

BARTRAM SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, March 14, 2022 at 8:35 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 by telephone
Derri Lassiter Young	Supervisor
Stephanie McKinney	Supervisor by telephone

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Sue O'Lear	Bartram Club Manager
Winslow Wheeler	Operations Manager
Dan Fagen	Vesta Property Management

The following is a summary of the actions taken at the March 14, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver stated we had roll call at the audit committee meeting.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident stated I understand at your last meeting you talked about charging rental fees for use of the firepit and other areas at the pool deck. The price for everything is going up and it feels more greedy at the amenity center rather than allowing residents using it at their free will, without additional fees over what they are already paying.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the February 14, 2022 Meeting**

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On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the February 14, 2022 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS                      Discussion of landscape Maintenance Performance**

Mr. Wheeler stated we had a meeting with the regional manager and new account manager of VerdeGo and at this point we don't need to send any more letters. There was a change in our account manager, that was needed, and I think we will see improvement and at this point we are all okay with where we are with VerdeGo.

Mr. Walden stated I'm pleased that the structure that VerdeGo has now and going forward I think we are on the right path.

**FIFTH ORDER OF BUSINESS                      Consideration of Draft Agreement Regarding HOA Use of Office Space at Amenity Center**

This item was tabled until the results of a survey to be conducted by staff comes back indicating that a majority of residents are in favor of the proposal.

**SIXTH ORDER OF BUSINESS                      Review of Updated Capital Reserve Study Report**

Mr. Oliver stated we had a capital reserve study conducted in 2012. Every few years we update the report to keep it current and accurate. The latest version of the report is in the agenda package. This is a planning tool for staff so that we know what repairs and replacement of existing assets need to take place over a period of 30 years. It is a long-range plan and the most important part is the five-year outlook. Everything is adjustable in terms of cost and timing of the repairs. This report assists in planning to maintain capita assets the District owns; to repair or replace existing infrastructure. It is not intended for new projects or decide if you want to construct additional amenities.

On page 1.2 is the consultant's recommended funding projection. The annual contribution is what is recommended to contribute from the budget into the capital reserve fund. For FY 2021, which was last fiscal year, \$163,000 was budgeted as your capital reserve contribution. For your current year budget, we are programmed to transfer in \$168,000. However, in preparing the update, the consultant took all the input that Winslow provided regarding projects that we have

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forecast for repairs and replacement of existing assets. On page 2.1 you will see that the consultant is recommending a significant increase in your capital reserve contribution and it goes from \$168,000 to \$289,000. His model didn't change, the project inputs to that model changed due to projects we forecast to occur in the next two years. Also, some of the capital reserve funds have been used to fund improvements to existing capital assets and for new projects. That is what the residents requested and that is what you as a board delivered. The consultant advises we should accelerate our contributions to capital reserves so that we are able to properly take care of the facilities you have; you have a financial duty to do that. I do not recommend you increase the capital reserves from \$169,000 to \$289,000. You had a significant increase to the capital reserves two years ago and you have had significant budget increases the last two years. I suggest when we bring a proposed budget that we are going to have to increase the capital reserve contribution more sharply than simply go up \$3,000 to \$5,000. We are probably going to have to put in another \$30,000 to \$50,000 and we can talk about that during the budget process. You have time to work through this, but I wanted you to see the raw numbers to know that we are going to have consider increasing the contribution to capital reserves. For every dollar you put into capital reserve contributions, that is going to reflect on the rest of your operations budget, how much you are willing to increase that or if you are going to hold the line. There are significant inflationary pressures this year and we are going to have to deal those impacts during the budget season. It is going to be a very challenging budget process and on some requested increase you may have to hold the line.

Mr. Wheeler stated I have put in the tables for improvements for 2022/2023 as well as all the improvements that were made during 2020. We are looking at getting the dock redone, painting the amenity center and the phasing in terms of painting, the building, the pergolas, fence and we can pick and choose if we need to. These are the priorities and the numbers are 85% to 90% solid with a total of \$146,000. I'm still waiting for a couple of final painting proposals and two more dock proposals.

Mr. Oliver stated this capital reserve spending plan is something you need to talk about at every meeting, it is that important.

**SEVENTH ORDER OF BUSINESS****Board Guidance Regarding Preparation of  
Fiscal Year 2022/2023 Proposed Budget**

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Mr. Oliver stated my plan is to bring a proposed budget to you at the May meeting and once you have discussion of the budget you may make some revisions on the record, you will be asked to adopt a resolution that approves the proposed budget and sets a public hearing for adoption. That budget hearing cannot be any sooner than 60 days of approval of the proposed budget. Approving the proposed budget is not what your ultimate assessments are based on, it simply starts the process. We provide the approved budget to Duval County as required by statute. You will hold the public hearing for budget adoption in July; that adopted budget will determine what the assessment amounts for FY23 will be. Once you adopt the FY23 budget, we will provide a certified assessment roll to the tax collector by the Duval County deadline of July 31<sup>st</sup>. Those assessments will be on the property tax bills to be issued on November 1, 2022.

This dovetails with what I talked about a few minutes ago, the first budget you see in May is the high point in terms of total proposed expenditures. Once we leave that meeting and you have approved a budget, our goal would be not to increase the budget after that point. We want to bring you the worst case scenario and we can chip away at it at that meeting. If you have a budget increase and a proposed increase in assessments, which may seem unavoidable based on the capital reserves and other inflationary pressures, we are required to send mailed notice to all property owners within the district and let them know that we are going to have a budget hearing the second Monday in July. The letter will include the proposed assessment rate for FY23 and property owners will be invited to provide comment to the board, whether by email, letters, phonecalls, or comment at the public hearing. Once you complete the public hearing you will take the comments and other information into account, refine the budget with any adjustments, and adopt the budget. That is a process we are about to go through and it is probably going to be more challenging than normal simply because of economic factors we're experiencing.

I will ask that Winslow, Sue and Dan get with all vendors that serve the district and have them provide to you no later than mid-April what their proposals are for FY23 so that I can plug these into the proposed budget.

## **EIGHTH ORDER OF BUSINESS**

### **Acceptance of Audit Committee's Recommendation, Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services**

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On MOTION by Mr. Colcord seconded by Ms. Young with all in favor the audit committee’s recommendation of audit criteria was accepted and staff was authorized to publish an RFP for audit services.

**NINTH ORDER OF BUSINESS**

**Legislative & Sunshine Law Update**

Mr. Haber gave an overview of the proposed bills that may concern the district being, sovereign immunity, conflicts of interest, financial disclosure and legal notices.

**TENTH ORDER OF BUSINESS**

**Consideration of Amenity Policies**

Ms. O’Lear stated I have discovered a discrepancy between what our sign says that is posted in the entrance and what is in our policies in different places. The sign says all patrons must be age 15 to enter the facility alone. In our written policy there are some areas of the amenity center that require an adult to accompany someone 15 and some that don’t. I want to update the policies to reflect the signage so that it is uniform across the board so that a resident may enter the facility without an adult at 15.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the amenity policies were updated so that a resident may enter the facilities without an adult at 15.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer – Work Authorization No. 24 for Public Facilities Report**

Mr. Oliver stated districts are required to submit public facility reports to the local government and this gives local government an update of what public facilities are in each of these districts. We typically update reports every five years and when substantial changes to the facilities within the district that would trigger a report also.

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On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor work authorization 24 in the amount of \$4,500 to prepare the public facilities report was approved.

**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 and presented proposed logos and a request for an additional \$3,000 budget for the amenity center events.

**E. Operation Manager**

**1. Report**

A copy of the operation manager’s report was included in the agenda package.

**2. Pool Furniture Proposals**

On MOTION by Ms. Young seconded by Mr. Walden with all in favor staff was authorized to purchase pool furniture consisting of four tables with chairs in an amount not to exceed \$6,000.

**3. VerdeGo & Lake Doctors Update**

A copy of the VerdeGo and Lake Doctors reports were included in the agenda package.

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

Other items discussed were: backlash on social media on board members, contributions to reserve account, projects moved from one year to another, legislative update, obtained competitive bids for street signs, the CDD staff to do an email survey of residents to find out if they want an HOA office at the amenity center, Mr. Colcord to continue to deal with the issue of the HOA having a space in the amenity center and the HOA president will be invited to the next meeting to

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address any questions, placement of school zone signage put in by the city, increase of traffic and crime, and request for a security guard at the amenity center.

**THIRTEENTH ORDER OF BUSINESS      Financial Reports**

**A.    Balance Sheet as of January 31, 2022 and Statement of Revenues and Expenses for the Period Ending January 31, 2022**

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

**B.    Assessment Receipt Schedule**

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

**C.    Approval of Check Register**

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

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

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

Mr. Oliver stated I will follow-up with my meeting notes and I know that Vesta provides comprehensive notes, also.

**FIFTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – April 11, 2022 at 6:00 p.m. @ Bartram Springs Amenity Center**

Mr. Oliver stated the next scheduled meeting is April 11, 2022 at 6:00 p.m. and at the top of that agenda we will consider the HOA office matter.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the meeting adjourned at 10:43 a.m.

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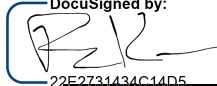
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*James Oliver*

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Secretary/Assistant Secretary

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Chairman/Vice Chairman