

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, April 10, 2023 at 6:00 p.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, Kutak Rock
Sue O’Lear	Bartram Club Manager
Dan Fagen	Vesta/Amenity Services Group
Winslow Wheeler	Vesta/Amenity Services Group
Trey Starling	VerdeGo
Billy Genovese	VerdeGo
Bruno Perez	VerdeGo
Ross Ruben	Amenity Athletics
Tim Callahan	Amenity Athletics
Solveig Hackleman	Amenity Athletics

The following is a summary of the actions taken at the April 10, 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

Approval of the Minutes of the March 13, 2023 Meeting

Mr. Oliver stated the next item is approval of the minutes of the March 13, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes. Ms. Reynolds noted that she was addressed as Mr. Reynolds in the minutes and that needed to be changed. Mr. Oliver stated that they would make that change.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Minutes of the March 13, 2023 meeting, were approved as amended.
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FOURTH ORDER OF BUSINESS

VerdeGo Update

Mr. Walden stated that he had invited a few VerdeGo professionals to review their landscape renovation proposal. Trey Starling reviewed the proposal totaling \$20,198 for landscape renovation of the second median section (Phase II) at the main entrance to Bartram Springs. Mr. Starling reviewed specific plantings, for example ginger, that would thrive in shaded areas and should be more sustainable in that area.

Mr. Nierengarten asked if maintenance and irrigation would change. Mr. Starling noted that they would need to update those areas to provide the water coverage they need. Ms. Young expressed concern again that Phase I, the product didn't end up looking like the pictures that the Board was given. Ms. Young noted that she had concerns about going to Phase II renovations before the complete the Phase I renovations the way the Board contracted for it to be done. Mr. Starling noted that Phase I updates and modifications would be done in conjunction with Phase II and VerdeGo had worked with Mr. Walden and Mr. Wheeler to insure that Phase I will be completed as contracted. Mr. Starling noted that all modifications to Phase I would be at cost to VerdeGo, and no cost to the District.

Ms. Young again noted that did not agree that Phase II should be done at the same time as Phase I. She stated that Phase I should be updated before Phase II starts. Ms. Reynolds agreed that

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Phase I needed to be refreshed, she asked how sustainable the ginger, azaleas, etc. were for the community. Ms. Reynolds brought up residents crossing the streets and crossing the medians, and asked if plants were sustainable enough to withstand that traffic. Ms. Reynolds asked for confirmation that if any pipes were broken during the installation of the new median that there would not be a bill to the District, and VerdeGo confirmed she was correct and if they broke something they would fix it at no cost.

Mr. Walden reminded the Board that he had been on this project since 2006. He felt that VerdeGo had the education and experience to get this project completed. Mr. Walden expressed concern about waiting until next month to approve the proposal, as spring was the time that they need to plant in order for the plants to grow into the summer.

Ms. Reynolds brought up discussion about the medians, and questioned if they removed the tall grass in the median that people don't walk through currently, would residents be more inclined to walk through median with smaller plants put in. Ms. McKinney stated that people already walk through the medians even with the tall grass. She noted that they wanted to make the community more pedestrian friendly. Ms. McKinney expressed her opinion that the Board did need to approve these landscape improvements now or they might have to wait another year.

Mr. Oliver suggested that the Board move up item 11, consideration of the proposal from VerdeGo.

ELEVENTH ORDER OF BUSINESS

Consideration of Proposal from VerdeGo for Landscape Improvements

**This item was taken out of order.*

After Board discussion of the VerdeGo landscape improvements proposal, Mr. Walden motioned to approve the proposal and Ms. McKinney seconded the motion. Mr. Oliver asked for any discussion on the motion.

Ms. Young stated that she did want to approve the proposal but noted again that she believed Phase II should be done only after Phase I is corrected.

After Board discussion ensued, the Board came to an agreement that Mr. Haber would prepare an agreement detailing that no payment will be made until all work for Phase I and Phase II are completed, inspected, and are satisfactory to the Board.

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On MOTION by Mr. Walden, seconded by Ms. McKinney, with Ms. McKinney, Mr. Walden, and Ms. Young in favor and Mr. Nierengarten and Ms. Reynolds opposed, the Proposal from VerdeGo for Landscape Improvements, was approved 3-2.

FIFTH ORDER OF BUSINESS

Presentation by Amenity Athletics Regarding Programming at Bartram Springs

Mr. Ross Ruben with Amenity Athletics introduced himself and Mr. Tim Callahan and Soleveig Hackleman to the Board. Mr. Ruben explained that Amenity Athletics is a coed recreational programming company, and detailed the different sport programs that they have. Board discussion with Mr. Ruben ensued regarding revenue sharing and discussion moved into the impact of sporting events and programs that were being held on the District’s athletic fields.

Mr. Nierengarten suggested that if Amenity Athletics were going to discuss revenue sharing and the numbers in detail, that they should attend the budget workshop with the Board. After discussion, the Board and Amenity Athletics came to a consensus of 10% revenue sharing being applied to fees received from all participants using the Bartram Springs CDD facilities and fields, regardless of if they are a resident or nonresident. The Board requested that Amenity Athletics provide the Board a lookback analysis of fees which should have been collected had a 10% share been correctly applied, rather than the \$5 fee for non-resident participants.

SIXTH ORDER OF BUSINESS

Discussion of Agreement with Vesta Regarding Revenue Sharing

This item was discussed during the revenue sharing discussion with Amenity Athletics.

SEVENTH ORDER OF BUSINESS

Consideration of Request to City Council Regarding Speed Limit Signs

Ms. Reynolds brought forth discussion regarding changing the speed limit and crosswalks in the community. Mr. Oliver will keep in contact with the new COJ council members regarding crosswalks in the community.

EIGHTH ORDER OF BUSINESS

Review of Preliminary Budget (2nd Draft) and Discussion of Budget Workshop

Mr. Oliver noted that the Board will have a budget workshop on May 1, 2023 at 8:30 a.m. to prepare the Board to approve a proposed budget. Mr. Oliver noted that they were waiting on

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some information still, the key information they were waiting on is VerdeGo expects their landscape numbers to be for FY24, they had a 9% increase in the current fiscal year. They still need lake maintenance numbers from Lake Doctors. Then lastly pool chemicals continue to be a problem, post Covid Pool Sure has raised their prices very steeply and continues to do so. Currently, staff is looking at other providers like Hawkins, Inc.

Mr. Oliver noted that in the Capital Reserve fund, they collected \$229,000 for FY23. Currently they have \$240,000 for FY24 but that number can be moved up or down by the Board. The property insurance number is also flexible, for now Mr. Oliver is forecasting an 8% increase. Mr. Oliver stated that they would go into more detail at the budget workshop on May 1. The proposed budget for approval will be at the May Board of Supervisor's meeting, at the June meeting they will continue to refine the budget, and hopefully by the July meeting the Board will be able to approve a solid budget.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2023-02, Regarding Records Retention Policy

Mr. Haber reviewed two options for records retention. He noted that Option 2 was the most popular amongst the District's that he is counsel for. Option 2 allows the Board the keep all the records in perpetuity, until the Board directs staff to discard of District records. The Board also inquired about storing records online on a server or storing on the cloud.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, Resolution 2023-02 Regarding Records Retention Policy (Option 2), was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2023-03, Spending Authority

Mr. Haber reviewed Resolution 2023-03 and noted that there are three different types of expenses: Continuing Expenses, Non-Continuing Expenses, and Emergency Expenses. Definitions of each type of expense were included in the resolution in the agenda package (pages 26-27). Ms. Young stated that she believed herself and the Chairman should have the same diligence with emergency expenses as they do with expenses that are brought to the Board and suggested getting three quotes for all expenses.

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On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, Resolution 2023-03, Spending Authority, was approved.

TWELFTH ORDER OF BUSINESS

Consideration of Proposals for Amenity Fountain Repair/Replacement

Mr. Wheeler reviewed the fountain motor replacement proposal from Lake Doctors, Inc., Innovative Fountains, and Estate Management Services, Inc. He suggested the Board approve a not to exceed amount of \$10,000 because there was such a large variation in proposal prices. Mr. Nierengarten suggested that the Board consider the cost of repairing and maintaining older fountains versus replacing the fountains.

The Board came to a consensus to table the consideration of the proposals. Mr. Nierengarten and Mr. Wheeler were directed to explore options and present recommendations to the Board at the next meeting.

THIRTEENTH 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 had nothing further to report to the Board.

D. General Manager – Report

Ms. O’Lear noted that she appreciated everyone that came out for the spring fling and discussed altering the time due to the forecast. She noted that all their vendors were able to still come.

E. Operation Manager – Report

Mr. Wheeler reviewed his report for the Board. He updated the Board on the Comcast service contract and noted that they now had new services and increase speed with a savings of \$498 per month. He noted that VerdeGo anticipates a 3% increase for the FY24. Lake Doctors has

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indicated to Mr. Wheeler that they will have a minimum increase of \$80 per month. Mr. Wheeler reviewed the completed projects and expected projects lists for the Board.

FOURTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

An audience member expressed her safety concerns about fencing around the athletic field in the community. The audience member brought up concerns about the motorized vehicles damaging the common areas like the field and berms.

Mr. Oliver asked for any Supervisor's requests.

Ms. Reynolds requested that the CDD provide bottled water at future community events and noted that the food truck vendors ran out at the prior event. Ms. Reynolds noted that the Board paid VerdeGo to examine the volleyball court, but that never happened. Mr. Wheeler explained the miscommunication between himself and VerdeGo. Mr. Walden asked Mr. Wheeler to figure the situation out and bring the Board back a report to the next meeting. Ms. Reynolds requested that the Board be prudent about reviewing the check register.

Mr. Nierengarten inquired about moving the meeting times from during the day to the evenings. He suggested having two evening and one day meeting, instead of two days and one evening meeting for each quarter starting in June. Mr. Walden questioned if this was Mr. Nierengarten's personal schedule or if residents had requested this schedule. Ms. Reynolds stated that residents had requested to have more access to the meetings and there is a desire in the community to have evening meetings.

<p>On MOTION by Mr. Nierengarten, seconded by Ms. Reynolds, with Ms. Reynolds and Mr. Nierengarten in favor and Mr. Walden, Ms. Young, and Ms. McKinney opposed, Revising the Meeting Schedule to one day meeting and two night meetings every quarter, the motion failed 2-3.</p>
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Ms. McKinney discussed tree choices for the playground and noted that their next choice was sycamore if there was anything available in that size.

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FIFTEENTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet as of February 28, 2023 and Statement of Revenue & Expenditures for the Period Ending February 28, 2023

Mr. Oliver reviewed the financial statements. A copy of the financials was included in the agenda package. Mr. Oliver noted that the Capital Reserve Fund balance was \$293,856.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package. The District is 98.02% collected.

C. Approval of Check Register

Mr. Oliver presented the check register for review.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Check Register, was approved.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 8, 2023 at 6:00 p.m. @ Bartram Springs Club Amenity Center

Mr. Oliver stated the next meeting will be on May 8, 2023 at 8:30 a.m. in the same location. Tentatively, the Board will hold a budget workshop on May 1 at 8:30 a.m.

SEVENTEENTH 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