

MINUTES OF MEETING
BARTRAM SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, June 13, 2022 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
George Katsaras	District Engineer by telephone
Sue O'Lear	Bartram Club General Manager
Winslow Wheeler	Operations Manager
Dan Fagen	Vesta/Amenity Services Group

The following is a summary of the actions taken at the June 13, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 8:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the May 9, 2022 Meeting

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On MOTION by Mr. Colcord seconded by Mr. Chipman with all in favor the minutes of the May 9, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Acceptance of the Minutes of the May 9, 2022 Audit Committee Meeting

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the May 9, 2022 audit committee meeting were accepted.

The next item taken out of order.

2. Consideration of Atlantic Coast High School’s Use of Amenity Center Pool

A representative of the Atlantic Coast High School swim team requested use of the amenity center pool and outlined the days and times for swim practice.

Mr. Colcord stated we have had a relationship with Atlantic Coast, we donated all their gym equipment and anything that comes with an athletic side out of this community gets donated to Atlantic Coast. It is a great relationship and it helps a lot of our residents and students from Atlantic Coast.

On MOTION by Mr. Colcord seconded by Mr. Walden with three in favor and Ms. Young opposed the request of Atlantic Coast High School Swim Team was approved Ms. O’Lear was authorized to work with district counsel to finalize the contract.

FIFTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank to Conduct the Fiscal Year 2022 Audit

On MOTION by Mr. Colcord seconded by Ms. Young with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2022 audit in the amount of \$3,250 was approved.

SIXTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2021 Audit Report

Mr. Oliver stated we don’t have the audit back from the auditor yet. The deadline is June 30th and it is about to be completed. Once it is I will circulate it to the board, post it to the website

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and send it to the auditor general of the State of Florida and put it on the July agenda. It will be a clean and positive audit.

SEVENTH ORDER OF BUSINESS Discussion of Fiscal Year 2023 Approved Budget

Mr. Oliver stated this is the budget for the period from October 1, 2022 through September 30, 2023. You approved this budget at your last meeting to start the budget process and set a public hearing to be held at your July meeting at 6:00 p.m. at which you adopt the budget. We will provide the certified assessment roll to the tax collector so they can include the CDD assessment on the property tax bills that go out November 1st. Do we have assurance that the air conditioning system will be operational for the next meeting when hold the public hearing, or should we reserve a conference room at a local hotel? Since there is a proposed increase in assessments resulting in mailed notice to all the property owners, there may be a large crowd and it is important to have a comfortable setting for the audience as we host that meeting.

Mr. Oliver outlined the purpose of the general fund budget, capital reserve budget and the debt service budget and stated the major increases are in the property insurance, capital reserve contribution, and staffing at the amenity center. We will send out the mailed notice to all the property owners.

EIGHTH ORDER OF BUSINESS Discussion of Public Hearing to be Held July 11, 2022 at 6:00 p.m.

This item discussed earlier in the meeting.

NINTH ORDER OF BUSINESS Discussion of Fiscal Year 2023 Renewal Proposals

This item will be presented at the next meeting.

TENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

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C. Manager – Report on the Number of Registered Voters 3,557

Mr. Oliver stated a copy of the letter from the supervisor of elections indicating there are 3,557 registered voters residing within the district was included in the agenda package.

We are in the qualifying week to run for office, it is from noon today through noon Friday. The two seats that are up for election are the seats held by Kevin Colcord seat 4 and James Chipman seat 2. We put the information on the website and put out an eblast.

D. General Manager

1. Report

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

2. Consideration of Atlantic Coast High School’s Use of Amenity Center Pool

This item taken earlier in the meeting.

3. Discussion of No Diaper Policy in Lap Pool

Ms. O’Lear stated I’m requesting that we go with no diapers in the lap pool. Currently the rule is that it is no children under three or children who are not toilet trained and in a diaper. When the lap pool goes down for a contamination issue it backs up the reservations.

On MOTION by Mr. Colcord seconded by Ms. McKinney with all in favor the policy was changed to no diapers in the lap pool.

4. Discussion of Violation of Bartram Club Rental Policies Regarding Alcohol

Ms. O’Lear outlined the incident that occurred at the social hall and another over Memorial Day weekend with the same resident who had 25 non-resident guests and stated my recommendation is there be a period of time they are not allowed to rent.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the Gray family for violating the alcohol policy was suspended from renting for one year and suspension from facilities based on the second incident for 6-months.

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Mr. Oliver stated the letter will go out to the resident, notifying them of their right to address the board and appeal its decision. The suspension will be effective Wednesday to provide time for delivery of the letter.

E. Operation Manager

1. Report

Mr. Wheeler gave an overview of the field operations manager's report.

On MOTION by Mr. Chipman seconded by Ms. McKinney with all in favor the repair of the security cameras in the amount of \$2,540.66 was approved.

2. Lake Doctors Service Report

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

3. VerdeGo Landscape Status Report

A copy of VerdeGo Landscape status report was included in the agenda package.

4. Proposals for Facility Painting

This item tabled.

5. Proposals for Dock Replacement

Mr. Wheeler reviewed the three proposals received for the dock replacement

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the proposal from Florida Home Store for the dock restoration with composite materials in the amount of \$40,110 was approved and district counsel was authorized to prepare an agreement for this work.

6. Amenity Camera Repair

This item taken earlier in the meeting.

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

Other items discussed: cleanliness of restrooms, lightning policy at pool, failure of website link to calendar of CDD meetings, noise from temporary ACs, treatment of staff by residents, alcohol policy at amenity center, children in lap pool, random security checks, board volunteers to monitor the pool area, report on meeting with VerdeGo and problems to be addressed shortly with new hires, complaints on landscape maintenance, trimming of shrubs, grass/flower deficiencies at entrance, have meeting with Ag Pro, VerdeGo and VerdeGo Irrigation on deficiencies, repair/replace irrigation system, reduce payment to contractors who do not perform per contract, provide VerdeGo contract to the board, additional umbrellas in pool area, trees for shade rather than awnings at playground, options on website for video/audio access of meetings by residents, microphone system for board meetings, swim diapers, more lifeguard hours to staff both pools, camera at dock, use of soccer fields.

TWELFTH ORDER OF BUSINESS Financial Reports

**A. Balance Sheet as of April 30, 2022 and Statement of Revenues and Expenses for
the Period Ending April 30, 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. Colcord seconded by Mr. Walden with four in favor the check register was approved.

THIRTEENTH ORDER OF BUSINESS Action Items for Follow-Up

Mr. Oliver stated I will put together the meeting notes and send those to the board and staff.

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

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On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the meeting adjourned at 11:25 a.m.

DocuSigned by:
James Oliver
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Secretary/Assistant Secretary

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Chairman/Vice Chairman