

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, December 12, 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:

Andrew Walden	Chairman
Derri Lassiter Young	Vice Chairperson
Stephanie McKinney	Supervisor
Taner Nierengarten	Supervisor
Lacy Reynolds	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Sue O’Lear	Bartram Club General Manager
Winslow Wheeler	Field Operations Manager
Stephanie Taylor	Bartram Club Assistant Manager
Dan Fagen	Vesta/Amenity Services Group
Bruno Perez	VerdeGo Landscape
Trey Starling	VerdeGo Landscape

*The following is a summary of the actions taken at the December 12, 2022 Bartram Springs Community Development District Regular Board of Supervisors 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**

Mr. Oliver asked for audience comments. He noted this was an opportunity for audience to make comments to the Board on items that are on the agenda. He noted that they will also have

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audience comments toward the end of the meeting and that can be about any CDD matters, whether on the agenda or not. There were no audience comments at this time.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Mr. Oliver noted that they had two new Supervisors that were elected to the Board through the general election cycle in 2022. Mr. Oliver administered the oath of office to Ms. Reynolds and Mr. Nierengarten.

**B. Review of CDD Supervisor Duties & Responsibilities, Sunshine Law, and Public Records Law**

Mr. Oliver reminded the Board of the Sunshine Law and Public Records Law.

**C. Election of Officers, Resolution 2023-01**

Mr. Oliver stated that Chapter 190 requires that after each general election cycle, the Board reconstitute itself and elect officers.

Mr. Walden proposed that the Board elect him to be the Chairman of the Board of Supervisors. Mr. Walden stated that he has been on the Board since 2007 and he has learned a lot of things, and he nominated himself as the Chairman of the Board.

Ms. Young noted that Mr. Walden has been the longest person serving. She stated that during her short period of time being on the board, he has done a lot. Ms. Young also nominated Mr. Walden to be the Chairman of the Board.

Mr. Oliver noted that if there is no opposition, then Mr. Walden's name would be filled in as the Chairman in Resolution 2023-01.

Ms. McKinney nominated herself as Vice Chairperson and stated that she has worked closely with Ms. O'Lear and would like more responsibility.

Ms. Young also nominated herself to be Vice Chairperson. She noted that she has been on the Board for two years and she has worked on a lot of projects and spent a lot of time working on those projects. Ms. Young noted that a few of those projects are the dog park project which did take some time. She also worked on the Amenity Center flooring, her and Winslow worked together on choosing the flooring and Ms. Young worked with Sue on selling the furniture as well as bringing the new furniture in. Also the contract with Vesta, Jim, Wes, and Ms. Young worked together on trying to come to a median ground on the verbiage of that contract. Ms. Young stated

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that she has been very open to making sure that everything is running smoothly and that their community is a success. Sue and Ms. Young met last week trying to see what they can do about the swim team contract. She stated that her main focus and my main goal is to make sure that their community remains a success.

Mr. Oliver noted that the Board would have to make a decision on the Vice Chairperson. He asked if there was a second for Ms. McKinney’s nomination as Vice Chairperson. There was no second and the motion died. Mr. Oliver asked for a second on Ms. Young’s nomination as Vice Chairperson.

On MOTION by Ms. Young, seconded by Ms. Reynolds, with all in favor, Nominating Ms. Derri Young to serve as Vice Chairperson, was approved.

On MOTION by Mr. Walden, seconded by Ms. Reynolds, with all in favor, Resolution 2023-01 with Mr. Walden as Chairperson, Ms. Young as Vice Chairperson, Ms. McKinney, Ms. Reynolds, and Mr. Nierengarten as Supervisors, was approved.

**FOURTH ORDER OF BUSINESS**

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

Mr. Oliver stated the next item is approval of the minutes of the November 14, 2022 meeting. Mr. Oliver asked for any changes. Ms. Reynolds corrected the spelling of her first name.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Minutes of the November 14, 2022 meeting, were approved as revised.

**FIFTH ORDER OF BUSINESS**

**Consideration of Landscape Maintenance Agreement with VerdeGo**

Mr. Wheeler presented the price increases for the FY23 services contract with VerdeGo. Mr. Perez reviewed the price increase for the Board and offered to answer any questions on the agreement. Mr. Nierengarten noted that there were issues last year and asked if VerdeGo could work with the 7% and Mr. Perez stated that they had worked it from 15% to 7%. Mr. Walden noted that he agreed with the 7% increase.

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Ms. Young noted that even though she understands the increase in fuel, the increase in expenses, but the issue she has is that for two years, she feels like they've already gotten their 7% because their community hasn't been provided with the quality of services that they should have been provided with, but yet they paid. She stated that she would like to see an additional decrease even from the 7%.

Mr. Perez noted that he would like to do that, but to give them the service they need, that 7% is what they're going to need to be able to do that. He noted that they have had managerial changes in this branch. He stated that he is going to see to it that they get what they're asking for and make sure that this team does everything they can to make the property as great as the Board envisions. Mr. Perez introduced their new account manager, Trey Starling.

Ms. Reynolds asked about the pricing increase starting on October 1. Mr. Perez noted that if that was a big concern, they could start it as of December 1.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the VerdeGo Landscape Maintenance Agreement Price Increase effective December 1, 2022 through September 30, 2023, was approved.

**SIXTH ORDER OF BUSINESS**

**Resident Request to Construct Improvements in Drainage Easement**

Mr. Oliver noted that there is a resident who has requested to have certain improvements done in their yard, but it does encroach onto the easement that the District uses for access to treat the pond. Ms. Haber reviewed the request and noted that this happens often in CDDs. He suggested that the Board look at the area and see if the construction of the fence in the easement area will adversely impact the CDD's ability to operate and maintain the stormwater system including the easement area. The Board talked about setting a precedent of approving these requests, and if they will have to continue approving requests after this. After Board discussion, the decided to table this item to the January meeting and directed staff to work with the resident to reach a solution that preserves the ability of Lake Doctors to access the pond for monthly maintenance.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals to Trim Trees and Bushes Along Sidewalk**

Mr. Wheeler reviewed the proposals to trim trees and bushes along the sidewalk. He reviewed the areas listed in the proposals. The Jason Shaw Tree Services proposal totaled \$14,500.

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The Taylor Tree Services, Inc. proposal totaled \$17,210. The VerdeGo proposal totaled \$19,500. Mr. Walden asked if VerdeGo could get their proposal price down, and Mr. Wheeler stated that they could. VerdeGo was directed to provide another proposal to review at the January Board meeting.

**EIGHTH ORDER OF BUSINESS**                      **Update Regarding Vesta Revenue**

Mr. Oliver reviewed the Vesta quarterly recreational program revenue sharing. For the period of July 1, 2022 to September 30, 2022 Vesta provided \$9,598.74. Ms. Reynolds asked that Mr. Fagen provide a more detailed spreadsheet with a more in-depth breakdown of the costs in the future.

**NINTH ORDER OF BUSINESS**                      **Staff Reports**

**A. Attorney**

Mr. Haber stated that he was contacted by Mr. Mercer, the attorney who represented Mr. El Kacini at the November 14, 2022 CDD meeting. Mr. Mercer informed Mr. Haber that he was closing his file on the matter and considers the case closed, but he did request a copy of the audio recording for his files.

**B. Engineer**

There being none, the next item followed.

**C. District Manager**

Mr. Oliver stated that they intend to start the budget process in February 2023 with the goal of presenting a solid budget for approval in May. Their goal is to have fewer adjustments leading into the July budget adoption.

**D. General Manager – Report**

Ms. O’Lear reviewed her report included in the agenda package and offered to answer any questions from the Board.

**E. Operation Manager – Report**

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Mr. Wheeler reviewed his report which was included in the agenda package. He noted that the Ibis Facility painting began on October 15, 2022 and the amenity center has been completed. Their crew will begin the tower area, Veteran’s park, and the community walls next. Mr. Wheeler stated that in the off season there are several projects including installing new rubber mulch, parking lot lines repainting, and Christmas light installs.

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

Mr. Oliver asked for any Supervisors requests.

Mr. Walden congratulated Taner and Lacy on joining the Board. He stated that Mr. Wheeler had done a phenomenal job and thanked him for his work.

Ms. Young welcomed Lacy and Taner to the Board.

Ms. McKinney noted that the Vesta app was not working. She stated that the events were great and her kids attended. She noted that her and Winslow had discussion about a tree, and VerdeGo was supposed to get them a quote to replace the tree at the children’s park. Mr. Wheeler will follow up on that quote.

Mr. Nierengarten stated that the event held the prior week was incredible. He noted that someone had reached out to him about events for teenagers. Brief discussion ensued with Mr. Wheeler regarding teen programs.

Ms. Reynolds thanked the Supervisors for the warm welcome. She stated that she was looking forward to working with staff on future projects. She stated that she had an overwhelmingly positive response about the Santa events that were held in the community. Ms. Reynolds asked about putting an RFP out for website vendor services. She suggested live streaming CDD meetings in the future for residents. She suggested creating a calendar for contracts and agreements with start and end dates. Ms. Reynolds inquired about a list for active suspensions of residents so that staff and the Board can keep up with who is suspended. She asked for an audit of access cards to ensure that cards not held by authorized residents or property owners are deactivated.

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**ELEVENTH ORDER OF BUSINESS                      Financial Statements**

**A.    Balance Sheet as of October 31, 2022 and Statement of Revenue & Expenditures for the Period Ending October 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**

Mr. Oliver offered to answer any questions on the check register.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the balance of the check register, was approved.

**TWELFTH ORDER OF BUSINESS                      Shade Session Regarding Discussion of Security System and Security Plan (Board and Staff only)\***

Mr. Oliver stated that Florida law requires Board discussions related to the District’s security system, as well as any discussion that would reveal the operation of the security system, types of equipment, and/or locations, to be held in a closed session per Section 119.07138 and Section 281.301 of the Florida statutes. Mr. Oliver closed the meeting to Board and staff members only at this time.

**THIRTEENTH ORDER OF BUSINESS                      Consideration of Integrated Access Solutions for Installation of Additional Cameras**

Mr. Oliver opened the meeting back up to the public.

On MOTION by Ms. Young, seconded by Ms. Reynolds, with Mr. Walden, Ms. McKinney, Ms. Reynolds, and Ms. Young in favor and Mr. Nierengarten opposed, the Integrated Access Solutions for Installation of Additional Cameras, was approved 4-1.

**FOURTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – January 9, 2023 at 6:00 p.m. @ Bartram Springs Club Amenity Center**

Mr. Oliver stated the next meeting will be January 9, 2023 at 6:00 p.m. in the same location.

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**FIFTEENTH ORDER OF BUSINESS      Adjournment**

Mr. Oliver asked for a motion to adjourn the meeting.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor the meeting adjourned.

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*Jim Oliver*

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Secretary/Assistant Secretary

DocuSigned by:

*Andrew Walden*

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Chairman/Vice Chairman