

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, October 9, 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 <i>by phone</i>	District Counsel, Kutak Rock
Sue O’Lear	Bartram Club Manager
Winslow Wheeler	Operations Manager
Stephanie Taylor	Vesta Assistant Manager
Jay King	Vesta
Bruno Perez	VerdeGo
Bryan Wackes	VerdeGo
Paul Lukert	VerdeGo

The following is a summary of the actions taken at the October 9, 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 6:00 p.m. and called the roll. Five Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver opened the audience comment period.

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Resident John Bloom (6177 Lowmoor Way) was present on behalf of the non-profit Bartram Springs Barracudas swim team asked if the Board had any contract feedback or changes requested by the Board or Vesta. He also stated that they would like to see the contract in place so they could set their registration at the beginning of the new year. Ms. O'Lear noted that in the past any changes the Barracudas wanted to make, they submitted it, and they added it to the agenda for Board discussion. Then, they would have the Board come prepared with any points that they want to evaluate or make decisions on. She explained that if they liked the agreement as is, then the next step was to circulate the agreement among the Board, and they come to the next meeting prepared to discuss anything they may want to change. Ms. Reynolds made some recommendations to consider for the contract. She stated that before they bring the contract forward to them, the Board should consider that the swim team takes \$5 per swimmer, per season and there is no difference in the residents versus the non-residents fees. She also commented on the space being used. Mr. Nierengarten suggested that it would be helpful to have an idea of the schedule.

Resident Dana Davis (6367 Crab Creek) noted concern of the extreme heat in the summer at the playground. She stated that the slides measured 132.1 degrees. She asked for the Boards consideration of getting a shade structure for the park. Mr. Walden responded that they had investigated getting a shade structure for the park and they were working on it now. Brief discussion ensued on possible shade structure options. The Board thanked Ms. Dana Davis for her input and they agreed with her concerns.

THIRD ORDER OF BUSINESS**Approval of the Minutes of the September 11, 2023 Meeting**

Mr. Oliver stated the next item was approval of the minutes of the September 11, 2023 meeting. Mr. Oliver asked for any comments, corrections, or changes to the minutes. The Board had no changes to the minutes.

On MOTION by Ms. McKinney, seconded by Mr. Walden, with all in favor, the Minutes of the September 11, 2023 meeting, were approved.

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FOURTH ORDER OF BUSINESS**Consideration of Proposals****A. ATV / Utility Cart**

Mr. Wheeler presented the proposals for the ATV/Utility Cart. He explained that he and Mr. Nierengarten worked together on this, and they were at a point where they were ready to purchase if the Board decides to do so. He noted that everything in the bill of sale was settled, and it would be street ready and street worthy. Mr. Nierengarten stated that a vehicle was needed to accomplish the functions of the dog station, the volleyball sand, and other miscellaneous things. He explained that the vehicle, the upkeep of the vehicle, the registration, the insurance was not necessarily things that they needed to be involved in, so he suggested that they provide an amount of money either given all upfront or over a period of years for the vehicle and then a monthly stipend for the costs of maintaining and upkeeping the vehicle. Then, Vesta can choose with that money that they allocate to pick whatever vehicle they want and whatever insurance they want. He further explained that he was thinking either a lump sum or a structured payment for a vehicle in the value that the Board thinks the community needs. Then, with that money Vesta decides what vehicle they want, they manage the vehicle, they manage the training for the individuals driving the vehicle, they make sure whoever drives it has a driver's licenses, they make sure its road worthy, etc. He noted that it was a necessary thing for the operations of Vesta, but not necessarily for the CDD to manage. He stated that it would be a Bartram Springs dedicated vehicle but managed by Vesta.

Mr. Walden commented that this was a Vesta issue, and he didn't feel like the CDD should be involved in it. Mr. King responded that he understood Mr. Walden's point. He also provided a few analogies to better explain the situation. After further Board and staff discussion, Ms. Young stated that no matter which way it goes, they will be paying for the ATV/utility cart and the maintenance. She also stated that if Vesta buys it, the CDD will have to reimburse them, and it will be Vesta's vehicle, not the CDD's vehicle. She noted that the ATV would be coming out of the CDD's pocket for a Vesta employee to utilize. She pointed out that Vesta didn't value their employees to the extent that they can't provide the resources for their employees to have so they won't have to use their personal vehicles. She further explained at this point, she didn't think the CDD should purchase the ATV/utility cart. Ms. Reynolds asked why now was this ATV/utility cart so important to have. Mr. Wheeler stated that when he first got there, he asked about it and it wasn't an option. He explained that the ATV would make it easier and would help the community in general. Ms. Reynolds clarified that a Vesta employee did have something on the back of his

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vehicle that was for picking up trash from the stations and the trash wasn't going inside his personal vehicle. She suggested that a \$2,000 golf cart would accomplish the exact same thing and she would be willing to say yes to that, but if they were to vote on this proposal that was presented now, she would say no.

Ms. McKinney stated that she personally felt that it was super irresponsible for the CDD to allow Vesta to use their personal vehicle in such a manner and not provide something. She further explained that it was necessary for them to provide something, and she personally wants something that makes their community look nice and not get something that looked cheap like a golf cart. She noted that it would be an investment. Mr. Nierengarten read over the facility and grounds maintenance policy. Mr. King clarified that Vesta didn't provide any of their own equipment. Ms. Young stated that this was out of their scope and this situation should be between Mr. Wheeler and Vesta. Mr. Walden stated that he was turning this back over to Vesta because the Board was not interested. He felt that the money would be better spent toward a shade structure for the playground. He thanked them for their proposal, but he also felt that this situation should be between Mr. Wheeler and Vesta. Ms. McKinney asked when they would be able to renegotiate the Vesta contract. Mr. King responded that it would be in the next budget season, typically in the early spring for maintenance decisions. After Board discussion, it was decided to defer purchasing an ATV/utility cart until the Fiscal Year 2025 budget process.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, Deferring to Purchase ATV/Utility Cart until the Fiscal Year 2025 Budget Process, was approved 5-0.

VerdeGo presented results of the detailed property evaluation/inspection. Board and staff discussion ensued on the detailed property inspection results and what was needed in the future. The Board thanked VerdeGo for being there and presenting the results of the report.

B. Night Swim Lighting Repairs

Mr. Wheeler presented the night swim lighting repairs proposals to the Board. He noted that they were very fortunate to get the lights repaired for the two shoebox lights, which were replaced under warranty, and it saved them \$1,000. The Board and staff discussed the night swim lighting repairs, the different options available, and making sure they meet the lumen requirements.

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Mr. King stated that Vesta would do further research on what the best approach would be. Mr. Wheeler presented the proposal from Dobson Electric to repair the night swim lighting for a total of \$5,430, which the Board agreed with.

On MOTION by Ms. Reynolds, seconded by Mr. Walden, with all in favor, the Proposal from Dobson Electric to Repair the Night Swim Lighting Repairs Totaling \$5,430, was approved.

C. Veteran’s Park Awning and Fabrication

Mr. Wheeler presented the Veteran’s Park awning and fabrication proposals. The options of raising the awning or just replacing the shade was discussed by Board and staff. Different awning options were discussed by the Board. After Board discussion, it was decided to first seek to patch or repair the awning. If the first option was not possible, it was decided to contact Thompson Awning at a not to exceed cost of \$12,000 and hopefully negotiate a lower cost.

On MOTION by Ms. Young, seconded by Mr. Walden, with all in favor, First Seeking a Patch or Repair the Awning, and if not possible, Contact Thompson Awning at a Not to Exceed Cost of \$12,000 and Hopefully Negotiate a Lower Cost, was approved.

D. Rust and Copper Stain Removal

Mr. Wheeler presented the rust and copper stain removal proposals. The Board and staff discussed the different stain removal methods that the different proposal companies use. The Board agreed and approved the Big Z proposal for \$3,712.50.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Proposal from Big Z for Rust and Copper Stain Removal for \$3,712.50, was approved.

FIFTH 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 stated that they ended their fiscal year on September 30th. He noted that in the agenda package for the November meeting will be the end of the year financials.

D. General Manager – Report

Ms. O’Lear reviewed her General Manager Report. She noted that she included in her report the events recap of the previous fiscal year. Ms. Taylor handed out two pages of the 2022/2023 events as well as a projection of the 2023/2024. She explained that the biggest issue that they were running into was that the vendors were getting more and more expensive as they go. She stated that her goal was to bring down the amount that they spend compared to last years. She further explained that one of the things that she did was that she added more expected expenses into their bigger programs and decrease the amount that she was putting toward the Fourth of July event, Mother’s Day event, Father’s Day event, etc. She continued discussing the Fiscal Year 2024 special events and budget.

Ms. O’Lear updated the Board on the rental staffing update stating that since the last report, they staffed 7 of 8 pool deck gazebo parties, returning one staffing fee for the party on 9/30. She noted that all 11 Social Hall parties were staffed, and they returned all security deposit checks without issue. Next, Ms. O’Lear reviewed the Badge System Audit process stating that they decided to add a step this year in terms of updating the photos. She noted that this year as part of the audit process, they will be sending a call to residents to come to the Amenity Center to update their photos. Following that, Ms. O’Lear gave a supervisor visit update stating that Supervisor Reynolds stopped by the front office several times this month and on Thursday September 28, she went into the office to speak with and observe staff. It was noted that following Ms. Reynolds visit, Ms. O’Lear reached out to the remaining Supervisors inviting them to do the same. The next item Ms. O’Lear reviewed was the overnight parking update, the current policy and her recommendations. This item was briefly discussed by Board and staff. Next, she included in her report the strikes and suspension update with one suspension being lifted and one suspension that was still active. She noted that she had a meeting today with the parents of the children involved in the Fourth of July incident and they will have a full restitution payment made by October 18, 2023, at the latest. Ms. O’Lear reviewed the QR Code Survey update and the feedback results. The next item reviewed by Ms. O’Lear was a policy update for personal training in the gym. The

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current policy states, “Use of personal trainers is not permitted in the Fitness Center.” It was noted that in 2021 the Board allowed the opportunity to allow personal trainers who met all fitness vendor requirements and who had a revenue share agreement on file. In 2023, the Board allowed Ms. O’Lear to make certain exceptions to the policy in the case of medical necessity with the creation of a waiver policy to this rule for residents training under a doctor’s advice. She explained that residents bring personal trainers into the fitness center almost daily and it oftentimes happens in the early morning hours before they have staff to monitor gym activity, but sometimes it happens during the day and staff was faced with interrupting the gym session, discussing the policy, and asking the trainer to leave. Resident Kristina Johnson hired a personal trainer to work with her in the Fitness Center and she was requesting the Board to amend the policy and allow personal trainers in the fitness center. She explained that in speaking with Mr. Nierengarten about this policy, he suggested that if a resident brought in a trainer as a guest and the trainer wasn’t soliciting other clients, it wouldn’t count as a “program” requiring an agreement to be in place. After Board discussion, it was decided to think more on this item and leave the policy in place for now and table it until the next time. The manager on duty/manager on call system instituted last spring was explained by Ms. O’Lear and it was noted that they had received positive feedback from residents who had reached out directly when the situation warranted. Ms. O’Lear’s last item reviewed was the programming revenue update.

E. Operation Manager – Report

Mr. Wheeler presented his Operation Manager Report to the Board. He stated that the lap pool submerged light repairs were completed by Epic Pools and the invoice was being processed. He noted that the slide tower structural integrity review was done, and their report will be available within a couple of weeks. He explained that the basketball court resurfacing will be done in November. He gave an update for the JEA substations cleanups stating that he was going to follow up with the vendor to see how much was done. He pointed out that the tree was under warranty. He presented a pamphlet for the new roofing for the Amenity Center.

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SIXTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Mr. Nierengarten asked if they could do orange for October for the light in the front. Mr. Wheeler responded yes. He also asked when the 10% revenue share would kick in for the third-party vendors. Ms. O’Lear and Mr. King responded that it would be in January.

Ms. Reynolds pointed out that the women’s restrooms at Veterans Park was out of soap and the men’s restroom hand-dryer was not working. She asked if there was any way they could turn on the bottle filler water station at Veteran’s Park. She discussed the staffing at the office during planned CDD events. She recommended having staff older than 18 years of age for the CDD events specifically.

Ms. McKinney stated that just having someone part time at the office to make sure the doors are open and closed would be sufficient and they shouldn’t need someone 18 years or older than 18 years. She explained that it would be a wise decision to make sure they have someone onsite during an event. She stated that it was important that they set a good example as Board members and residents. Mr. Wheeler asked if they could go ahead and have the tree removed. Ms. McKinney responded to go ahead and remove it because it looked awful.

Mr. Walden told the Board to not lose focus. He pointed out two things for the Board, strategic support and operations support. He further explained the strategic support and operations support. He recommended having two meetings a month to shorten the meeting times and to help split up the information presented by staff and Board. His last comment was that he was confident in what the staff does with their policy and procedures.

Ms. Young commented on the recommendation to have two monthly Board meetings a month stating that it was a good idea. She also recommended that they have one in the morning and one in the evening. Ms. Walden recommended that the Board digest this suggestion and bring it back to the next Board meeting for further discussion.

Ms. Reynolds wanted to motion now that they were done with their fiscal year, to put out an RFP for property management services for all the proposals to be in prior to the December meeting to be reviewed.

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On MOTION by Ms. Reynolds, seconded by Ms. Young, with Ms. Reynolds, Ms. Young and Mr. Nierengarten in favor and Ms. McKinney and Mr. Walden opposed, Initiating RFP Process for On-Site Staffing Services, was approved 3-2.

It was noted that the first step was development of scope of services for Board review at the November meeting. Board discussion ensued on the property management services. Mr. Walden stated that he wanted to see more strategical support than operational support because if they do operational support, they miss out on the bigger picture.

A resident commented on speeding. Ms. Reynolds stated that as a Board they could ask them to change the speed limit on some of the smaller streets. She stated that for any type of actual measures, they would have to ask their local leaders and city council members. She noted that they were adding a crosswalk. She recommended that the community reach out to their local leaders and city council members about this issue. The Board thanked the resident for her input.

SEVENTH ORDER OF BUSINESS Financial Statements

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

Mr. Oliver reviewed the financial statements. A copy of the financials was included in the agenda package. The capital reserve balance is \$243,000.

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.

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

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EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting – November 13, 2023
at 8:30 a.m. @ Bartram Springs Club
Amenity Center**

Mr. Oliver stated the next meeting will be on November 13, 2023 at 8:30 a.m. at the Bartram Springs Club Amenity Center.

NINTH 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