>Total Current Month's Charges</b>						<b>\$33.40</b>		

**Peoples Gas Usage History**



**Important Messages**

**Don't get "tricked" by scammers.**

October is National Cybersecurity Awareness Month. Scammers never stop and are always looking for new ways to take advantage of those who let their guard down. The latest tactic – scammers are now requesting payment through mobile applications. Visit our Natural Gas Blog at [peoplesgasblog.com/stay-alert](http://peoplesgasblog.com/stay-alert) to learn more about this latest scam.







Web Development, LLC

# Invoice

Date	Invoice #
10/1/2021	2719

**Bill To**

GOVERNMENTAL MANAGEMENT SERVICES, LLC  
BARTRAM SPRINGS  
475 WEST TOWN PLACE, SUITE 114  
WORLD GOLF VILLAGE  
ST. AUGUSTINE, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	MAINTENANCE FEE - BARTRAM SPRINGS <i>Oct Maint fee</i> <i>4063</i> <i>1.310.513.35701</i>  <b>RECEIVED</b> <b>OCT 13 2021</b> <b>BY: _____</b>	95.00	95.00
<b>Total</b>			<b>\$95.00</b>



# INVOICE



UV Disinfection Solution Specialists, LLC

James Chipman

14388 Chestnut Ridge Ct, Jacksonville, FL 32258, UNITED STATES

Phone: +1 904-302-2295; james@uvdss.com; Website:

www.UVDSS.com

Invoice No#: 1198  
Invoice Date: Oct 14, 2021  
Due Date: Oct 14, 2021



Scan.Pay.Go

**\$199.00**  
AMOUNT DUE

## BILL TO

Bartram Springs CDD  
solar@vestapropertyservices.com

437B

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	UV Commercial Office Disinfection UV-C Disinfection Bartram Springs CDD GYM 10/13/2021	1	\$199.00	\$199.00
			Subtotal	\$199.00
			Shipping	\$0.00
			<b>TOTAL</b>	<b>\$199.00 USD</b>

1.320.572.342

## NOTES TO CUSTOMER

Thank you for your Business





# Invoice

Invoice #: 6568

Date: 10/15/21

Customer PO:

DUE DATE: 11/14/2021

## BILL TO

Bartram Springs CDD  
9145 Narcoossee Road, Suite A206  
Orlando, FL 32827

## FROM

VerdeGo  
PO Box 789  
3335 North State Street  
Bunnell, FL 32110  
Phone: 386-437-3122  
www.verdego.com

## DESCRIPTION

## AMOUNT

#6296 - Main line and laterline break 10/11/21

During the inspection we found a broken main line and lateral valve

*Irrigation*

\$995.55

## Invoice Notes:

Thank you for your business!

**AMOUNT DUE THIS INVOICE**

**\$995.55**

38813

1.320.572.350



CHECK DATE	VEND#	.....INVOICE.....	...EXPENSED TO...	VENDOR NAME			STATUS	AMOUNT	....CHECK.....	AMOUNT	#
DATE		INVOICE	YRMO DPT ACCT# SUB	SUBCLASS							
10/15/21	00099	8/31/21 30970	202108 600-53800-60000				*	2,925.00			
		DEP-DREDGE-SOX	INSTL PROJ								
		10/12/21 32457	202110 600-53800-60000				*	8,775.00			
		FNL PMT-DRDG-SOX	PRJ INST								
ESTATE MANAGEMENT SERVICES, INC.									11,700.00	000263	
-----											
10/26/21	00100	10/15/21 386	202110 600-53800-60000				*	2,178.12			
		INSTALL	CAMERAS								
INTEGRATED ACCESS SOLUTIONS,LLC									2,178.12	000264	
-----											
TOTAL FOR BANK B								13,878.12			
TOTAL FOR REGISTER								13,878.12			



Estate Management Services, Inc.  
2120 Corporate Square Blvd; Ste 28  
Jacksonville, FL 32216


# Invoice

DATE	INVOICE #
8/31/2021	30970

BILL TO
Bartram Springs Community Development 475 West Town Park Suite 114 St Augustine, FL 32092
<b>Customer Invoice Emailed To:</b> wwheeler@vestapropertyservices.com

SERVICE LOCATION
Bartram Springs Community Development 6368-10-01 SOX Project

Please note: Lockbox  
address below

SERVICE PERIOD		TERMS	P.O. #
Milestone: Deposit		Due upon receipt	
QUANTITY	DESCRIPTION	RATE	AMOUNT
0.25	Dredge Project- 150ft shoreline SOX Installation Project  99B 033.600.53800.60000  	11,700.00	2,925.00
Call (912) 466-9800 option 5 for billing related questions such as requests for e-invoices, updated billing information, and to make payments.  Thank You for Your Business!		<b>AMOUNT DUE</b> \$2,925.00	

RETURN THIS PORTION WITH PAYMENT - RETAIN TOP PORTION FOR YOUR RECORDS			
CUSTOMER NAME	DATE	INVOICE #	AMOUNT DUE
Bartram Springs Community Development 475 West Town Park Suite 114 St Augustine, FL 32092	8/31/2021	30970	\$2,925.00
PLEASE INDICATE ANY CHANGES IN CONTACT INFORMATION HERE			

Remit Monthly Service Payment To: Estate Management Services, Inc., PO Box 745843, Atlanta, GA 30374-5843



Estate Management Services, Inc.  
2120 Corporate Square Blvd; Ste 28  
Jacksonville, FL 32216

# Invoice

DATE	INVOICE #
10/12/2021	32457

BILL TO
Bartram Springs Community Development 475 West Town Park Suite 114 St Augustine, FL 32092
Customer Invoice Emailed To:
wwheeler@vestapropertyservices.com

SERVICE LOCATION

Please note:  
Remit to address below

SERVICE PERIOD		TERMS	P.O. #
Milestone 100% Completion			
QUANTITY	DESCRIPTION	RATE	AMOUNT
0.75	Dredge Project- 150ft shoreline SOX Installation Project	11,700.00	8,775.00
	***100% Completion***		
	<div>99B</div> <div>33- 600- 53800- 60000</div> <div>RECEIVED</div> <div>OCT 13 2021</div> <div>By _____</div>		
Call (912) 466-9800 option 5 for billing related questions such as requests for e-invoices, updated billing information, and to make payments.		AMOUNT DUE \$8,775.00	
Thank You for Your Business!			

RETURN THIS PORTION WITH PAYMENT - RETAIN TOP PORTION FOR YOUR RECORDS

CUSTOMER NAME	DATE	INVOICE #	AMOUNT DUE
Bartram Springs Community Development 475 West Town Park Suite 114 St Augustine, FL 32092	10/12/2021	32457	\$8,775.00
PLEASE INDICATE ANY CHANGES IN CONTACT INFORMATION HERE			

Remit Monthly Service Payment To:  
Estate Management Services, Inc., 2120 Corporate Square Blvd. Suite 28, Jacksonville, FL 32216

Lockbox

P.O. Box 745843

ATL, GA 30374-5843



**Integrated Access Solutions**  
INTEGRATION THAT WORKS FOR YOU

Integrated Access Solutions  
(904)894-8114

2227 Crystal Cove Dr  
Green Cove Springs, Florida  
32043  
United States

Billed To  
Bartram Springs

Date of Issue  
10/15/2021

Invoice Number  
0000386

Amount Due (USD)

**\$2,341.48**

Due Date  
10/15/2021

cap rsv capital outlay

80-3775488

100B - 033.600.53800.40000

Description	Rate	Qty	Line Total
Dual Sensor IP Camera RJ45 2.8mm 2x2MP	\$459.99 +Duval	1	\$459.99
IP 5MP Eyeball camera 2.8mm IR Starlight	\$241.66 +Duval	1	\$241.66
CAT6 Drop From NVR to camera locations through attic	\$175.00 +Duval	2	\$350.00
Labor for installation, setup and testing	\$120.00 +Duval	3	\$360.00
Camera Back Box PFA137	\$32.99 +Duval	2	\$65.98
Labor 2 hrs. 10/12 1 hr. 10/14 2 hrs. 10/15	\$120.00 +Duval	5	\$600.00
5 Port PoE switch	\$100.49 +Duval	1	\$100.49



Subtotal  
Duval (7.5%)

2,178.12  
~~163.36~~

STEC

Total  
Amount Paid

2,341.48  
0.00

Amount Due (USD)

**\$2,341.48**

Notes

<https://us.dahuasecurity.com/?product=2-x-2mp-ir-multi-sensor-dome-camera>

Terms

50% Due now and 50% due upon completion