

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, August 14, 2023 at 9:40 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 <i>by phone</i>	Vice Chairperson
Stephanie McKinney <i>joined late</i>	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
Trey Starling	VerdeGo
Bruno Perez	VerdeGo
Spencer Mays	Agrow Pro
Winslow Wheeler	Operations Manager
Jay King	
Stephanie Taylor	

The following is a summary of the actions taken at the August 14, 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 9:40 a.m. and called the roll. Three Supervisors were in attendance constituting a quorum.

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SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver opened the audience comment period. Resident Mr. Mousa requested an exception to the minimum age requirement in the gym that would allow their 12-year-old son to use the fitness room under parental supervision and with a doctor’s note. After Board discussion, they all agreed to allow this exception with a signed waiver. There will be a waiver drafted as well as a policy update.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, Allowing the Request by Parent for Use of Fitness Room by 12-Year-Old Resident with Certain Conditions to Include Parental Supervision and Signed Waiver, was approved.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 10, 2023 Meeting

Mr. Oliver stated the next item is approval of the minutes of the July 10, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes to the minutes.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, the Minutes of the July 10, 2023 meeting, were approved.

Mr. Oliver asked for any updates from VerdeGo. Mr. Perez explained that with the landscape portion, they had done their normal services. He stated that the annuals for the front and the redo of the main entrance was done and completed. He also stated that the Phase 2 sod was put in and the mulch was currently going in now. He also stated that if there were any questions, he would be happy to answer them. Mr. Wheeler noted concern about the foot traffic on the fields now that school has started back. After Board discussion, it was decided to have a clear and concise plan of action for securing the field.

FOURTH ORDER OF BUSINESS

Ratification of Agreements

A. AgrowPro

Mr. Oliver presented the AgrowPro Agreement to the Board. The AgrowPro plan was discussed for the landscape treatment to the athletic field. After Board discussion, it was decided that the staff would communicate to residents informing them of the plan and asking them for their cooperation in staying off the closed field during the rehabilitation period.

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**Supervisor Stephanie McKinney joined the meeting.*

B. Happy Hoops

Mr. Oliver presented the Happy Hoops Agreement, which he stated was in progress. He noted that Mr. Nierengarten had worked with the basketball coach to come up with a form of agreement. The insurance requirements for vendors were briefly reviewed. Mr. Nierengarten stated that they would explore this agreement more in their workshop. He is going to follow-up with Coach Brenden Clowry.

FIFTH ORDER OF BUSINESS**Consideration of Proposals****A. Structural Engineer Proposal for Slide Tower**

Mr. Wheeler presented the Structural Engineer proposal for the slide tower and the lake pier structure. He noted that it was \$3,500 for a structural integrity review. He offered to find other structural engineers if the Board would like. After Board discussion, they decided to get two more proposals on structural engineering and bring this item back to the September meeting.

B. Elite Christmas Lighting

Mr. Wheeler stated that they were installing Christmas lights early this year. He noted that the money was already in the budget to move forward with the Christmas lights in general, and they just required a 50% deposit on it. Mr. Walden asked for clarification that the lights would not come on until the day after thanksgiving. Mr. Wheeler clarified that they were just installing them earlier and they would not be turned on until after Thanksgiving. The budget was discussed by the Board. Ms. Reynolds noted the importance of adding background and historical data ahead of time to the agenda.

C. ATV Proposals

Mr. Wheeler presented and reviewed the ATV proposals that were included in the agenda package. After Board discussion, it was decided to get more ATV proposals and bring them back to the Board. Mr. Nierengarten is going to communicate with Mr. Wheeler regarding the ATV proposals.

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D. Pool Lighting

Mr. Wheeler presented and reviewed four proposals for replacing two LED lights inside the pool. The Board and staff discussed the pool lighting issues. The proposals presented were discussed by the Board as well. The pool lighting will be reviewed and repaired to ensure night swim lighting requirements are met and the night swim would be suspended until those lighting standards are met.

E. Basketball Court Resurfacing

Mr. Wheeler presented and reviewed the four basketball court resurfacing proposals. The Board further reviewed and discussed the different proposals included in the agenda packet. The Board also discussed the previous resurfacing that was completed in 2020. Ms. Young asked what the standard time frame was to resurface. Mr. Wheeler responded that it was about a three-to-five-year timeframe. After further Board discussion on the presented proposals, it was decided to bring this item back to the September meeting to further investigate and address some Board questions and concerns of the proposals.

SIXTH ORDER OF BUSINESS**Presentation of Draft Revised Fishing Policies**

Mr. Oliver presented a draft of revised fishing policies to the Board. He noted that they had people wondering through residents back yards to fish. The Board discussed the concerns and need for revisions to the fishing policies. Ms. McKinney volunteered to work with staff on the revised policy and map of designated fishing areas, which will be presented at the September 11 meeting.

SEVENTH ORDER OF BUSINESS**Discussion of Non-Resident User Fees**

Mr. Oliver presented the discussion of the non-resident user fees. He stated that they were required to allow access to non-residents. It was noted that the rate hearing would increase non-resident fee from \$1,500 to \$3,000. After Board discussion, it was decided for staff to review other potential rate changes before the rate hearing in November.

EIGHTH ORDER OF BUSINESS**Consideration of Request for Temporary Use of CDD Stormwater Pond for Discharge of Dewatering Effluent**

Mr. Oliver presented the request for temporary use of the CDD stormwater pond for discharge of dewatering effluent. Mr. Haber explained that the party that made the request was a

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neighboring commercial property. He stated that the party that made the request was unaware that the actual stormwater pond that the property drained to was not the CDD's pond and it was a separate pond on the commercial property. He noted that Mr. Katsaras indicated that the first response to this request should be to inform them that the natural pond to which they drain is on the commercial property and they should probably seek to feed water into that property instead of the CDD's pond. If the property owner responds that they realize that and there is a reason they were requesting to use the CDD's pond instead of the pond that is actually on the commercial property where the property actually drains, Mr. Katsaras thinks that it's an appropriate request; however, there would probably be limitations that the CDD would want to put on the use of its ponds. He further explained that mainly there were limits on the amount of water that the CDD may want to drain into its pond and limits with respect to ensuring that the water that would be coming into the CDD's pond meets certain cleanliness qualifications. He stated that if the property owner really wants to drain into the CDD's pond, the Board would want to negotiate an agreement with them that indicates that there would be certain limitations with the respect of the amount of drainage, the cleanliness of the water, insurance, indemnifications, etc. He stated that he would be happy to answer questions that the Board may have. The Board discussed that there may be advantages to the CDD for the temporary use of the CDD stormwater pond for discharge of dewatering effluent.

Ms. Reynolds noted that the 7-Eleven was happening and there was no stopping it from a community standpoint. She noted her disappointment to find out about this after the fact because she would have hoped as a community, they could have tried to stop it. She explained that it would affect the traffic patterns within their community and the community as a whole. She added that not being able to hear from whoever the St. Johns County Commissioner was that decided that the 7-Eleven would go up or the cross communications between their city council members, she was disappointed.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Haber had nothing to report to the Board.

B. Engineer

There being no comments, the next item followed.

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C. District Manager – Discussion of Fiscal Year 2024 Meeting Schedule

Mr. Oliver presented the proposed meeting schedule for Fiscal Year 2024. He noted that the FY 2024 meeting schedule included in the agenda package followed the same meeting schedule that they currently have. The meetings would be on the second Monday of each month.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with Mr. Walden, Ms. McKinney, and Ms. Young in favor and Mr. Nierengarten and Ms. Reynolds opposed, the Fiscal Year 2024 Meeting Schedule, was approved 3-2.

D. General Manager – Report

Ms. O’Lear reviewed her general manager report. She updated the Board on the July events stating that they did not have any events that required registration or use of the SignUpGenius, Inc., so she didn’t have attendance for that month. She did note that there was great attendance for the Fourth of July event considering the weather, which was incredibly hot. She explained that the record high temperatures caused some of their July fourth party activities to be more challenging compared to previous years. Another event that took place in July was the “*Christmas in July Fun Walk/Jog*”, which Ms. O’Lear reviewed. She noted that there was close to twenty residents of all ages that participated in the event.

Ms. O’Lear reviewed the August events stating that the “*Kid’s Activity Night*” for August was fully booked in a record of 5 minutes after sending out the registration link. It was noted that “*Vendors Day*” was an event that residents had asked for, but the participation was just ok. The next event will be on “*Food Truck Friday*” on Friday August 12th. Ms. McKinney tracked a pattern on the attendance of the “*Movie on the Lawn*” events and made note of a few months out of the year to not have the “*Movie on the Lawn*” event. It was noted that August was a good month for this event, and they were looking forward to having this event this month.

Ms. O’Lear updated the Board on the rental policies. She stated that the first thing they were able to implement from their conversations in July was a wristband policy with the pool gazebo private rentals. She explained that they ordered single-use plastic wristbands that would not dissolve into the pools. She noted that staff contacted all reservations letting them know that all party guests would receive a band when checking in and would need to wear them for the duration of the party so that they could keep track of the guest counts. She also noted that Jayne reported that, “*all residents she has spoken with are so far receptive to the idea and she hasn’t*

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received any pushback.” She added that the first pool party rental to utilize the bands would be August 5th and 6th.

Ms. O’Lear stated that she and Ms. McKinney discussed potential rental policies at the field gazebos as well. She noted that due to the potential closure of the athletic fields starting this October, she recommended that the field gazebo rentals be suspended until the field restoration is complete. In regard to the alcohol policy, she stated that should the Board decide that they want to allow the presence of alcoholic beverages at the field events, they could utilize some of the same policies as the Social Hall private rentals with some additions including a dedicated staff member at the field for the duration of the event, the current rate for a four hour rental is \$72, event liability insurance, and certified bartender. She also reviewed the staff fees for the rentals. It was noted that the staff fees for parties of 25 or less was \$54 and \$72 for a party of 26-50. She reviewed how the party monitors assist at the events. The next policies Ms. O’Lear reviewed was an inclement weather policy and a vendor policy. She noted that there was currently no inclement weather policy that existed for the field gazebo rentals. The Board and staff further discussed the vendor policy. Mr. Walden suggested getting vendors that the residents want instead of the what the coordinator schedules. The Board and staff discussed the advantages of having a professional scheduler for scheduling their vendors. Ms. O’Lear pointed out that one of the biggest issues was parking with an influx of party guests for extended periods of time which leads patrons to park on the road, in the grass or other no parking areas. She also updated the Board on the rental staffing stating that there was discussion on if they hold extra staffing if they don’t have extra staff, which she explained was not something that they did, so she is going to include that in her report so they could see when they return those fees.

Ms. O’Lear asked to discuss and consider allowing for a volleyball court reservation policy, even if it is just Friday, Saturday and Sunday because the volleyball usage was growing. She also recommended 2-hour blocks of time and temporary signage at the courts to let residents know of the new policy. The Board agreed that the volleyball reservation policy was a good idea. After Board discussion, Ms. Reynolds suggested consideration of a reservation policy for the basketball court as well.

Ms. O’Lear reviewed the next item in her report, which was the QR code survey update. She noted that it would be very easy to put some in the gym, give to renters upon check-out of the Social Hall and the Gazebo Private Rentals, and on the pool deck. Board discussion ensued on the

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QR code surveys. Ms. Reynolds stated that when they roll this out to the residents, the Board really wanted the residents to know that they value their input and that they are soliciting valuable feedback in order to make their community better. She suggested that if they do that on a month-to-month basis in addition to all the random QR codes after an event, they should still have a spot at the end of the monthly newsletter with a QR code that says, *“You can submit your questions in a box.”* and really solicit feedback so they could really listen to the community since they don’t get much participation from the residents.

The next item on Ms. O’Lear’s report was the Hubbard’s request of approval to have their personal trainer work with them in the gym due to the medical nature of the work. It was noted that the trainer would not solicit business from any other Bartram Springs resident. It was also noted that the Hubbard’s provided the personal training certification and liability insurance certificate of their trainer and were awaiting on a statement from Mr. Hubbard’s primary care physician regarding the medical necessity of the work. It was also noted that they would like to be able to work with this trainer two to three times a week in the afternoon. After Board discussion, it was decided to approve this request and a waiver agreement would be drafted to be signed by the Hubbard’s. The Board discussed the cut off age limit for the gym and Ms. McKinney recommended to keep the cut off age at 13 years old with parental supervision and a waiver and anything below that would be a per request approval.

Ms. O’Lear reviewed the two strikes documented in her report. One strike was a gazebo party which took place on July 29, 2023. She explained that staff reached out to her about suspected presence of alcohol and the party guests exceeding the amount allowed in the agreement. She also noted that the resident reached out to her regarding the inclement weather policy and the extended closure of the pool. The residents asked to be refunded for the party. She explained that she did not refund their rental fee since the hosts and their guests stayed and utilized other areas of the amenity center. She added that she did refund their lifeguard fee since the lifeguards were performing other duties during the closure. Regarding the suspected presence of alcohol, the residents said they removed the alcohol once they were advised to do so. She noted that the resident had rented before without incident. The second strike was a pool incident that took place on July 29, 2023. She stated that the incident involved a resident and his two guests. She noted that there were several examples of the three boys disobeying pool policy, misusing gym equipment and insulting the lifeguard. Ms. O’Lear concluded her review of her report.

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Ms. Reynolds asked for an update on the vandalism that occurred in the flex room/bathrooms. Ms. O’Lear responded that they had received the checks and they were given to the CDD. She noted that all three of them had completed their programs. Ms. Reynolds asked if the Board pressed charges. The Board responded that they did not press charges in lieu of restitution. Mr. Nierengarten stated that he knew they would be discussing the adult swim at some point and asked if they could put the inclement weather policy as something to discuss in the wintertime for next summer. Ms. O’Lear agreed.

E. Operation Manager – Report

Mr. Wheeler presented his Operation Manager Report located on page 163 of the agenda packet to the Board. He thanked Mr. Nierengarten for his help and for all the work they did together on the fountain. He explained that they were done with the fountain, and it was operational. He presented the spray varieties they have at their disposal for changing out during the seasons. He also presented the different colors available which include white, green, blue, red, and amber.

Mr. Wheeler reviewed the anticipated projects stating that he was still waiting for one proposal, but he had most proposals for the replacement of the awnings at Veterans Park. He explained that the proposal costs were running from \$9,500 to \$16,000 to replace the two awnings. He noted that he would have that full information at their next meeting.

Mr. Wheeler stated that Ms. Young and himself had worked together to put their ideas together for the shade structure for the dog park. He noted that he had a couple of proposals included in the agenda package, which ranged from \$48,000 to \$60,000. He explained that he had got two of the four that he was looking for. He stated that there was a picture on page 166 of what they were potentially looking at in terms of the shade structure. He noted that it was a very nice metal shade structure that had a roof that would match the bathroom park roof as well, so it would be symmetrical. He added that there was more information coming on that.

Mr. Wheeler stated that the last item he wanted to bring up was one that Ms. Reynolds brought up at the last meeting, which was their relationship with Southeast Fitness. He explained that they were looking at a proposal for having a different company come in for preventative maintenance on that, which they were just getting the information on. He noted that there were a couple of proposals that Southeast Fitness sent to them where they were doing some maintenance of some different machines there. Ms. O’Lear stated that their current vendor for repairs and

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maintenance was not the one. She explained that the current vendor went through a change in ownership not long ago and in terms of the service perspective for Bartram Springs CDD, it had not been a positive change for them. She noted that they had talked with other people within Vesta to see who they use and had a walk-through with Commercial Fitness last Friday. She explained that Commercial Fitness seemed to have a very different philosophy. She further explained the advantages of Commercial Fitness.

Ms. Reynolds asked about the dead tree at the park. Mr. Wheeler responded that it was not dead yet. Mr. Walden asked who was watering the tree every day until it took root. Mr. Wheeler responded that it had an automatic watering system. He stated that it had a warranty, if the tree dies. The Board discussed the possible replacement or refund of the tree if it dies. Ms. Reynolds asked about the deck and the incident that occurred over the Fourth of July. Mr. Walden explained that they had caution tape up and a resident and two kids were fishing off the deck, which meant they had to go under the tape. Mr. Walden approached the resident and asked why they were fishing with the tape up and the resident's response was, "*When are we going to get the deck fixed?*" Ms. Reynolds asked what happened to the deck. Mr. Wheeler stated that on July Fourth some residents and non-residents children turned a roman candle upside-down and put it in the dock, which blew up and damaged some boards. He explained that the repair of the actual dock was coming this week. He pointed out that the other stuff that was out in front was a washout from rain and irrigation, which they fixed, and they would finish up the pavers in front of it this week. Ms. Reynolds stated that if they were requesting residents to pay restitution, she would like to know how much that is and making sure that they were applying it in the right line-items as far as when they fix things. She noted that as a Board, they needed to be responsible and know exactly where that money is going, what bank it would be deposited to, etc. Mr. Oliver suggested sending an email with a detailed history of everything that happened and what the amount was of restitution. The Board discussed the fountain adaptor situation as well as the fountain timer.

**Ms. Young left the meeting at 11:55 a.m. via phone.*

TENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Nierengarten stated that he worked with Vesta for continuing the revenue sharing program. He noted that he didn't believe that they had an action item to put down on the schedule. He asked the Board if they could look at their calendars to see what day works between now and

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the September 11th meeting. Discussion ensued on scheduling the workshop and it was decided to have the Revenue Sharing Workshop on August 28th at 5:00 p.m. The Board will discuss the revenue sharing for use of the CDD facilities and fields and for review of the third-party agreements/requirements for the athletic and recreational programming.

Ms. McKinney stated that August 24th was the first day of school next year and unless the schedule changed dramatically, they may want to move the time of the meeting on that day.

Ms. Reynolds stated that she had a brief meeting with Mr. King and Ms. Taylor on some things and some items were still outstanding from that meeting. She noted appreciation of Ms. Taylor for getting her the names of the recent parking permits and who has been where. She explained that it appeared that they had several people in the neighborhood that tend to utilize the overnight parking more than others. She stated that she also got the list of people that were utilizing the events. She noted that she still wanted to know about the residents versus non-residents at the camp. She assumed that now that camp was over, they had final numbers from a monetary standpoint. She explained that this was something that they could discuss in their Vesta workshop, but she thought that it was something that they should know because from her calculations of an average of 55 kids per week at \$200 per kid was over \$100,000 that Vesta brought in for the camp. She understood that they must pay the staffing, etc., but that was a number that she thought was very important for them to see in the workshop. She noted that she appreciated the fact that they were moving forward with the surveys, and she thought that would be something that the residents would appreciate as well. She also noted that the more appreciation they had from the residents, it makes them a better community because of it. She stated that she saw the signs for the advertisement of the Champions Swim School for additional people to sign up. She pointed out that she asked for a list of the residents versus the non-residents on that and she had not saw it. She stated that it was imperative that they know if this was an advantage to the residents of their community or if it was more of an advantage to the non-residents. She added that they also needed to discuss pricing. She asked for a running list of the residents who were not allowed to use the facilities and the end date. She noted that they needed to know a little more detail about shutting down the fields because they were advertising soccer signups and they needed to have a clear and concise communication plan with the residents regarding that. It was clarified that it was the winter flag football.

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Mr. Walden asked about the signage around Cherry Lake. Ms. Reynolds explained that she reached out to the city, and they were going to be doing work and removing part of their median in front of the school for a crosswalk for the children. They are going to make sure they remove some of the signs and some of the other school zone parking so that it is more consistent with the new crossing. She noted that she didn't know if they were going to do a traffic survey on Cherry Lake to put in rumble strips or if they would put in speed bumps until after that project is complete. She explained that he knows that she asked for it and she copied Mr. Oliver on her correspondence with him. Mr. Walden asked if she could reach out to Mr. Darwin and let him know. Ms. Reynolds agreed to reach out to Mr. Darwin. She stated that she did know that the city told her that the crosswalk in front of the school would occur within the next six months. Mr. Walden asked Mr. Wheeler if he got in contact with irrigation to bump their time up. Mr. Wheeler responded that it had been completed. He also asked what the status completion was on the fishing dock. Mr. Wheeler responded that last week he was told it would be this week. Mr. Walden asked that if they could have the contractors not do work on the second Monday. He added to let VerdeGo know so they could finish the work up there. He also expressed concern that they were spending a lot of money and they needed to get it in order. He concluded the Supervisors requests portion of the meeting by asking to get the door fixed at the amenity center.

ELEVENTH ORDER OF BUSINESS Financial Statements

A. Balance Sheet as of June 30, 2023 and Statement of Revenue & Expenditures for the Period Ending June 30, 2023

Mr. Oliver reviewed the financial statements. A copy of the financials was included in the agenda package. The capital reserve balance is \$242,000.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package. The District is 100.33% collected.

C. Approval of Check Register

Mr. Oliver presented the check register for review.

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

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – September 11, 2023
at 8:30 a.m. @ Bartram Springs Club
Amenity Center**

Mr. Oliver stated the next meeting will be on September 11, 2023 at 8:30 a.m. in the same location and the workshop meeting would be on August 28, 2023 at 5:00 p.m.

THIRTEENTH 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.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Andrew Walden
6572483B0E2F449...
Chairman/Vice Chairman