

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, September 11, 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
Winslow Wheeler	Operations Manager
Jay King	

The following is a summary of the actions taken at the September 11, 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. Four Supervisors were in attendance constituting a quorum. Ms. McKinney participated in the meeting via phone until she joined the meeting in person at 9:06 a.m.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver opened the audience comment period. A resident commented on a possible safety issue with the interior pool lights. Mr. Wheeler responded that there were two issues. One issue was with the interior pool lights, but it was not a safety issue, and everything was secure. He

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stated that there were two lights out. He explained that the second issue was the actual night swimming where some of their LED lights went out. The resident also commented on the rust stains throughout the pool from the drains. He asked if this was something that would be fixed. Mr. Wheeler responded that it would be and that they treat those twice a month. Mr. Walden asked Mr. Wheeler if he could investigate it and come up with ideas on how they could get that cleaned.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 14, 2023 Meeting

Mr. Oliver stated the next item was approval of the minutes of the August 14, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes to the minutes. Ms. Reynolds noted an adjustment to the minutes on page 11 stating that her meeting was not with Ms. Stephanie McKinney, it was with Ms. Stephanie Taylor the Amenity Staff Manager.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Minutes of the August 14, 2023 meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

Actions Related to Revenues Sharing Workshop

Mr. Oliver explained that this was an opportunity for Board members to discuss any actions they would like to take as a result of the workshop they had a few weeks ago. Mr. Walden responded that he had none. Mr. Nierengarten asked if they were good on what Vesta had proposed going forward as far as the revenue sharing. Mr. Walden responded that he didn't have any issues with it. Ms. Young thanked Ms. O'Lear for getting the revenue share information out regarding the summer camp. She asked if there was a fee or fees taken out for the regular expenses for material supplies taken out of the full amount that was received for the summer camp or the revenue that comes in for summer camp. She also asked if they had extra staff paid from their CDD funds. Mr. King responded that the camp was self-sufficient and any of the costs associated with the camp came out of the revenue from the camp. Ms. Young asked if the additional workers were paid from Vesta. Mr. King responded yes, from the revenue from the camp. Ms. Young asked Ms. O'Lear if the spreadsheet that she sent her incorporated minus the amount that was taken out of the revenue for the employees. Ms. O'Lear responded that it did. Mr. King explained that the CDD was off the top of the revenue and then what was left over was used to pay for the expenses.

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Board and staff discussion ensued on the summer camp revenue sharing. Ms. Young responded that in comparison the amount that Vesta was profiting versus the amount that they were receiving, which was 10%, was not reasonable. Mr. King responded that one thing when they look at the total revenue was it was about 50/50 with the 10% versus what they made. Ms. Young asked why Vesta would profit from it when they were paying Vesta a large amount per year. She asked why Vesta was profiting an additional amount from the summer camp. Mr. King responded that when they look at their overall profitability and take the program out of the equation, they would need to charge more for their services to make up the difference. He explained that the previous Board's direction was to keep the CDD assessment low and the fee with Vesta low. He further explained that they could operate under any format that the Board would like, but that was how it was created in the past. The idea was to keep the CDD subsidy lower and create profitable programming.

Mr. Walden stated that he thought it was all successful when they did the Workshop, but he was seeing now that there were discrepancies. He asked Ms. Young and Ms. Reynolds if they could get with Mr. King and see how they could put this on their spreadsheet because he was confused and obviously the information wasn't on the spreadsheet if Ms. Young had to ask about it. Ms. Young responded yes, and she explained that it would be projections such as taking the programming out and the CDD being paid for all the programming, what would the projected increase be for their fees for Vesta specifically moving forward. She added that they, then, as a Board, could decide if they want to go that route. Mr. King explained that overall, Vesta's profitability was 4.36% with the current contract. He noted that other profitability was 60% for programs and 40% for the contract with the CDD. He further explained that \$20,000 comes from the programming, so it would be a \$20,000 increase that they would need to charge for the scope of the amenity services to make up for the lack of profitability from the program. Ms. Young stated that the only way they would know for sure what the amount was that they should be charged for their services as their management company was to look at other companies and make a comparison. Ms. Reynolds stated that as a Board, they needed to be cognizant to their fees on a flat fee amount for their contract, so they would know what to expect from the program share from something like a summer camp. She added maybe 10% because it was such a high grossing revenue event that they were charging their residents and non-residents and perhaps they needed to have a little more of the share on that because it was something that the residents and non-residents were using. She didn't know if 10% was equitable in this scenario or if it should be more

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than that. She suggested that as a Board, they needed to decide because it was a higher revenue for Vesta. Ms. Young responded that she agreed, but the problem was that even if they say they want 20%, then Vesta would go back and charge an increase for something else and the CDD would be in the same predicament, which she didn't think was fair because they really didn't know what Vesta, in today's market, should really be charging without doing comparisons with other companies. Ms. Reynolds stated that it would be in their best interest, even though Vesta had been a great partner for 20 years, to put an RFP together to market their Property Management Services.

Mr. Nierengarten brought up the revenue sharing arrangement with the Amenity Athletics. He recommended that an addendum be made to the contract. He asked the Board if they have Mr. Haber put together an agreement or addendum to the current revenue share, would they all be ready to vote on it if done today. He asked if the Board was ok with the 10% of revenues and \$10 per participating non-residents for the Amenity Athletics revenue sharing portion of the program. The Board agreed to only the Amenity Athletics portion, but not on the portion of the camps, etc.

On MOTION by Mr. Nierengarten, seconded by Mr. Walden, with all in favor, Directing Counsel to Prepare an Addendum to the Contract as stated in the Workshop with 10% of Revenues and \$10 Per Participating Non-Resident for the Amenity Athletics Programs not including the Summer Camp Program, was approved in substantial form.

FIFTH ORDER OF BUSINESS

Ratification of Happy Hoops Agreement

Mr. Oliver asked Ms. O'Lear if the vendor dropped off a copy of the signed agreement. Ms. O'Lear responded no, but she had his certificate of insurance. She stated that Sarah was communicating with him via email to get the signed copy of the actual agreement, but she had not saw it. Mr. Oliver stated that he had a conversation with Coach Brenden Clowry and, as previously discussed, he will be using one court. They are waiting for him to sign the agreement.

On MOTION by Ms. Reynolds, seconded by Mr. Walden, with all in favor, the Happy Hoops Agreement, was ratified.

Mr. Nierengarten asked Mr. Haber if they could somehow in the contract state that it renews in December, so that they could renew all their contracts in December. Mr. Haber responded yes.

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SIXTH ORDER OF BUSINESS

Discussion of AgrowPro Agreement

Mr. Oliver stated that the Board decided to not enter into a revised agreement with price escalations based on inflation index. They will revisit pricing during 2024 as time dictates for execution of athletic field treatments and field closures.

SEVENTH ORDER OF BUSINESS

Presentation of Draft Revised Fishing Policies

Ms. McKinney stated that she had a lot of residents concerned about kids in their back yard being extremely rude. She recommended having a very clear policy. The draft of revised fishing policies was presented to the Board. After Board discussion, it was decided to approve the revised fishing policies subject to finalization of the map showing specific locations at four ponds open for fishing to all Bartram Springs CDD residents.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Revised Fishing Policies Subject to Finalization of the Map Showing Specific Locations at Four Ponds Open for Fishing to All Bartram Springs CDD Residents, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-07, Setting a Public Hearing Date Regarding Non-Resident User Fees

Mr. Oliver presented Resolution 2023-07 to the Board. He explained that the non-resident user fee was an annual fee of \$1,500 a year and they were proposing that it be increased to \$3,000 a year. He stated that they were proposing to schedule the Public Hearing for 8:30 a.m. on November 13, 2023.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, Resolution 2023-07, Setting a Public Hearing Date Regarding Non-Resident User Fees on November 13, 2023 at 8:30 a.m., was approved.

NINTH ORDER OF BUSINESS

Consideration of Duval County Supervisor of Elections Polling Location Agreement

Mr. Oliver stated that this was for the 2024 Election Cycle for Primary Election as well as General Election. Mr. Oliver stated that they had General Election there in the past and it was very

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convenient for the residents. Ms. O’Lear also stated that they had the General Elections there before and it was the same staff every election who were an absolute delight to work with. She noted that she didn’t see any reason to not renew the event.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Duval County Supervisor of Elections Polling Location Agreement at the Bartram Springs Amenity Center, was approved.

TENTH ORDER OF BUSINESS

Consideration of Proposals

A. Swimming Pool Interior Lights

Mr. Wheeler presented the proposals for the swimming pool interior lights. He clarified the differences between the night swim versus the interior lights. He reviewed the four different proposals, which were Epic Pools, Big Z Pools, Pool Troopers, and ASP. He noted that the big difference in the proposals was a complete repair versus the light engine only and bracket. He recommended to do a complete repair of the light and light fixture, which was offered by Epic Pools and Big Z Pools. After brief Board discussion, it was decided to approve Epic Pools proposal for the replacement of swimming pool interior lights at a not to exceed cost of \$4,000. The proposal price is \$3,200.

On MOTION by Ms. Young, seconded by Ms. Reynolds, with all in favor, the Epic Pools Proposal for the Replacement of Swimming Pool Interior Lights at a Not to Exceed Cost of \$4,000, was approved.

**Ms. McKinney joined the meeting in person at 9:06 a.m.*

B. Basketball Court Resurfacing

Mr. Wheeler presented the proposals for the basketball court resurfacing stating that this was best suited for when the weather is cooler, which would probably be in November. The vendor proposals for the basketball court resurfacing were from Coast to Coast Recreation, Court Surfaces, MOR Sports Group and NIDY Sports Construction. He explained that they had used Coast to Coast Recreation and Court Surfaces before. He stated that they had never used MOR Sports Group, but he read that they were a good company and they showed that when they came out and was very thorough. He also stated that their proposal was turned in very quickly and it was

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less expensive. The warranties were discussed. MOR Sports Group has a 3-year guaranteed crack repair system, and the other two companies only do a year, if that. He pointed out that their discussions on how to repair everything was a lot more in depth than what was written on the proposals for the other companies. Mr. Walden asked about the color of the court changing to red, but Mr. Wheeler responded that it would be about \$4,000 more dollars to change the color. Ms. Reynolds asked how often they were looking at resurfacing the court all together. Mr. Wheeler responded that it was about every four years. The last time it was resurfaced was 4 years ago. Mr. Walden asked if this was normal with their other communities to resurface every four years. Mr. Wheeler responded that they talk about every five to seven years, but that had not been the case for them. After Board discussion, it was decided to go with MOR Sports Group proposal for the basketball court resurfacing for \$16,155. It was noted that Counsel would prepare an agreement.

On MOTION by Ms. Young, seconded by Ms. McKinney, with all in favor, the MOR Sports Group Proposal for Basketball Court Resurfacing for \$16,155 and Counsel will Prepare an Agreement, was approved.

C. Replacement Awnings for Veterans Park

Mr. Wheeler presented four proposals for the replacement of awnings for Veterans Park to the Board. He explained that over time they had some trouble with vandalism, and it had got to the point where it wasn't looking good at all. He stated that he had worked with all four companies in the past and they were all solid companies. He noted that considering the type of fabric that was used and the company itself, he recommended Thompson Awning. The vandalism was discussed further by the Board and signs saying that the area was under surveillance was recommended. Ms. Young also recommended raising the awnings up so people can't get on the table and reach to rip the awning fabric. After Board discussion, it was decided to go with Thompson Awning to replace the awnings at Veterans Park for \$12,000.

On MOTION by Ms. Young, seconded by Ms. Reynolds, with all in favor, the Thompson Awnings Proposal for Replacement of Awnings at Veterans Park for \$12,000, was approved.

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D. Structural Engineering Services

Mr. Wheeler presented three proposals for the structural engineering services of the slide tower to the Board. He explained that this was a Capital Improvement item that pops up about every five to seven years just to make sure everything was solid with the engineering itself. He noted that there was nothing visual at this point to indicate that there were any structural problems with the slide tower. Mr. Walden asked when the last time they had a thorough inspection of the tower. Mr. Wheeler responded that he had been there almost six years, and this was the first time it popped up on the Capital Improvement and he didn't know when the last time an inspection had been done. He explained that the cost with Fortress Engineering Group looked to be the most reasonable way to start. He clarified that these three proposals were for them to inspect it only and it did not include repairing it.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Fortress Engineering Group Proposal for Structural Engineering Services of the Slide Tower, was approved.

Mr. Nierengarten recommended that the scope be very specific and very directive to what they want them to look at because if they were to look at this one right now, it would fail a fire inspection. Mr. Walden asked Mr. Wheeler if he would have some input in addition to their inspection. Mr. Wheeler responded that he would be with them.

E. Tree Trimming at JEA Lift Station

Mr. Wheeler presented four proposals for trimming of all JEA station trees to the Board. After review of the proposals and Board discussion, it was decided to go with Taylor Tree Services proposal. The proposal cost totaled \$1,600 for tree trimming at four JEA lift station locations.

On MOTION by Ms. Young, seconded by Mr. Walden, with all in favor, the Taylor Tree Services Proposal of \$1,600 for Tree Trimming at Four JEA Lift Station Locations, was approved.

F. ATV Utility Cart

Mr. Wheeler presented five proposals for facility UTV or ATV to the Board. It was noted that an ATV or UTV cart was needed for hauling trash so they wouldn't have to use their personal

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vehicles. The proposals were discussed in detail by the Board, and it was decided that more research needed to be done regarding costs of converting cart/UTV to street legal so that it can operate on COJ streets within Bartram Springs. Mr. Walden stated to Mr. Wheeler that they would like this vehicle street legal out the door and not having to add all the additional stuff to meet the requirements. He noted his frustration that they will have to bring this item back to the next meeting. He stated to Mr. Wheeler that in the future to come to the Board from A to Z with everything when the Board asks questions about a particular item. Mr. Wheeler noted that he understood. Mr. Nierengarten stated that Mr. Wheeler had been talking to him a lot and they had went through hundreds of different options. Mr. Walden responded that he truly understood that. He asked Mr. Wheeler if they could meet on Wednesday at 1:00 p.m. so he could see the location of where the vehicle will go. Ms. Young suggested that now that they must go back to this company and the price will be even more, maybe they want to look at getting another quote from another company.

G. Night Swim Deck Lighting

Mr. Wheeler stated that they were in the middle of working with two vendors to ensure appropriate repairs were made to return pool and deck to night swim certified status.

Ms. Young noted that she had to leave in a few minutes, and she wanted to make the Board aware that there was a typo in the stormwater management item.

**Ms. Young and Mr. Nierengarten left the meeting at 9:55 a.m.*

ELEVENTH ORDER OF BUSINESS Update Regarding Comcast Revenue

Mr. Oliver stated that the District received \$5,667.79, which was the quarterly revenue share that they will receive from comcast for the period of April 1, 2023 to June 30, 2023.

TWELFTH 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

Mr. Oliver had no updates to report to the Board.

D. General Manager – Report

Ms. O’Lear reviewed her General Manager Report. She explained that there was no Board action needed today other than what they already discussed. She included a recap of the August facility closings in her report, which included the water main break and the hurricane closure. She stated that there was nothing to bring before the Board in terms of strikes or suspensions this month. She noted that they were continuing to generate responses to the surveys, and she would have a full report at the next meeting. Ms. Reynolds asked about names and emails showing after scanning. She wanted to make sure that they were still getting responses regardless of the anonymity of it. Ms. O’Lear responded that she doesn’t see any names when she looks at the results. Mr. King stated that they didn’t see the names or addresses, and he had not had that experience when he scans it. He explained that when someone asks questions and wants them to follow up with feedback, they will provide their contact information.

Ms. Reynolds asked about the suspensions. Ms. O’Lear addressed the suspensions and stated that one suspension ends on Friday. Ms. Reynolds stated that it would be helpful to know when suspensions are lifted. Ms. O’Lear explained that she tries not to put those in her reports to protect people’s privacy. Ms. Reynolds explained that it goes back to the communication piece for restitution, etc. Mr. Walden asked Ms. O’Lear and Mr. King what system they had in place for letting the Board know about what was still out there. Ms. O’Lear explained that she kept a spreadsheet of all the strikes and suspensions on her desktop, and she could share it at any time. Ms. Reynolds noted that she didn’t know anything about the dock vandalism, and she asked for an update and if anyone was paying restitution on it. Ms. O’Lear responded that they were still in the process of collecting it and when she receives the checks from the families, she will report it. Mr. King stated that when they send the packet to GMS for publishing, they could send an email at the same time. Mr. Walden responded to Mr. King that he would appreciate that and thanked him.

E. Operation Manager – Report

Mr. Wheeler presented his Operation Manager Report to the Board. He also presented a pamphlet for new roofing for the Amenity Center.

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

Ms. Reynolds stated that she went to the Ice Cream Social and it was lovely. She noted that she saw the QR code and scanned it. She explained that she wanted to participate in the surveys and wanted to encourage the residents to participate as well. She stated that her old key card that had not been used in 12 years still worked. She noted concern of other old key cards not being deactivated. She thought it would be prudent to do an audit of the key cards that have not been used in a while and deactivate them. Discussion on the key cards ensued and Ms. O’Lear stated that anything additional in the audit that the Board would want to see this year, they would be happy to provide if they know specifics. She noted that the goal this year was to encourage residents to submit photos. She added that their project for the end of the year was the audit that they perform every year and the updated resident photos.

Ms. McKinney asked for an update on the tree replacement at playground. Mr. Wheeler responded that the tree was still under warranty for a replacement. He explained that they were hoping the tree will come back, but it was likely that it would not. Mr. Walden asked what the price difference between a canvas shade and a tree. Mr. Wheeler responded that he could get some pricing for the shade structure. Board and staff discussed all the options available. Mr. Walden asked Mr. Wheeler if the company budgeted on giving them their money back. Mr. Wheeler responded that was correct, they did not budget on giving the money back. Mr. Walden requested that they scratch the company off their list of contacting. Ms. McKinney asked about the second umbrella at the Amenity Center playground. Mr. Wheeler responded that they had one to put out there.

Mr. Walden commented on the commemorative brick for Veterans Park project.

Mr. Oliver opened the public comment period. A resident commented on the condition of the fields and the access by non-residents.

FOURTEENTH ORDER OF BUSINESS Financial Statements**A. Balance Sheet as of July 31, 2023 and Statement of Revenue & Expenditures for the
Period Ending July 31, 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.

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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.

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

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – October 9, 2023 at 6:00 p.m. @ Bartram Springs Club Amenity Center

Mr. Oliver stated the next meeting will be on October 9, 2023 at 6:00 p.m. at the Bartram Springs Club Amenity Center.

SIXTEENTH 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

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Chairman/Vice Chairman