

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, March 13, 2023 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 <i>by phone</i>	District Counsel, Kutak Rock
Sue O'Lear	Bartram Club General Manager
Winslow Wheeler	Operations Manager
Dan Fagen	Vesta Property Services
Stephanie Taylor	Vesta/Amenity Services Group
Trey Starling	VerdeGo Landscape

*The following is a summary of the actions taken at the March 13, 2023 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. Five Supervisors were in attendance constituting a quorum.

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**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. There were no audience comments at this time.

**THIRD ORDER OF BUSINESS**

**Update from City Councilman Danny Becton**

*\*This item was taken out of order, as Mr. Becton was not in attendance when the meeting began. This item was discussed after the fourth order of business.*

Mr. Danny Becton, a COJ Council Member, along with Joe Johnson, an executive council assistant, provided an update of matters in and around the Bartram Springs/Southside area. Mr. Becton reviewed future transportation and road building plans. He offered to assist the Board in bringing COJ related matters through the appropriate channels to authorizing entities like City Council and Traffic Engineers.

Ms. Reynolds noted that she would like to request that three lit crosswalks be installed within the community.

Board discussion ensued on speed humps and speed bumps. Mr. Becton discussed his opinions on traffic devices and about issues like emergency vehicles not being deterred to get to a residence. Mr. Walden noted that he would have a discussion after the meeting with the resident who brought up the topic of speed bumps and traffic enforcement.

Mr. Nierengarten asked that the discussion of speed limit changes, crosswalks, etc. be placed as an agenda item on next month's agenda.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the February 13, 2023 Meeting**

Mr. Oliver stated the next item is approval of the minutes of the February 13, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes. Hearing no changes,

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Minutes of the February 13, 2023 meeting, were approved.
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Mr. Nierengarten asked Vesta if they would lower their website service pricing since GMS had taken over maintenance of the CDD website. Discussion ensued between Vesta and the difference between the Amenity website and the CDD website.

**FIFTH ORDER OF BUSINESS**

**Discussion of Live-Streaming of Meetings**

Mr. Oliver noted that the CDD itself does not put live streaming on their website because of challenges to remain compliant with the ADA guidelines regarding the visually and hearing impaired. He stated that at other Districts members of the public bring their phones or other technology and live stream the meetings. He noted that no residents at Bartram Springs have stepped forward yet to independently live stream meetings. CDD permission is not required. Discussion ensued on if a Board member could stream the meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Shade Tree Proposals (Children’s Park)**

Ms. McKinney noted that when she first joined the Board, her first project was working on the children’s park, or the fenced in park which is used mostly by children. She noted that in the process of updating the park then, they lost two trees. Ms. McKinney stated that she would eventually like to replace both trees, and she noted that they had multiple tree options for Board review that were different sizes and offered different types of shade coverage. For delivery and installation of the red maple, ball and burlap, it is \$4,000. Board discussion ensued on maintenance and leaves falling in the pool. Other tree options included Drake Elm and Sycamore.

The Board directed Mr. Wheeler to work with Ms. McKinney to get two similar sized trees at pricing at or below the best cost proposal.

On MOTION by Ms. McKinney, seconded by Ms. Young, with all in favor, Purchase and Installation of Two Red Maples, Ball and Burlap, for the fenced in park, was approved.

**B. Lap Pool Leak**

Mr. Wheeler updated the Board on the lap pool leak. He noted that a pipe broke and American Leak Detection was able to fix it for \$2,900. A detailed breakdown of the issue and pictures were included in the agenda package for Board review.

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**C. Phase 1 Landscape Beautification**

Mr. Walden reviewed the Phase 1 landscape beautification plan which totaled \$20,198. Board discussion ensued on taking out coverage on the parkway, and if that would lead people to stop crossing at the crosswalk or on designated paths. Ms. Young noted that she believed they should have more coverage to encourage people to use the designated areas. Ms. Young expressed her opinion that VerdeGo should complete all of Phase 1 before they start on Phase 2, and her opinion was that she was not impressed by the renderings. Ms. Reynolds stated that the new Board members had not been looped in on this item, and she asked that this project be tabled to a future meeting. Mr. Walden stated that he has been on this project since 2007, and they have been moving in the right direction. He noted that it is the right time to plant things now. Mr. Walden agreed to table the item in order for the new Board members to get caught up with this project and allow them time to ask any questions. Mr. Walden noted that he would like the Board to make a decision at the next meeting.

A resident questioned the irrigation in community. Mr. Starling with VerdeGo explained that some of the plants in the community were 20 years old, and they were declining because of age, not because of irrigation issues.

**SEVENTH ORDER OF BUSINESS****Discussion and Review of First Draft of Fiscal Year 2024 Budget (no change in service levels)**

Mr. Oliver noted that this discussion was very preliminary and was the first step in the budget process. He noted that they needed to submit a certified assessment roll and adopted budget to the tax collector by July 31. The CDD Board will adopt the budget at their July meeting. He noted that they cannot approve a proposed budget any sooner than 60 days before the public hearing on the budget, so the proposed budget will be considered and approved at the May meeting. Mr. Oliver noted that approval of the proposed budget is just the formal start of the process. The process concludes two months later with the budget hearing for public input, followed by budget adoption.

Mr. Oliver provided an overview of the budget. He stated that this version assumes no change in services or staffing levels. He noted that overall the budget suggests a 4.05% increase. Mr. Oliver noted that staff can seek other vendors where cost increases are significant. For example he had other Districts looking into alternative suppliers for pool chemicals because Pool Sure has increases costs over the last two years.

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Mr. Fagen reviewed both increases and decreases in the budget for Vesta’s services. He noted that the total increase was a 2.6% increase.

Board discussion ensued on Comcast pricing, Mr. Oliver noted that other Districts had consolidated their Comcast billings and negotiated lower fees, and suggested staff do that as well to lower costs of cable and internet.

**EIGHTH ORDER OF BUSINESS                      Discussion of Revenue Sharing**

The Board reviewed the Vesta revenue sharing agreement in detail. Mr. Nierengarten read in the agreement that there is 10% share based on total gross revenues. Mr. Nierengarten reviewed the detailed breakdown of residents versus nonresidents, and how much each sport and season brought in in 2022. Mr. Nierengarten expressed his concern that no prior Board members had questioned the Vesta agreement and cost sharing. Ms. Young clarified that they receive less from non-residents than residents. Ms. Reynolds stated that she believed they received 10% across the board, from the fees that non-residents and residents pay. Discussion ensued on the 5% and 10% inconsistencies; the Board questioned if they were owed money from prior years of not receiving the correct amount laid out in the contract.

After Board discussion, there was consensus to discuss this further at the April meeting as well as cover third party vendors providing programming in Bartram Springs.

**NINTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

Mr. Haber had nothing further to report.

**B. Engineer**

Mr. Oliver noted that Mr. Katsaras had nothing to report.

**C. District Manager**

Mr. Oliver reviewed the recent occurrence of two banks failing and stated that staff was closely monitoring the impact on economic conditions. If the District needs to reallocate investments and put them into a more secure accounts they will.

**D. General Manager – Report**

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Ms. O’Lear review the General Manger’s report which was included in the agenda for Board review. She also noted that they were hiring a new amenity worker.

**E. Operation Manager – Report**

Mr. Wheeler reviewed his report for the Board. He noted that the fountain is supposed to be fixed on Thursday.

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

Mr. Oliver asked for any Supervisor’s requests.

Ms. Reynolds expressed her opinion that the crosswalks should be voted on today and not be pushed to a future meeting. Ms. Reynold motioned to approve three crosswalks with flashing paths in the community.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, Requesting that City Council consider installing Three Crosswalks with Flashing Paths, was approved.

Mr. Nierengarten inquired about a list of contracts and when they expire or when their renewal dates are. Mr. Oliver noted that their staff is currently working on an updated list.

**ELEVENTH ORDER OF BUSINESS Financial Statements**

**A. Balance Sheet as of January 31, 2023 and Statement of Revenue & Expenditures for the Period Ending January 31, 2023**

Mr. Oliver reviewed the financial statements. 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. The District is 97.63% collected.

**C. Approval of Check Register**

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Mr. Oliver presented the check register for review. Mr. Nierengarten had a question check 002415 and 002416, the VerdeGo invoices for sand on New Year’s Eve. Mr. Nierengarten asked that the Board table approving the check register.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – April 10, 2023 at 6:00 p.m. @ Bartram Springs Club Amenity Center**

Mr. Oliver stated the next meeting will be on April 10, 2023 at 6:00 p.m. in the same location. Tentatively, the Board will hold a budget workshop on April 11 at 8:30 a.m.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

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

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*James Oliver*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Andrew Walden*  
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Chairman/Vice Chairman