

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, December 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 <i>by phone</i>	Chairman
Derri Lassiter Young	Vice Chairperson
Stephanie McKinney <i>joined in progress</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	General Manager
Stephanie Taylor	Vesta Assistant Manager
Winslow Wheeler	Operations Manager
Jay King	Vesta
Brian Wackes	VerdeGo
Paul Lukert	VerdeGo
Keith Dobson	Dobson Electric

The following is a summary of the actions taken at the December 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. 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. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 13, 2023 Meeting

Mr. Oliver stated the next item was approval of the minutes of the November 13, 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. Young, seconded by Ms. Reynolds, with all in favor, the Minutes of the November 13, 2023 meeting, were approved.

FOURTH ORDER OF BUSINESS

VerdeGo Update

Mr. Wheeler explained that Mr. Brian Wackes took a great amount of time to improve their monthly reports. He introduced the new inspection report. Ms. Reynolds commented that this inspection report was very helpful, and she appreciated it. She also noted that it gives good feedback to the community as well.

Mr. Brian Wackes provided an update of the landscaping report, which included the winter flowers rotation.

FIFTH ORDER OF BUSINESS

Consideration of Renewal of Barracudas Swim Team Agreement

Mr. Nierengarten had nothing to report regarding the renewal of Barracudas swim team agreement. He noted that he reached out to the Barracudas multiple times, and he didn't get a response. At the November meeting, the Board proposed a change in fee structure will include an additional \$5 for non-resident swim team members.

SIXTH ORDER OF BUSINESS

Consideration of Qualifications of Engineering Firms

Mr. Oliver stated that the Board authorized staff to issue of Request for Qualifications (RFQ) for Engineering firms. He explained that this process is required by the Competitive

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Consultant Negotiations Act (CCNA). He noted that they received six qualifications and all six were qualified. He pointed out that the deadline was on December 8 at 12:00 p.m.

**Supervisor Stephanie McKinney joined the meeting.*

Ms. Reynolds clarified that they will need the engineer if they move forward with any type of neighborhood assessment for speed humps, etc. She added that they would also need the engineer in front of the neighborhood to work with St. Johns County if they are putting in the 7-Eleven at the front of their neighborhood. After Board discussion, it was decided to rank the firms on January 8.

SEVENTH ORDER OF BUSINESS

Update Regarding Requests for Proposals (RFP) at January meeting

A. Landscape Maintenance

Mr. Oliver noted that he contacted ten different firms. He will send the Board a list of the firms as well as the RFP. Ms. Young asked about getting the date and time on the calendar so everyone can make arrangements to make sure they are at the special meeting for the landscape RFPs. She added that the notice must be sent out as well. After Board discussion, it was decided to have the February 12 meeting 6:00 p.m. and the January 8 meeting at 8:30 a.m.

On MOTION by Ms. Young, seconded by Mr. Walden, with Mr. Walden, Ms. Young, Ms. McKinney, Mr. Nierengarten in favor and Mr. Reynolds opposed, to Move the January Meeting to 8:30 a.m. and the February Meeting to 6:00 p.m., was approved 4-1.

Mr. Oliver stated that they would have the regular meeting on January 8, 2024 at 8:30 a.m. and suggested a special meeting two weeks after that date to deal with the scoring of proposals. He asked for any Board member recommendations for meeting dates. After discussion, it was decided to have the special meeting on January 22, 2024 at 8:30 a.m.

On MOTION by Ms. Young, seconded by Mr. Walden, with Mr. Walden, Ms. Young, Ms. McKinney in favor and Mr. Nierengarten and Ms. Reynolds opposed, to have the Landscape Special Meeting on January 22, 2024 at 8:30 a.m., was approved 3-2.

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Mr. Oliver noted that the deadline for proposals is January 4, 2024 at 10:00 a.m. He also noted that the proposals would be discussed on January 8, 2024 and ranked at the January 22, 2024 special meeting.

B. On-Site Staffing (amenities/property operation management)

The amenity RFP was discussed by Board and staff. Mr. Haber informed the firms that already received the RFP documents. He noted that if the Board had any other company that they would like him to send it to, he was happy to do that. He pointed out that this process was different than the landscape maintenance RFP in that it's not a formal RFP. The biggest distinction is that proposers don't have protest rights. He reminded the Board that once they get the proposals, if they go to different communities and look at their examples of work, they should not communicate or answer any questions with any of the proposers who submitted proposals for the amenity RFP because they are to rank those only on the four corners of the proposals as well as they can look at references and other projects on which they worked. He was happy to answer any questions. He added that if anyone would like to be provided with a copy of the RFP package that was sent, they could provide that. Ms. Reynolds asked if Mr. Haber could send the RFP and the name of the companies that they sent it to for review. Mr. Haber responded that he would be happy to do that. Ms. Young asked if Mr. Haber could include the neighborhoods that the companies service. Mr. Haber agreed to do that as well. Mr. Oliver asked if the Board wanted to extend the proposals submittal deadline to January 17, 2024. The Board agreed.

EIGHTH ORDER OF BUSINESS

Review of Bartram Springs CDD Code of Conduct

Mr. Oliver asked if the Board had a chance to look at this item. Ms. McKinney noted that there was nothing included regarding social media, and she felt this needed to be addressed. The Board will consider any revisions at the next meeting including the language regarding use of social media.

NINTH ORDER OF BUSINESS

Consideration of Roofing Proposals

Mr. Wheeler presented the roofing proposals to the Board. He noted that there was a capital reserve budget of \$239,664. The financials were discussed. Ms. Reynolds asked about a timeline on this project. Mr. Wheeler responded that they have not provided a start date yet. Mr. Wheeler

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noted that he received the safety information from Mighty Dog and the others didn't provide it to him in a timely manner. He also noted that there was a color match for the roof. It was also noted that Mighty Dog has a better warranty compared to the other proposals. The warranty for Mighty Dog is a 35-year warranty. After discussion, it was decided to go with the recommended roofing proposal from Mighty Dog for \$69,500 and invest in the ISO flat roof.

On MOTION by Ms. Young, seconded by Ms. McKinney, with all in favor, the Mighty Dog Roofing Proposal for \$69,500 and the ISO Flat Roof, was approved.

Mr. Wheeler stated that he was going to try to get an estimated start time.

TENTH ORDER OF BUSINESS

Consideration of Transferring Excess Revenues (Series 2021 Bonds) to Capital Reserve Fund

Mr. Oliver informed the Board that they could transfer excess revenues to the Capital Reserve Fund.. After discussion of the excess revenues, decided to approve transfer of approximately \$58,000 from the Series 2021 revenue account to the capital reserve fund.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Transfer of Approximately \$58,000 from the Series 2021 Revenue Account to the Capital Reserve Fund, was approved.

ELEVENTH ORDER OF BUSINESS

Update Regarding Comcast Revenue

Mr. Oliver provided an update on the Comcast/Xfinity quarterly revenue sharing. He explained that they budgeted an annual revenue of \$20,000 and they received a \$5,666.52 payment, so they are tracking well with the budgeted revenues.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing to report to the Board.

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B. Engineer – No Report

There being no comments, the next item followed.

C. District Manager

Mr. Oliver had nothing to report to the Board.

D. General Manager – Report

Ms. O’Lear reviewed her General Manager report. She started with the Christmas decoration update which had a lot of positive feedback. Ms. Young noted some of the lights were out. Ms. O’Lear noted that staff made it through 42 of 72 pages so far. They have had 34 households update their photo in time to be part of the gift basket raffle. She stated that they may potentially bring up something under strikes/suspensions next month because they are investigating a private rental that took place on December 1, 2023, which included alcohol without the appropriate insurance and staffing in place. An update will be provided once the investigation is complete. She provided programming revenue to the Board.

E. Operation Manager – Report

Mr. Wheeler’s reviewed the Operation Manager report. He discussed the damage to the six bollards at the community entrance. Mr. Keith Dobson of Dobson Electric provided options to the Board to reconfigure remaining bollards. Discussion ensued on the options presented to the Board. Ms. Young asked how many feet the gap in the middle was if they do the three and three option. The response was that the overall gap would be about 43 feet. Ms. Young responded that was a big gap, so they would have to have something there. Ms. Reynolds noted that it would be helpful if they could see where the trees and landscaping were. Ms. Young stated that personally having that gap between them even if they put lighting on the palm trees, she didn’t think it would look good because the landscape in that area was not great. After discussion, it was decided to go with option three.

On MOTION by Ms. Young, seconded by Ms. McKinney, with all in favor, Assuming No Extreme Damage to Underground Electrical, Option Three with Not to Exceed \$15,000 and Delegating Authority to Supervisor Nierengarten to Work with Staff on the Project, was approved as amended.

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Mr. Wheeler discussed the repair or replacement of the air conditioning units in the gym. He noted that the unit was installed in 2017. Mr. King noted some possible options for the Board. Ms. Reynolds stated it would be helpful to know who installed the unit in 2017 and who has been maintaining it. Mr. Wheeler will investigate who installed and maintained the air conditioning units. It was noted that the warranty was for five years. Mr. King noted that they will get it checked to see if they can get an extended warranty option since it didn't last as long as they wanted it to. Mr. King stated that the staff recommended to have a not to exceed amount, so they can move forward with the repair. After discussion, it was decided to do a NTE cost of \$10,000 for the repair and to delegate authority to Ms. Reynolds to work with staff.

On MOTION by Ms. Young, seconded by Mr. Walden, with all in favor, a Not to Exceed Cost of \$10,000 for Repairs, was approved.

Mr. Wheeler reviewed the Amenity Center kids park shade structure project. He discussed different options available for the Board. The options presented included a shade cover, shade sail or shade hat. Different vendors options and pricing were also reviewed and discussed. After discussion, it was decided to go with the vendor, Shade America for the shade sail.

On MOTION by Ms. Young, seconded by Ms. McKinney, with all in favor, the Shade America Proposal for Shade Sail at a NTE cost of \$18,780, was approved.

Mr. Wheeler provided project updates to the Board. He noted that the red maple in the amenity park was replaced. He added that the Veterans Park awning replacement, the basketball court resurfacing, and the slide tower replacement of tower bolts were all in process. He reviewed the November facility walk through completed projects.

THIRTEENTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

Mr. Nierengarten asked about the fountain. Mr. Wheeler responded that he was following up with them today. He asked the Board for their opinions on red and green fountain lighting for the holidays. The Board agreed that red and green lighting would look great.

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Ms. McKinney asked how soon the kiddy sail could be installed. Mr. Wheeler responded that he didn't get an indication, but normally it's a two-to-four-week lead time. She also noted that the shade structure at the kiddy pool seemed excessive and she suggested a triangle sail or something that doesn't cover the entire area. She also commented on the parking there at the amenity center being a cluster.

Ms. Young commented on the key controls to limit access by non-staff. She suggested that the Board approve keys that would be given out to anyone outside of the Vesta staff. Ms. O'Lear offered to recollect the keys from non-staff. She explained that she obtained permission for the fitness instructor to have a key. Ms. Young requested that outside of Vesta staff and the keys that are in the office, the Barracudas or any instructor should not have a key to open all the doors. Ms. O'Lear agreed and will collect the keys from non-staff.

Ms. Reynolds thanked the staff for all the feedback and updates on the bollards. She commented on emergency notifications. She stated that she hopes they hold the individual responsible for the damage accountable and that restitution is paid in a timely manner. She commented on the irrigation system problems impacting Bartram Springs Boulevard. She suggested security cameras at the entrance for property damage.

Mr. Walden thanked the Board for what they have done.

FOURTEENTH ORDER OF BUSINESS Financial Statements

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

Mr. Oliver reviewed the financial statements. A copy of the financials was included in the agenda package. The capital reserve balance is \$235,437.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package. The District is 15% collected.

C. Approval of Check Register

Mr. Oliver presented the check register for review and approval.

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

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 8, 2024 at 6:00 p.m. @ Bartram Springs Club Amenity Center

Mr. Oliver stated the next meeting will be on January 8, 2024 at 8:30 a.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 Ms. Young, 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