

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, April 8, 2024 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
Darrin Mossing	GMS - President
Keith Nelson	GMS - COO
Debbie Smith	GMS - CPA
Alison Mossing	GMS -Director of Amenities
Terry Glynn	General Manager, Bartram Springs
Rich Whetsel	Operations Manager
Leah Tincher	Amenity Manager
Paul Lukert	VerdeGo
Bryan Wackes	VerdeGo

*The following is a summary of the actions taken at the April 8, 2024 Bartram Springs Community Development District 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 in person constituting a quorum. He stated that no decisions will be made about sports programming. Tonight they will be discussing the RFP documents.

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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 Minutes of the March 11, 2024 Meeting**

Mr. Oliver presented the meeting minutes from the March 11, 2024 Board of Supervisors meeting and asked for any comments, questions, or corrections. There was a revision to page 6 – item B second sentence, Ms. Young did not make the comment, it was Ms. Reynolds. Mr. Oliver noted that they would make that correction the minutes.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Minutes of the March 11, 2024 Board of Supervisors Meeting, were approved as amended.

**FOURTH ORDER OF BUSINESS**

**Landscape Update from VerdeGo**

Mr. Wackes noted the last flowers were recently installed. They repaired some irrigation issues that came up and noted that it is looking a little dry. He noted that they will have the irrigation checked and get it up and running, they will water as needed with additional run times if necessary. He is working with a mulch company to get that going in the next few weeks. Today crews are working around the pool area and the clubhouse is closed.

**FIFTH ORDER OF BUSINESS**

**Review of Draft Documents for Sports Programming RFP**

Mr. Oliver stated this process was started two meetings ago with a workshop to get input from various athletic programming companies. Their baseline was to make sure that all the programs were replicated that had been successfully going on. He wanted to make sure the residents would at least get everything they have been getting and at a reasonable price. Key points focusing on the sports provided such as flag football, soccer, and basketball. They do want a full range of sports programming throughout 12 months of the year. Proposals should be specific about age groups that are covered and discuss resident and nonresident fees clearly and in writing. Resident fees should be lower than nonresident fees and proposed mix between residents and nonresidents. Revenue sharing for the CDD is 10% across the board for their programs. Things for

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these companies to address include how will they take care of and maintain the fields between seasons, a personnel staffing plan including resumes, and meeting with key staff. The deadline for proposals is April 17<sup>th</sup> and the Board will consider proposals April 22<sup>nd</sup>. That could be pushed out a bit if the Board wants. Ms. Reynolds preferred to have a little longer time for the proposals to be submitted as well as proceeding with proposals and to thoroughly evaluate them.

Mr. Oliver noted they can always push meetings around so if they want to take a month for this process, that is fine. Mr. Nierengarten asked that it be explained how this process works. Mr. Oliver noted District Counsel was satisfied with this. This is an informal RFP but with evaluation criteria. This can be published in the newspaper. He noted the Board could approve this and authorize staff to issue the RFP. The proposal deadline is May 8<sup>th</sup>.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, the Draft Documents for Sports Programming RFP, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Code of Ethics**

Mr. Oliver stated that this document is all about treating others respectfully. He noted the board previously discussed how to incorporate respectful use of social media and electronic mail.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Code of Ethics, was approved.

#### **SEVENTH ORDER OF BUSINESS**

#### **Discussion Regarding Use and Design of Card Room (adjacent to Social Hall)**

Mr. Oliver noted they are looking for Board direction on what staff needs to. There was a survey conducted several weeks ago that was helpful. They want to know what the Board's different uses would be so they can give the public an idea of what they are considering. Mr. Walden noted initially the card room was a place where residents could go and relax, play cards, and be social. A couple of years ago they took the liberty to change the card room because the HOA wanted the card room. The Board decided there were too many loop holes to give the card room to the HOA so they gutted the card room and it became a yoga studio, but the Board never voted on that. He doesn't see the need for another physical fitness room as they already have a

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new gym and flex room for yoga. He noted GMS could relay some of things they want to see and the Board could take a vote on it. He suggested the card room go back to its original state.

- Resident (Randall) asked what happens to the ladies that do yoga through the week? This is the only place to do yoga since there is no privacy in the gym. Mickey is not happy due to no privacy with people walking in and out of the class.
- Resident stated that room was never used prior to yoga. The room can be used for yoga as well as other things. Ms. Young stated she understands people walk and in out of the flex room. One solution to that was a sign but the sign is gone. A concern is people disrupting the class but when the sign was up it did work. She noted since she has been on the Board they did agree for yoga temporarily to have classes in there, it wasn't supposed to be permanent. She asked for flexibility with the room. The card room space is first come first serve. She sees it as a multi-use room.
- Resident stated that the room can be set up as a card room and yoga room. Push the tables/chairs aside and do yoga.
- Resident commented that it was relayed to her that they would not be able to use that room for yoga at all if they turned it back into a card room. Ms. Young stated that information was erroneous. It has been on the agenda to be discussed for a couple of months and no decision has been made.
- Resident commented that she does yoga and feels it's the desire of the community to continue yoga services however they could achieve both and use it as a multiuse room.
- Resident commented that the room was an overflow room and could be used for the youth gatherings such as boy/girl scouts and ping pong table. It is a multipurpose room and should be used as such.
- Resident commented that it will be given to GMS. Mr. Walden clarified GMS has talked to him about partitioning the flex room. Mr. Oliver noted GMS has no preference at all. They will take direction from staff to gather information and bring it back to the Board. GMS executes what the Board and its residents want.

Ms. Young agreed with a sign-up sheet for the room but limit time slots to one hour. Ms. Reynolds stated they should make a motion to continue it as a flex space and allow yoga to continue for the record. Ms. Young doesn't see a purpose of having a survey because they should be able to vote on that. Mr. Nierengarten noted he feels like the residents have figured out how they are

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going to use the space and are using it. Mr. Oliver stated they talked about the Board using a survey to get input from all the residents.

On MOTION by Ms. Reynolds, seconded by Mr. Walden, with all in favor, Tabling Discussion Regarding Use and Design of Card Room adjacent to Social Hall, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Agreement with GMS for On-Site Amenities and Operations Management Services**

Mr. Haber stated this is similar to the agreement that his office drafts with independent contractors providing services to the CDD. He stated that largely the substance of the agreement is in exhibit A which details the scope of services to be provided by GMS but the agreement includes the provision that is commonly seen in the agreements that his office drafts including insurance requirements, 30-day termination with or without cause, and public record. To the extent that you are interested in seeing what the scope is, he directed them to exhibit A which was prepared by the contractor, reviewed by his office and attached to the agreement and made a part of the agreement to describe the services. He noted he would answer any questions regarding the agreement itself. Ms. Reynolds questioned section 26 custodian District Manager Daniel McLaughlin, if he was one of the agreed upon officers that they voted on. Mr. Oliver stated yes, he is with GMS.

*\*Mr. Nierengarten left the room at this time.*

On MOTION by Mr. Walden, seconded by Ms. Reynolds, with all in favor, the Agreement with GMS for On-Site Amenities and Operations Management Services, was approved 4-0.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber updated the Board on the accident with the bollards. Ms. Reynolds asked if there is an estimated timeframe for payment of the restitution. Mr. Haber suggested another 30-60 days to negotiate.

**B. Engineer**

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Mr. Oliver noted he spoke with District Engineer Alex Acree and he did not have anything to report.

### **C. District Manager**

Mr. Oliver reminded the qualification period for vacant seats will be from noon on June 10<sup>th</sup> through noon on June 14<sup>th</sup>. Anyone that plans to run for election should contact the Duval County Supervisor of Elections office.

### **D. Amenity Management & Field Operations**

Ms. Mossing presented the amenity management report (pages 27-31 of agenda package) which included special events and communications. She spoke about the lifeguard program and summer camp signups. They are working on getting agreements with the CDD for vendors such as swim school, dance classes, etc. to present to the Board. The access card system is fully operational. She noted the amenity website, TheBartramClub.com was launched/announced to the community on April 4<sup>th</sup>. Ms. Reynolds stated she would like GMS to do a resident survey on adult swim and asked for that to be sent out at the same time as the multipurpose room survey. Maintenance items included slide repair, pool deck pressure washing, and plantings at entrance of amenity center. Ms. Reynolds asked if the board up front has been updated with activities. Ms. Mossing noted that will be updated.

- A resident asked to move kids' night out back to Saturday as this Friday is food truck Friday/family night.
- A resident asked if there is a required number of lifeguards for the pool or a recommended amount. Ms. Mossing noted there has to be two lifeguards to open up the slide which is the requirement. They are aiming to staff more than two lifeguards on duty at all times. Five lifeguards on rotation on the weekends.
- Resident questioned staff about security. Ms. Mossing noted they are working with the security company. The issue is someone continues to vandalize the restrooms that blocks the sensor so it won't lock at night. Ms. Reynolds suggested additional security cameras around Veterans Park and viewing the security camera footage then holding whoever is vandalizing the bathrooms accountable.

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Mr. Flynn presented the Field Operations Report which included lighting issue/repair quote, bollard repair quote, vandalism at front of community, irrigation/repairs, pump station monitoring, pond issues and vendor options, lake management, water feature repair, pressure cleaning, landscape rehabbing, plantings, mulching, soil sampling, and pump surge protection/hot stops. He noted a cage is being installed over the existing well pump on the East side to stop vandalism. Mr. Walden asked that installation of the cage be expedited. Ms. Young asked if there is any way to find out who is vandalizing the property. Mr. Flynn stated it was before they took over so they don't have a police report for the incident. He feels it is someone who knew exactly what they were doing to the irrigation clock. He has met with a well vendor and is waiting on a proposal from Security 101. They have the cameras and ability, it's a matter of transmission from there to here. They are looking at having a combination of access card and camera vendor. Mr. Walden asked him to let the Board know if more cameras are needed. He is gathering proposals for amenity center landscaping at east and west entrances to clubhouse to fix line of sight issues as well as proposals from C Buss Enterprises for pressure washing. Ms. Lindsey noted the water filler and fountain at the playground in Veterans Park are leaking and asked to add that to the review list. The vendor removed the Smith Machine from the site at no cost. Mr. Walden asked about the amperage on the fountain being too low. Ms. McKinney stated it's the nozzles and they paid for the different nozzles so they should use them and colors.

- A resident commented on the front fountain. Mr. Flynn noted they are working on maintenance of that fountain and getting the pond up and running with the water feature going.
- A resident asked about a digital video recorder where the cameras are in addition to wireless - Mr. Flynn noted the security company is bringing him 2 or 3 different options that he will present to the Board to make a decision.
- A resident asked about a proposal for artificial turf versus resodding every 2-3 years/more cost effective? - Ms. Reynolds was told it would be several millions of dollars to do AstroTurf. Mr. Flynn noted by raising the fields, adding sand and aeration will help. Ms. Reynolds suggested doing a curb alert for recycling flowers with a timeline.

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

Ms. Reynolds commented on the transition and her appreciation of all that GMS is doing. She feels the Board should be provided with everyone's name, position, and email address to help the Board familiarize themselves with GMS. QR codes, see a problem/report a problem. Suggested posting the name of manager on duty at the front with their number in case of any issues with residents. She reached out to the City of Jacksonville about the flashing hot spot that is going in front of the school but she hasn't received a date on when the construction will begin. She altered disruption in the neighborhood with the traffic patterns.

Ms. Young commented that GMS has done a phenomenal job. She attended the open house that was packed. She has received positive feedback from residents who have kids on her street and she noted that she liked the information packet.

Ms. McKinney commented on getting GMS contact information and different amenities having different sports clinics.

Mr. Nierengarten commented the change has been positive.

Mr. Walden commented GMS came in with "feet on the pedal, keep them on the pedal." Spoke about teens and suggested parents bring their teenagers to the next meeting to let them tell the Board what they want. Ms. Reynolds noted there were several teenagers at the Easter Event.

- Resident commented on the lakes. Mr. Flynn noted the lake was retreated yesterday and it will be monitored.
- Resident commented on putting together events and PTA working with the Board.
- Resident commented during soccer or swim team events, people park on both sides of the street and residents can't get out. Mr. Flynn stated he will address it with the District Manager as to what their responsibilities are. Mr. Walden noted it is a public road.
- Resident noted that there are two veteran parking spots and asked for a handicap parking spot. Safety issues with motorized bikes, golf carts, and electric skate boards.
- Resident commented on collaboration with the HOA, put together a welcome to the neighborhood packet explaining what a CDD is and what an HOA is.
- Resident commented on condition of benches at Veterans Park. Mr. Whetsel noted a couple of benches can be repaired but some will be replaced. They are working on a proposal.



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- Resident commented on a bench in Veterans Park that is a hazard. Mr. Flynn noted it will be repaired.

**ELEVENTH ORDER OF BUSINESS                      Financial Statements**

**A. Balance Sheet as of February 29, 2024 and Statement of Revenue & Expenditures for the Period Ending February 29, 2024**

Mr. Oliver presented and reviewed the financial statements. A copy of the financials was included in the agenda package.

**B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package. He received an updated statement April 5<sup>th</sup> showing 98.58% collected.

**C. Approval of Check Register**

Mr. Oliver presented the check register for review. He offered to answer any questions.

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

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – April 22, 2024 at 8:30 a.m. @ Bartram Springs Club Amenity Center**

Mr. Oliver stated that next scheduled meeting will be April 22, 2024 at 8:30 a.m. at Bartram Spring Club Amenity Center.

**THIRTEENTH ORDER OF BUSINESS                      Adjournment**

Mr. Oliver asked for a motion to adjourn the meeting.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the meeting adjourned.

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*Jim Oliver*

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Secretary/Assistant Secretary

Bartram Springs Community Development District

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*Andrew Walden*

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Chairman/Vice Chairman