

BARTRAM SPRINGS
Community Development District

April 22, 2024

AGENDA

Bartram Springs Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.BartramSpringsCDD.com

April 15, 2024

Board of Supervisors
Bartram Springs Community Development District

Dear Board Members:

The Meeting of Bartram Springs Community Development District is scheduled for **Monday, April 22, 2024 at 8:30 a.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Update Regarding Transition Matters
- IV. Review of First Draft of Resident Survey Regarding Use and Design of Small Room Adjacent to Social Hall (*will be sent under separate cover*)
- V. Discussion of Fiscal Year 2024/2025 Budget Process (budget adoption in July 2024)
- VI. Consideration of VerdeGo Proposals
- VII. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager
 - D. Amenity Management & Field Operations - Report

VIII. Supervisor's Request and Audience Comments

IX. Next Scheduled Meeting – May 13, 2024 at 6:00 p.m. @ Bartram Springs Club
Amenity Center

X. Adjournment

SIXTH ORDER OF BUSINESS



PROPOSAL

Mailing Address

GMS
475 West Town Place, Suite 114
St Augustine, FL 32092

Job Address

Bartram Springs CDD
14530 Cherry lake Dr. E
Jacksonville, FL 32258

Date: April 10, 2024
Opportunity#: 15577

Phone: St Augustine

Job Summary:

To install a pond fill on the entry side pond by race track road.

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
1.00	3 inch slip fix	Ea	\$82.64	\$82.64
1.00	3 inch Tee	Ea	\$24.48	\$24.48
1.00	3 x 2 reducer	Ea	\$8.25	\$8.25
2.00	2 inch male adpt	Ea	\$3.03	\$6.05
2.00	2 inch- 45	Ea	\$5.64	\$11.28
4.00	2 inch 90	Ea	\$5.64	\$22.55
60.00	2 inch pvc	Ea	\$4.40	\$264.00
1.00	VP 10 valve box	Ea	\$25.30	\$25.30
1.00	RB PGA	Ea	\$239.25	\$239.25
1.00	node	Ea	\$302.50	\$302.50
16.00	Irrigation Labor	Hr	\$65.00	\$1,040.00
Landscape Enhancement Total				\$2,026.30

Proposal Total: \$2,026.30

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



PROPOSAL

ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____
William Vaughn
Date 4/10/2024

VerdeGo

By _____
Date _____
GMS

Mailing Address

GMS
475 West Town Place, Suite 114
St Augustine, FL 32092

Job Address

Bartram Springs CDD
14530 Cherry lake Dr. E
Jacksonville, FL 32258

Date: April 05, 2024

Phone: St Augustine

Opportunity#: 15593

Job Summary:

Amenity Center Parking Lot:

- Remove about 60 linear feet of Viburnum hedge starting at stop sign and going towards/up to the light pole and haul away the debris.
- Fill holes with soil and rake the bed flat.
- Install Brown Mulch or come up with another plant option that stays low to allow visibility of oncoming vehicles such as Liriope, Ferns, Confederate Jasmine, dwarf Podocarpus, dwarf Holly, ornamental grasses etc. (to be discussed and proposed separately)
- *We will work cautiously but are not responsible for tire marks or ruts caused to sod area during removal process



Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
16.00	Labor and Prep	Hr	\$48.00	\$768.00
0.75	Disposal Fee	Ea	\$100.00	\$75.00
1.00	Top Soil	CY	\$100.00	\$100.00
25.00	Brown Mulch 2 cu. ft.	Ea	\$10.70	\$267.44
Landscape Enhancement Total				\$1,210.44



PROPOSAL

Proposal Total: \$1,210.44

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____
Bryan Wackes
Date 4/5/2024
VerdeGo

By _____
Date _____
GMS



Mailing Address

GMS
475 West Town Place, Suite 114
St Augustine, FL 32092

Job Address

Bartram Springs CDD
14530 Cherry lake Dr. E
Jacksonville, FL 32258

Date: April 05, 2024

Phone: St Augustine

Opportunity#: 15592

Job Summary:

Exit to Amenity Center:

- Remove about 125 linear feet of Viburnum hedge starting at stop sign and going towards the playground (stopping at the 2nd Oak Tree in the swale) and haul away the debris.
- Fill holes with soil and rake the bed flat.
- Install Brown Mulch or come up with another plant option that stays low to allow visibility of oncoming vehicles such as Liriope, Ferns, Confederate Jasmine, dwarf Podocarpus, dwarf Holly, ornamental grasses etc. (to be discussed and proposed separately)
- *We will work cautiously but are not responsible for tire marks or ruts caused to sod area during removal process





Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
35.00	Labor and Prep	Hr	\$48.00	\$1,680.00
1.50	Disposal Fee	Ea	\$100.00	\$150.00
2.00	Top Soil	CY	\$100.00	\$200.00
55.00	Brown Mulch 2 cu. ft.	Ea	\$10.70	\$588.36
Landscape Enhancement Total				\$2,618.36



PROPOSAL

Proposal Total: \$2,618.36

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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By _____
Bryan Wackes
Date 4/5/2024

VerdeGo

By _____
Date _____
GMS

Mailing Address

GMS
475 West Town Place, Suite 114
St Augustine, FL 32092

Job Address

Bartram Springs CDD
14530 Cherry lake Dr. E
Jacksonville, FL 32258

Date: April 05, 2024

Phone: St Augustine

Opportunity#: 15591

Job Summary:

Entrance to Amenity Center:

- Remove about 135 linear feet of Viburnum hedge starting at stop sign and going towards the tennis court (stopping at the 2nd Oak Tree in the swale) and haul away the debris.
- Fill holes with soil and rake the bed flat.
- Install Brown Mulch or come up with another plant option that stays low to allow visibility of oncoming vehicles such as Liriope, Ferns, Confederate Jasmine, dwarf Podocarpus, dwarf Holly, ornamental grasses etc. (to be discussed and proposed separately)
- *We will work cautiously but are not responsible for tire marks or ruts caused to sod area during removal process





PROPOSAL

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
36.00	Labor and Prep	Hr	\$48.00	\$1,728.00
1.50	Disposal Fee	Ea	\$100.00	\$150.00
2.00	Top Soil	CY	\$100.00	\$200.00
60.00	Brown Mulch 2 cu. ft.	Ea	\$10.70	\$641.85
Landscape Enhancement Total				\$2,719.85

Proposal Total: \$2,719.85

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.

ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____
 Bryan Wackes
 Date 4/5/2024

 VerdeGo

By _____

 Date _____

 GMS

SEVENTH ORDER OF BUSINESS

D.

4/22/2024

Bartram Springs

Community Development District

Amenity Management & Field Operations Report



Terry Glynn

GENERAL MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

Leah Tincher

AMENITY MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

Rich Whetsel

FIELD OPERATIONS MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

Bartram Springs
Community Development District

Amenity Management & Field Operations Report

April 22, 2024

To: Board of Supervisors

From: Terry Glynn
General Manager

Leah Tincher
Amenity Manager

Rich Whetsel
Field Operations Manager

RE: Bartram Springs Amenity Management & Field Operations Report

The following is a summary of items related to the Amenity Management, Field Operations & Maintenance of Bartram Springs CDD.

Special Events

- GMS looks forward to working with the Bartram Springs CDD Board of Supervisors and residents of the community on hosting events desired in this district
- Past Events:
 - March 15th – GMS Welcome Event 4-6pm
 - March 17th – The Lucky 5K Run 8:30am
 - March 23rd – Summer Camp Counselor Job Fair 10am-12pm
 - March 23rd – Pickleball Clinic 1-3pm
 - March 30th – Spring Fling 12-3pm
- Upcoming Events:
 - Chick-Fil-A Truck Every Second Tuesday Night Monthly
 - April 26th- Kids Activity Night
 - April 27th 8am-2pm - Community Garage Sale
 - Food Trucks – Every Friday Night 5-8pm
- Resident Suggestions:
 - Kids Camp – Spring & Winter Break

Communication

- Email blast updates will be sent out regularly to the community – Bartramspringsmanager@gmsnf.com
- Weekend Updates will be sent out each Friday
- Food trucks will be announced weekly
- New Amenity Website: thebartramclub.com
 - Amenities tab on CDD website

Bartram Springs
PRESENTS

FRIDAY
APRIL 19 | 7:30PM

MOVIE NIGHT

FEATURED MOVIE
The Super Mario Bros Movie

www.thebartramclub.com

Made with PosterMyWall.com

Bartram Springs

**KIDS
ACTIVITY
NIGHT**

Friday, April 26th 5-9pm

@Amenity Center

- \$10 PER CHILD
- REGISTRATION REQUIRED
- AGES 5-12
- BINGO
- PATIO GAMES
- PIZZA, JUICE, POPCORN

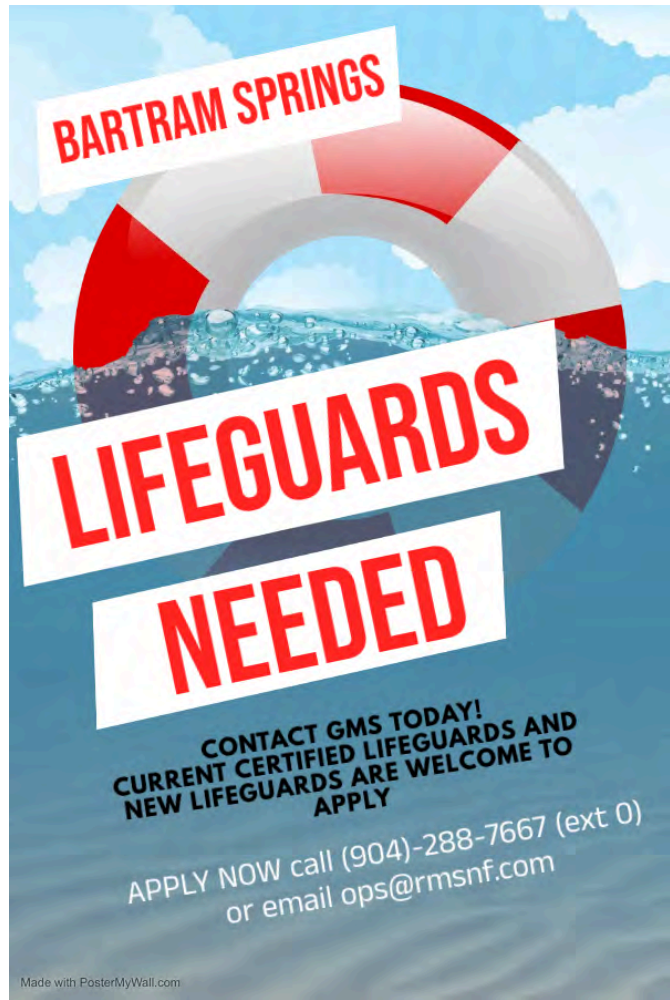
Made with PosterMyWall.com

**Community
Garage Sale**

April 27TH
8 AM - 2 PM

Email
Bartramspringsmanager@gmsnf.com

with your address if participating



Summer Camp 2024:

- 53 Resident children registered for camp so far
- Approaching capacity for all weeks
- Camp Counselor orientation and training scheduled for first week of June

Lifeguards 2024:

- 9 lifeguards hired so far
- Lifeguards on duty and slide open Friday-Sunday until end of May

	Jun 10 -14	Jun 17-21	Jun 24-28	Jul 1-3	Jul 8-12	Jul 15-19	Jul 22-26	Jul 29-Aug 2	Aug 5-9	
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	
Prior	11	15	18	14	13	14	18	14	13	
New	19	20	21	12	18	20	16	18	17	
Total	30	35	39	26	31	34	34	32	30	

Completed Projects



- Veterans Park
 - Completed installing mulch on exposed tree roots posing a tripping hazard
 - Formerly buried drain was uncovered
 - Swale is being monitored for potential regrading



Completed Projects



- East Pond
 - Stanchion for well pump controls repaired and resecured equipment
 - Well cage to be constructed
 - Damage prevention measures to be discussed

Completed Projects

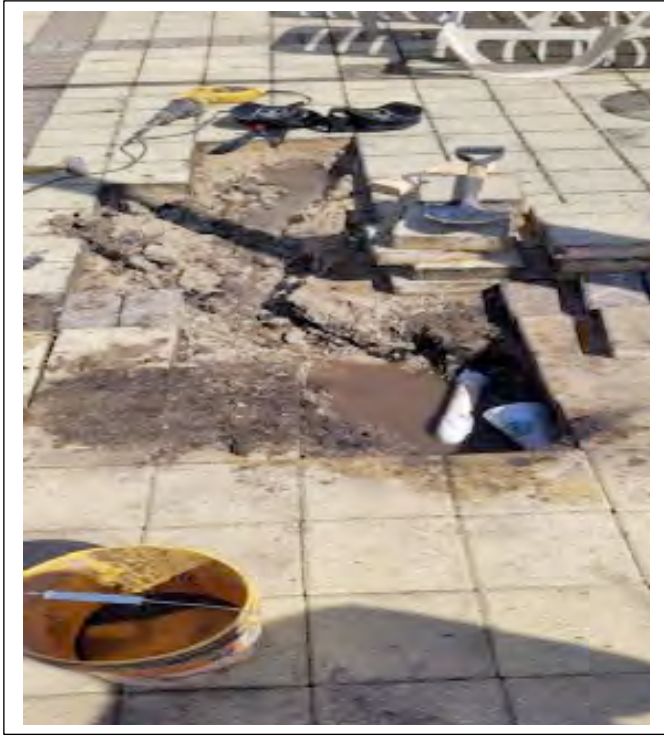


- Amenity Center
 - A hole in the amenity center patio ceiling was repaired (contractor mistake prior to GMS start date)



- Amenity Center Irrigation Clock
 - Module failure and replacement completed by Verdego

Completed Projects



- Pool Deck
 - A water leak that was identified under the pool deck pavers has been repaired
 - Paver repair handled in house by Larry
 - Pool showers and water fountain were temporarily shut down during repair

In Progress Projects



- A \$9,390 deposit was paid to Shade America, Inc. on 1/5/24 for the install of shade sail at the amenity center playground (Prior to GMS awarded management contract)
- Shade America, Inc. was contacted and scheduled to meet with GMS week of 3/25 to discuss install and did not show and has not returned phone calls

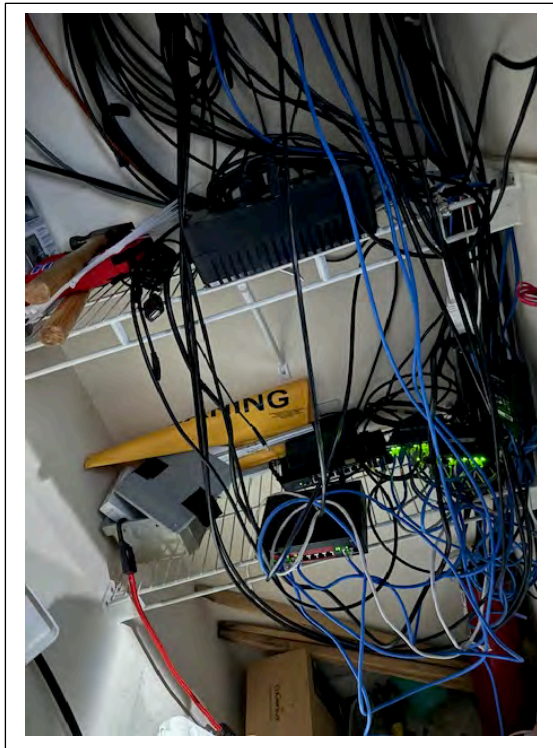
In Progress Projects



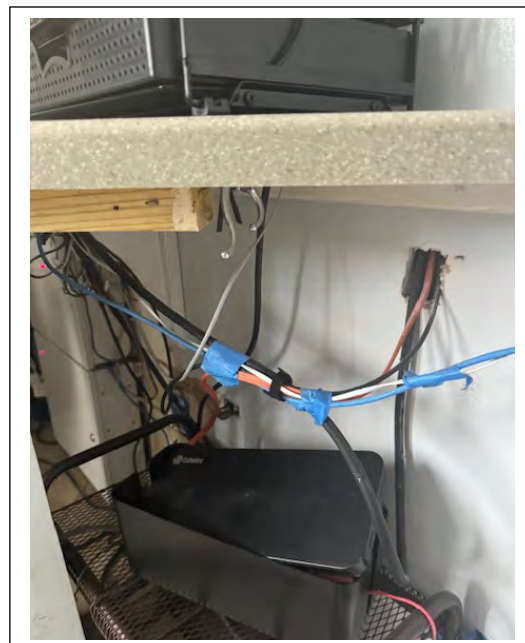
- Veterans Park
 - Dead tree in Veterans Park parking lot to be removed
 - Broken benches at Veterans Park to be replaced and repaired
 - Louvered vents to be added to bathroom doors at Veterans Park to improve smell
 - Water fountain at Veterans Park to be repaired



In Progress Projects



- GMS is working with Security 101 to update the access system in order to secure the Veterans Park bathrooms
- Security 101 will also be cleaning up all exposed wiring in the front office, including security camera closet



Conclusion

For any questions or comments regarding the above information please contact:

Terry Glynn, General Manager
TGlynn@gmsnf.com

Leah Tincher, Amenity Manager
LTincher@gmsnf.com

Rich Whetsel, Field Operations Manager
Rwhetsel@gmsnf.com

