

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, May 8, 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 Manager
Dan Fagen	Vesta/Amenity Services Group
Winslow Wheeler	Vesta/Amenity Services Group
Trey Starling	VerdeGo

The following is a summary of the actions taken at the May 8, 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. Mr. Oliver noted that the Chairman would need to leave the meeting no later than 10:15 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver stated that there were no members of the public present for this meeting.

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THIRD ORDER OF BUSINESS

Approval of the Minutes of the April 10, 2023 Meeting

Mr. Oliver stated the next item is approval of the minutes of the April 10, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes to the minutes. The Board had no changes.

On MOTION by Ms. McKinney, seconded by Ms. Young, with all in favor, the Minutes of the April 10, 2023 meeting, were approved.

FOURTH ORDER OF BUSINESS

Update Regarding City Council Representation

Ms. Reynolds stated that they met with COJ District 11 council member, Danny Becton, regarding requests for enhance crosswalks with lights. She explained that they completed the study, and a favorable response was promptly received from Executive Council Assistant, Joe Johnson and COJ traffic studies engineer, Lee Durbin, regarding the crosswalk near Bartram Springs Elementary. She reviewed the diagram that they sent back to them which showed their suggestions. She explained that they suggested to utilize the median in the middle of Bartram Springs Parkway in front of the school and to install a flashing crosswalk there. She also stated that they were going to remove all the other signs that were not in accordance with code and make the school zone more appropriate to their school. She continued to review specific locations in the diagram with the Board and staff. She noted that it would remove some of the median. After Board discussion, it was decided for Ms. Reynolds to have a follow-up discussion with the traffic department before they move forward so that they can understand exactly where each sign will go.

FIFTH ORDER OF BUSINESS

Consideration of Proposals:

A. Amenity Center Fountain Repair or Replacement Options

Mr. Nierengarten presented the amenity center fountain repair and replacement options to the Board and staff. He stated that there were many nozzles and many different types of equipment, etc. He reviewed all the light options which included composite LED, Stainless steel LED, RGB LED, and RGBW LED. After Board discussion of all the available options for the fountain at the amenity center, it was decided to go with The Lake Doctors, Inc. proposal. The Board authorized Mr. Nierengarten to work with staff to purchase the fountain from The Lake Doctors, Inc. at a

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NTE cost of \$9,198 with the potential additional cost of \$2,000 if it is determined that stainless steel fixtures will be used instead of the composite material.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, Authorization for Mr. Nierengarten to work with staff to purchase fountain from The Lake Doctors, Inc. Not to Exceed \$9,198, was approved.

B. Agrow Pro Proposal

Mr. Wheeler stated that Trey, Spencer, and himself put together and renewed the packages for treating the fields, which are considerable upgrades in cost compared to what they were paying currently. He stated that right now they had what is the lowest of their packages, which is around \$3,300 a year for the services that were being provided. Mr. Starling with VerdeGo presented Agrow Pro's proposal to the Board. The proposal is to provide annual landscape treatments to the athletic field. The proposal cost is \$25,250. He stated that the field needed them there more because right now the field is compact. To help with the issue, there needed to be more services on it, aeration, top dressing, and proper mowing techniques. He added that irrigation at 100% would also help. It was noted that this was an annual service with two applications a year. After Board discussion, it was decided to get additional quotes for the same exact program. The operation manager, Mr. Wheeler, will seek additional cost proposals.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-04, Approving the Fiscal Year 2024 Proposed Budget and Setting a Public Hearing Date for Adoption *(proposed budget will be sent under separate cover)*

Mr. Oliver presented Resolution 2023-04 to the Board. He stated that the public hearing for adoption would be July 10th at 6:00 p.m. He explained that this formally kicked off the budget process and that today was essentially setting the high-water mark for assessments because by June 1st their office needs to send out a mailed notice to the almost 1,700 residents that they have in Bartram Springs. He noted that they use a direct mail company to send these mailed notices. He added that they would work with counsel to draft the mailed notices. As mailed notices goes out, Mr. Oliver's office will receive phone calls to talk about the budget and the budget process. This will answer a lot of questions as residents have concerns when they receive the letter. He explained

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again that what they see today is the high-water mark. He stated that at the last meeting they talked about an assessment increase and right now it's barely over 3%. He also stated that he thought that over the next 60 days they should be able to get that below the 3%.

Mr. Oliver noted two things that came up today that he wanted to discuss. One was the program sharing with amenity athletics. Right now, they budgeted \$20,000 for this year. He stated that he thinks that they would get at least \$20,000 for Fiscal Year 2024. He explained that where it showed \$10,000 in the far-right column under revenues for program sharing, he wanted to change it to \$20,000.

Beyond that, Mr. Oliver wanted the Board to find out what they wanted staff to request from amenity athletics so that they could come back with an answer at the next meeting. After Board discussion ensued, Mr. Nierengarten stated that he was willing to work with the Board on this, if they would like. He explained that they could lay out different scenarios, crunch the numbers, and bring to the Board an idea of what the numbers would look like by forecasting and breaking things down as much as needed, so that way everyone understands what the numbers mean, where they come from, and they can project out what those numbers would be. Then, they could do 10%, 20%, 15% and see what that is over a year, which will help them make a better determination of what those stipulations might be. Mr. Oliver explained that as they go through the budget process, it would be great if they planned to bring this to the next meeting as an agenda item. He recommended that a good starting point would be the 25% and \$25,000 combo. Ms. Young stated that she personally thought the 10% should be sufficient once the actual numbers are recorded accurately. She also stated that she thought the Board would see that the 10% was sufficient to cover the cost of the field, but she believed that they should set a minimum of \$25,000. She added that it would also make the numbers easier because when they start getting into 20% and 25%, it is harder to control the data. Mr. Nierengarten stated that they would put together proposals starting with 10% and where they forecast the cash flow throughout the year. Mr. Oliver brought the conversation back to the budget stating that he proposed that they put a line item in the budget for the sake of this proposed budget, not for the sake of where they may end up when they adopt the budget in July. He further explained his recommendation to add the line item stating that it would cover all the items in the proposal for the athletic field. They would put in there \$25,250 because it is credible evidence that there is a cost that they have got to highlight, it helps with the conversations, and it makes everyone aware. He noted that it would change their

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assessment for the sake of approving a budget, but they will adopt a budget in July, which will set the actual assessment. They are just setting the high-water mark right now. He reminded the Board that when they leave today, they are at the point that they aren't adding anything else to the approved budget and all they can do from this point forward is reduce the budget.

Mr. Nierengarten asked about the revenues where they had a proposed interest and miscellaneous income of \$200 and their pro-rated was \$100 and they have \$10,000 on the unaudited financial reporting. Mr. Oliver responded that they would run an analysis on that line item so that he could see, and he would send it to the Board.

Mr. Oliver concluded this line-item discussion stating that he was going to change the program sharing to \$20,000, add the line item in, and prepare to do mailed notices. He stated that the Board has the final say on what assessments actually are and it would be after they have their public hearing. He also explained that it could be that when they come to the June meeting, they actually reduce some of those line items. He further explained that the June meeting was one of the meetings where it's a good working session in which they can go ahead and fine-tune some of these line items downward. He noted that if they increase any line items, they must find a corresponding cut.

On MOTION by Mr. Walden, seconded by Ms. Reynolds, with all in favor, Resolution 2023-04, Approving the Fiscal Year 2024 Proposed Budget as revised and Setting a Public Hearing Date for Adoption for July 10, 2023 at 6:00 p.m., was approved.
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SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated that the legislative discussion regarding Special Districts had ended. He explained that they know that the requirement for special District Board members has changed. They will update the Board on what will be required going forward as far as ethics training. They will have a more thorough update hopefully by their next meeting. The question was asked what the potential financial impact was. Mr. Haber responded that insurance was the biggest financial impact.

B. Engineer

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

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C. District Manager

Mr. Oliver stated that they would have the Fiscal Year 2022 audit at the next meeting, and they expected a clean audit.

D. General Manager – Report

Ms. O’Lear noted that she provided an additional update of the fitness revenue shares. She stated that she heard that the workshop last week provided an organizational chart under a separate cover as well. She addressed the discussion about the age requirements of Kids Activity Night at the last meeting stating that it would be burdensome to expand the training and insurance deductions, etc. because it would establish them as daycare. In this case, the registration for KAN will remain kids ages 5 and older. She stated that Mr. Walden and herself met with the Barracudas to discuss logistics of practices and meets per the contract and the CDD rules. She concluded her report review stating that she didn’t have anything for Board action today.

There was a question about a party event that took place on site over the weekend. Ms. O’Lear confirmed that there was a private party through a resident that took place a Sunday May 7th. She explained that the resident filled out all the appropriate paperwork and signed several policies because they were having a bounce house. They assigned management staff to monitor the event. It was noted that for a private rental it was supposed to be 25 people or fewer and there were 75 people counted at the event. The question was asked how they were going to prevent this situation from happening to other residents in the future. Ms. O’Lear noted that she communicated with Mr. Oliver that day about some of the things that the manager monitoring the event reported and they decided to let the party play out. Mr. Oliver also noted that he spoke with Ms. O’Lear and he told her that they were not going to stop the event because it would be embarrassing to everyone. He further explained that the best decision for the situation given the timing was to proceed with the party, operate it as safely as possible, let the event conclude, and then decide in the future what they could do in circumstances like this. It was noted that alcohol was served at the party after being told there was a no alcohol policy. It was also noted that the resident that rented left before the vendors were gone and before the party was completely concluded and they didn’t do any of the clean-up. After further Board discussion, it was decided to invite the resident to the next Board meeting to discuss the situation and inform the resident that the situation was being investigated.

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There was a question about the numbers presented for the fitness asking if Champion Swim School would be included. Ms. O’Lear responded that she had not received a check from Champion Swim School yet, so they had not been added yet.

E. Operation Manager – Report

Mr. Wheeler reviewed his report for the Board. He stated that he had two things to review today. One was a resident approached him at the last meeting and brought to his attention that they moved in after a lot of the sidewalks were repaired. He explained that he contacted the city, and their warranty was over. He explained that in terms of the city helping to fix the problem, they weren’t available to help. He relayed this information from the city to the resident and the resident politely responded their concerns. He further explained that he wanted to see how the Board felt about providing some assistance to this resident. After Board discussion, it was decided that providing assistance was not a good idea and the resident needs to contact the city on this matter.

Mr. Wheeler presented the second item in his report stating that he put together some pricing for benches and a picnic table for the amenity park and volleyball court. The pricing was reviewed and discussed by Board members and staff. After Board discussion ensued, it was decided to go with a not to exceed cost of \$1,700.

**Mr. Walden left the meeting at 10:10 a.m.*

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Young noted concern for the irrigation which was running continuously. She also noted concern for a tree, which was confirmed to actually be a healthy tree. She proposed to do away with the adult swim program. The Board discussed her suggested proposal and will bring this item back to next month’s meeting. She also noted concern for dirty pool tiles. She asked for clarification on the check register special maintenance project amount of \$635.74. Mr. Oliver clarified that it was for bollard refurbishment pool deck paver repairs with roughly 24 hours’ worth of work. Mr. Nierengarten asked about the VerdeGo Phase 2 project. It was noted that Mr. Haber was doing the CDD contract right now. Mr. Oliver further explained that what was unique about this contract was that there were some deficiencies with Phase 1 that had to be corrected too, which was why Mr. Haber put together an agreement to make sure there were no uncertain terms, these were what the expectations were, and this was what needed to be accomplished before the District

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released payment to include an inspection of the work that was performed before the District paid them. Mr. Nierengarten asked why they couldn't start. Mr. Oliver responded that they could start because Mr. Haber put together an agreement. Mr. Haber addressed Mr. Nierengarten's question stating that he wanted to make sure that the proposal 100% accurately reflected the work that their supposed to be doing. Mr. Oliver asked Mr. Wheeler if they were good to go with the azaleas. Mr. Wheeler responded that at this point he needed to evaluate what they sent over in the contract. He added that from what he understands they are in good shape. Mr. Oliver noted that he didn't want to have this conversation after the work's done and there be discrepancies. Mr. Nierengarten noted that it would be great if they could start the process now. It was noted that the contract needed to be in place first. Mr. Oliver stated that they were close to getting the contract finished and asked for a follow up on the azaleas. Mr. Nierengarten asked Mr. Oliver how many other Community Development Districts he managed of this size with amenities, etc. Mr. Oliver responded that their office out of St. Augustine manages 40 CDDs in northeast Florida. He added that this Bartram Springs Community Development District was on the high-end of the medium sized Districts that they manage. Mr. Nierengarten asked how often CDD Boards meets. Mr. Oliver responded that they meet either monthly or bi-monthly. Mr. Nierengarten asked how long their meetings were. Mr. Oliver responded that they range from under an hour to under 3 hours, usually. Mr. Nierengarten noted concern about long discussions being tabled and brought back. He also suggested a spreadsheet or something for invoices, etc. Mr. Oliver stated that he would give that some thought because there were different factors involved. Mr. Nierengarten asked if the March snake service from Quick Catch was monthly. The response was that it was an additional service on top of the monthly. Mr. Nierengarten asked if they had a sprinkler, and the response was no. He asked if they had a fire alarm, and the response was that they do in the gym, but they didn't up where they currently were. He asked if they had a monitoring service, and the response was that they had a security service. Mr. Nierengarten clarified his question of a monitoring service explaining that if an alarm goes off, would there be a third party called. The response to the monitoring service question was that the security system would do that. Mr. Nierengarten asked if they did the annuals on the fire extinguishers, and the response was that they did.

Mr. Wheeler stated that he had one thing from his report that he forgot to mention. He explained that someone removed the installed well pump. He stated that it was about a \$1,000 pump. The question was asked if there was a way to secure the replacement pump so that this

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would not happen again. Mr. Wheeler responded that they could secure it by bolting it into the ground. He explained that the motor usually runs about \$800 to \$1,200, which doesn't include the labor costs. He asked how the Board would like him to proceed to replace that as soon as possible because they need to have the well running. The Board responded to replace it.

NINTH ORDER OF BUSINESS

Financial Statements

A. Balance Sheet as of March 31, 2023 and Statement of Revenue & Expenditures for the Period Ending March 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 98% collected.

C. Approval of Check Register

Mr. Oliver presented the check register for review.

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

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – June 12, 2023 at 8:30 a.m. @ Bartram Springs Club Amenity Center

Mr. Oliver stated the next meeting will be on June 12, 2023 at 8:30 a.m. in the same location.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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

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DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Andrew Walden

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Chairman/Vice Chairman