

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, July 11, 2022 at 6:00 p.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

Present and constituting a quorum were:

Kevin Colcord	Chairman
Andrew Walden	Vice Chairman
James Chipman	Supervisor by telephone
Stephanie McKinney	Supervisor
Derri Lassiter Young	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Sue O'Lear	Bartram Club Manager
Dan Fagen	Vesta/Amenity Services Group
Winslow Wheeler	Vesta/Amenity Services Group
Billy Genovese	VerdeGo
David Landshoot	VerdeGo

The following is a summary of the actions taken at the July 11, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Affidavit of Publication

A copy of the affidavit of publication of the public hearing was included in the agenda package.

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FOURTH ORDER OF BUSINESS

Approval of the Minutes of the June 13, 2022 Meeting

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the June 13, 2022 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Landscape Maintenance Update

Mr. Wheeler stated during the last month or so we have discussed improvements for landscaping and general needs, projection completion and that kind of thing. We put together the deficiency letter you have seen.

Mr. Genovese stated it has been a challenging summer like the rest of our industry, weather is an issue, hiring, training and retaining employees has been a big issue. As of this morning we received our full staff of visa workers and you will have a full five-man crew here weekly. We have tried to supplement by bringing in a crew on the weekend, but it was not enough to address the issues. David and Winslow have put together a great plan to move forward utilizing those crews to make sure we stay on top of weeds and trimming,

Mr. Walden stated I appreciate your time coming out and I expect you to come onsite often and I think it is a good plan going forward.

Mr. Chipman joined the meeting at this time.

SIXTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2021 Audit Report

Mr. Oliver stated the audit has been completed and forwarded to the auditor general of the State of Florida as required. The audit is included in your agenda package and posted to the CDD website and it is what is known as a clean audit, there are no exceptions, they found no material weaknesses, there are no prior year or current year findings or recommendations.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the fiscal year 2021 audit report was accepted.

SEVENTH ORDER OF BUSINESS

Fiscal Year 2022/2023 Budget

A. Overview of Budget

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Mr. Oliver gave an overview of the proposed fiscal year 2023 budget and highlighted the line items with increases, being insurance, amenity center and grounds maintenance.

Under the amenity center management line item \$206,000 Vesta proposed revising that to \$185,861, under field ops last year was \$66,000 and proposed to go to \$89,274 and that is now proposed to be \$71,429. Gym monitor was proposed to go to \$31,856 and the new proposed number is \$32,621. Pool monitors was proposed at \$89,970 and has been reduced to \$86,125. Pool maintenance last year was \$41,878 and was proposed to be \$31,553 and now is proposed to go to \$46,209. You have not renewed that contract, that will be a separate exercise you will do at your August meeting. What numbers you see tonight is not an obligation for the district; it is whatever you approve in the contract. They had proposed for janitorial \$26,830 and that number changes to \$42,834 and the mobile app stays \$2,500. These decreases and increases in the document you have before you shows a net reduction from what was initially proposed to be FY23 budget of \$23,331 and if those number hold true that would reduce the assessment tables on the following page.

B. Board Discussion

Mr. Colcord stated the only change is the \$23,331 decrease from Vesta.

C. Public Hearing Adopting the Budget for Fiscal Year 2023

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the public hearing on the adoption of the budget and the public hearing on the imposition of special assessments were opened.

A resident noted the difference between the UV disinfection services and then asked if there were a limit on the amount of percentage increase in the budget.

Mr. Haber stated from a legal perspective there is no limit on the amount you can increase from year to year. You identify your budget then identify the assessments you need to fund that budget.

Mr. Oliver stated it is the board doing their fiduciary responsibility to find the right balance what needs to be done and what is the bottom line that is acceptable to the community. The UV disinfection service was on an on-call basis then we started using it on a frequent basis when we

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were hot and heavy during COVID then it has not been used for the last couple of months. The board could reduce or eliminate that line item because in an emergency you have to have some kind of treatment the district will find the money to do that.

Mr. Colcord stated that is more of a safety net than anything because COVID seems to peak and go back down. If it comes back we would like to have that line item for protection. If we need it we have it and if we don't spend it, it goes back stays in the general fund.

A resident stated facility maintenance went from \$50,000 to almost \$70,000.

Mr. Fagen stated last year it was budgeted at \$49,000 and our revised fees are now \$56,274 and this is for personnel.

A resident asked what is the total increase for next fiscal year.

Mr. Oliver stated the total increase is from \$1,388,145 to \$1,534,358.

A resident stated I thought the assessments were supposed to go down.

Mr. Oliver stated that was when the bonds were refunded at a lower interest rate and this is the operations budget that goes up but there is a decrease in the debt service assessment.

A resident asked at what point will the homeowners see that decrease?

Mr. Oliver stated on the property tax bill that goes out in November. There are two parts of the assessment on the property tax bill, your operations and maintenance or your general fund budget we are talking about now and the debt service component and that is to pay back the bonds that were issued to build the infrastructure.

A resident asked how long do the homeowners pay for the CDD?

Mr. Oliver stated the series 2021 bonds will be paid off May 1, 2036, but even when the bonds are paid off future boards can issue more bonds but even when the bonds go away you still have the operations and maintenance budget because that takes care of maintaining the lakes, landscape, staffing the facilities, that type of thing. You will always have some assessments.

Other questions were: amount in capital reserve and how it is funded, revenue sharing from Vesta done quarterly, purpose of having an engineer, breakdown of various fees paid, electronic versus mailed survey.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the public hearings were closed.
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1. Consideration of Resolution 2022-06 Relating to the Annual Appropriations and Adopting the Budget for Fiscal year 2023

Mr. Haber gave an overview of Resolution 2022-06 after which the board took the following action.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor Resolution 2022-06 was approved.

2. Consideration of Resolution 2022-07 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022

Mr. Haber gave an overview of Resolution 2022-07 after which the board took the following action.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor Resolution 2022-07 was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Agreements

- A. Florida Home Store – Dock Restoration**

- B. Lake Doctors**

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the agreements with Florida Home Store for dock restoration in an amount not to exceed \$40,110 and The Lake Doctors, Inc. for fiscal year 2023 services in the amount of \$1,762 per month were ratified.

NINTH ORDER OF BUSINESS

Consideration of Proposals for Painting of Amenity Center Exterior

Mr. Wheeler stated we broke out the project into phases so that you could choose how you want the projects done then we can determine the price of the project.

Ms. Young left the meeting during this item.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the contract for the painting was awarded to Ibis Painting for Phase 1-8 in the amount of \$87,124 subject to the scope of work

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being approved by Mr. Wheeler, Mr. Haber and Ibis and Ms. McKinney was authorized to work with Mr. Wheeler on the color selection to be put in the form of a survey to the residents.

TENTH ORDER OF BUSINESS

Stormwater System Needs Analysis Report

Mr. Oliver stated a copy of the stormwater system needs analysis report was included in the agenda package. This has been filed with the City of Jacksonville and they will provide it to the State of Florida. In 2021 the Florida Legislature passed a bill that required all units of government to provide a 20-year stormwater needs analysis and this is the first year we have done that.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the stormwater system needs analysis report was accepted.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-08 Designating Registered Agent

Mr. Haber stated in the past my office has served as the district’s registered agent that means if we ever get served with a formal notice of lawsuit or anything along those lines it will come to my office. This resolution updates the information to my name and the new firm Kutak Rock with our new address.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor Resolution 2022-08 was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution Regarding Hancock Whitney Bank Signers

Mr. Oliver stated the next item is consideration of resolution regarding Hancock Whitney Bank signers. At my office there are two people we are adding to sign checks for this district and two people are being taken off of that. The three signers will be me, Marilee Giles and Daniel Laughlin of my office.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the resolution regarding the signers for the Hancock Whitney Bank account was approved.

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THIRTEENTH ORDER OF BUSINESS Consideration of Amenity Center Violations

Ms. O’Lear stated I reached out to Jim just after the incident on July 1st and I sent a letter to the resident on Friday. In brief on July 1st three teenagers were roughhousing in the flex space, they kicked a ball into the television screen, they were asked to leave but continued to roughhouse for another two minutes. I am asking the board to consider suspension of the boy who broke the television and restitution of the TV and warning letters be sent to the others in the room.

Ms. Colcord stated this is a repeat offender. It is on video and this was not an accident.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the resident who broke the TV was suspended for 90-days plus restitution for the TV.
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Ms. O’Lear stated I will send warning letters to the others involved.

Mr. Oliver stated regarding the suspension you just levied we will send a letter to the parents of the minor letting them know that this suspension happened and they will be able to come to the next meeting to state their case if they wish to.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. District Manager

Mr. Oliver stated tomorrow we will get this budget finalized and send a copy to the board and put a copy on the website and change the assessment roll to show the reduction in the assessments from where we started.

D. General Manager - Report

A copy of the monthly memorandum was included in the agenda package.

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EIGHTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 8, 2022 at
8:30 a.m. @ Bartram Springs Amenity Center**

Mr. Oliver stated the next meeting will be August 8, 2022 at 8:30 a.m. in the same location.

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman