

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, June 10, 2024 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
Alison Mossing	GMS Director of Amenities
Terry Glynn	General Manager
Rich Whetsel	Operations Manager
Leah Tincher	Amenities Manager

*The following is a summary of the discussions and actions taken at the June 10, 2024 Bartram Springs Community Development District 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. All five Supervisors were in attendance in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver stated this morning the CDD has a special recognition. Ms. Mossing introduced Jordan McGovern to the Board and staff. Mr. Jordan McGovern was recognized by Chairman Walden as lifeguard of the month for May 2024 for his excellent service.

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Mr. Oliver opened the audience comment period.

Resident Risa (14590 Cherry Lake) commented her concern of the hedges being removed in front of her home because now headlights are beaming into her home from the parking lot. She explained that it should have been communicated that the hedges were going to be removed and why. She stated that it would have been nice that they were asked if it would be okay. Mr. Walden expressed his understanding of Ms. Risa’s concerns, and the Board and staff will try their best to accompany what is requested. Ms. Risa asked if they didn’t come to the meeting, how would they have found out that the bushes were going to be cut down. Ms. Young responded that she could find the information from the minutes, which are posted online. She also explained the reasons the Board considered removing the hedges. Ms. Risa appreciated the explanation. The Board thanked Ms. Risa for her comments.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 13, 2024 Meeting**

Mr. Oliver presented the meeting minutes from the May 13, 2024 Board of Supervisors meetings and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Minutes of the May 13, 2024 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Landscape Update from VerdeGo**

A VerdeGo update was provided to the Board. It was stated that they were finishing off mulching, they have various irrigation repairs going on, they have small items they are going to do as far as the trip hazards at the basketball court, and they are on top of the scheduling as far as mows, trims, etc. Mr. Walden asked VerdeGo to make the front entrance their main concern right now. It was noted that the pond level is back up to the regular level on the east pond. The flower rotation was discussed. Ms. Reynolds noted her concern with VerdeGo not being there because they are no longer doing twice a month meetings. She expressed that it’s important for VerdeGo to be there to provide the updates themselves once a month.

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**FIFTH ORDER OF BUSINESS****Consideration of Proposals for Sports Programming Options**

Mr. Oliver provided an overview of the process. He explained that back in February the Board considered RFPs for onsite services both amenity management and operations management. Shortly after that, they were informed by the previous company that because they no longer had the contract, they would no longer provide onsite athletic program, which was conducted by Amenity Athletics. Over the next couple of months, they negotiated back and forth to try to keep them on the grounds performing these services. Vesta decided there was an inability to insure those programs, so with that they decided not to provide those services anymore. Mr. Oliver explained that through discussions, the Board was able to reach an agreement with them to provide Spring soccer services so they could continue with that program and also buy some time as they approach the additional seasons so that in the future they can have soccer in the fall, flag football, and basketball. He further explained that with that, when they found out that they could not move forward with the previous company, they started the RFP process so the Board could consider proposals to bring in other companies. It was a lengthy process. They approved the RFP package and the scope of services at the April meeting. Then, when that was approved at the April meeting, they set the deadline for proposals for May 8<sup>th</sup> knowing that they would have the May 13<sup>th</sup> meeting. But originally they were going to try to expedite that process; however, they didn't want to sacrifice quality for the sake of time. With that, they reviewed as a Board the proposals at the May 13<sup>th</sup> meeting and then they brought those that submitted proposals back to their May 30<sup>th</sup> meeting so that they could get a very comprehensive presentations. Then, at the meeting on May 30<sup>th</sup> after the presentations, the Board made the decision to not rank the proposals that day to allow members of the public to have another opportunity to make a comment before the Board makes a decision. That is where they are at today. He stated that there is three proposals.

Before the Board shared their scoring, Mr. Oliver opened an audience comment period. One member of the public commented on the revenue share. Hearing no other audience member comments, Mr. Oliver turned it back over to the Board for discussion. The Board asked for comments from GMS. Ms. Mossing stated they were open to work with any vendor, and they have no issue working with Amenity Athletics. Mr. Glynn also stated they were willing to work with whomever the Board selects. He explained that they worked with Amenity Athletics for the Spring soccer, and it went relatively smooth. There were comments of concerns for the control over the field.

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The Board discussed their ranking of proposals. Ms. Reynolds suggested that for continuity purposes, they should continue with Amenity Athletics. She explained that Amenity Athletics have guaranteed the Board that they will be transparent, they have already shown the fact that the revenue share was messed up and they apologized at the last meeting. Ms. Young commented that the fields have been an issue for the residents, and they have continued to complain about the fields. She pointed out that Florida Prime actually has the ability to maintain their fields and Amenity Athletics does not. She also pointed out that Amenity Athletics has the power to cause their fields to be even worse because they utilize their fields for a lot of the other communities. She explained that Florida Prime can maintain their fields at their expense to make sure their fields stay safe for the children and parents. Ms. Reynolds noted that the fields were the Board's problem. Ms. McKinney stated she would love to continue with Amenity Athletics because they have a really great relationship with them. She also stated the other two can provide additional things that they haven't provided in the past. She noted it was a hard decision for her and she honestly couldn't choose between. Mr. Nierengarten stated the fields is an asset of the community and it should be their primary focus allowing residents to play whatever games and things they want to play on those fields safely. Discussion ensued on the proposals submitted for the sports programming. The Board continued discussion on the different proposal options. After discussion, Mr. Nierengarten stated he could get behind Amenity Athletics, with controls that they could build into the contract, so the Board has control, authority, the ability to cancel mid-season and refund the money to everyone in that season if they don't like it. Mr. Walden stated he can go with Amenity Athletics providing stipulations Mr. Nierengarten exhibited. Mr. Walden made a motion to provide Amenity Athletics one year with the restrictions Mr. Nierengarten put in place.

On MOTION by Mr. Walden, seconded by Ms. Reynolds, with Mr. Walden, Ms. Reynolds, Mr. Nierengarten, and Ms. McKinney in favor and Ms. Young opposed, Accepting Amenity Athletics for Sports Programming for One Year with Restrictions Mr. Nierengarten Exhibited, was approved 4-1.

Mr. Oliver noted he would work with Mr. Nierengarten and Mr. Haber to draft one-year contracts to include controls related to program management, accountability, impacts on sports field conditions, and revenue sharing reporting.

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Ms. Kenya Raichart, the coach for Atlantic Coast High School swim team, requested use of the pool for practices. They will be looking to utilize the pool from early August to the end of October. Their practices run Monday through Thursday 2:45 p.m. to 4:30 p.m. The Board accepted her request. The agreement will be prepared.

On MOTION by Ms. Reynolds, seconded by Mr. Walden, with all in favor, the Atlantic Coast High School Swim Team for Use of Pool for Practices, was approved.

Ms. Rebecca Fixel of First Coast Vendor Village requested to organize and operate certain vendor events at Bartram Springs. It's a free service to the community. She stated she was willing to do a 10% revenue sharing. The event requested for the Board's consideration is September 7, 2024. She noted that she does charge the vendors. She also noted she would have 40 to 70 companies, which would be a combination of product selling and service vendors. She gives 10% off for veterans. She is licensed and insured. She stated they will bring food trucks. She also stated the revenue share would come out of the flat fee that she charges. The details will be worked out and a License Agreement will be prepared, and the revenue share language will be included.

On MOTION by Mr. Walden, seconded by Mr. Nierengarten, with all in favor, the First Coast Vendor Village Event given the Revenue Sharing Discussed and the Date and Time to be Determined Based on GMS, was approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of Fiscal Year 2025 Approved Budget (Adoption July 15, 2024)**

Mr. Oliver presented this item to the Board. He reminded everyone that each year they are required to approve a proposed budget June 15<sup>th</sup> of each year and this District accomplished that at the May 13<sup>th</sup> meeting because there needs to be 60 days between approval of the budget and the public hearing for adoption of the budget. The adoption will be on the July 15, 2024 meeting. As the budget stands right now, they will send mailed notice to all the property owners to announce the public hearing, so everyone is aware. He pointed out that this budget was not a use or lose it budget. He explained that any money they save is retained by the District. In this case, he stated right now for FY 2025 they are talking about a \$1,700,000 budget. He stated the actual surplus

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that they will generate this year based on the current number is about \$60,000 and it's less than 4% of their annual budget. He also pointed out that when they get into the first quarter of FY 2026, they will need some carry forward surplus to fund their operations until the tax receipts start rolling in at the end of November 2026. He pointed out that the highest assessment increase is about \$75 an annual basis, which is about \$6.25 per user. He also pointed out that the capital reserve contribution they have in there is \$240,000 and is the same that they have for FY 2024. He stated if the Board is uncomfortable with those assessments and want to show a little reduction, he suggested they lower their capital reserve contribution for FY 2025 only bringing that down from \$240,000 to \$175,000 and still have money to operate. He explained that would cut those assessments increases in about half, so instead of \$75, it would be an increase of around \$35. Board discussion ensued on the budget. Mr. Oliver noted he would be happy to take that out. The Board and staff discussed diving into the numbers so they can look to see what they can do in the future to either put more money back into their capital reserve or to get a better handle on assessments. The Board agreed with Mr. Oliver's suggestion and decided to reduce capital reserve contribution to \$175,000. The public hearing for budget adoption will occur on July 15, 2024 at 6:00 p.m. Mr. Oliver asked the Board to give him direction to go ahead and adjust the capital reserve line item that will lower the assessment levels. The Board is comfortable with Mr. Oliver moving forward with the decision to adjust the capital reserve line item lowering the assessment levels.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of Proposals for Park Benches and Trash Receptacles**

Mr. Whetsel presented proposals from Southern Recreation, Inc. and Treetop Products, LLC to the Board. The Treetop Products, LLC proposal totaled \$4,059.98. The Southern Recreation, Inc. proposal totaled \$8,350. After discussion, it was decided that they need four trash cans. Ms. Reynolds recommended having a not to exceed amount if they go with Treetop Products, LLC. It was noted they need six benches with three having backs and three without backs. After discussion, it was decided to have a not to exceed \$5,200 total. Ms. Reynolds suggested that in the future when GMS requests a quote, it should be the exact same on both quotes so they can compare the price overall. Ms. Young asked about the warranty information for these items. It was noted that the benches have a 10-year warranty.

<p>On MOTION by Mr. Nierengarten, seconded by Ms. McKinney, with all in favor, the Proposal from Treetop Products, LLC Not to Exceed</p>
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of \$5,200 for Six Park Benches and Four Trash Receptacles, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber provided an update on the insurance claim regarding the vehicle damage to bollards and surrounding areas stating the CDD insurer is continuing to work the matter with USAA, which is the driver's insurer. The Board asked for Mr. Haber to send an update if he gets one so they can expedite whatever they want from them.

**B. Engineer**

There being no comments, the next item followed.

**C. District Manager**

Mr. Oliver reminded the Board that this was the final week of the qualifying and it's from noon today through noon on Friday.

**D. Amenity Management & Field Operations**

Ms. Mossing stated today is the first day of camp. She updated the Board on how the week is going to go stating they will have snow cones for the kids on Wednesdays, pizza delivered on Fridays, a balloon artist on Fridays, and inflatables.

Mr. Glynn stated they have saw good success with their latest project on the east pond, so they are going to be getting the water feature running continuously. They are going to have a hot stop device installed on the pump. He discussed the median stating the Bermuda is scheduled to go in. He stated they had a proposal from Dobson Electric, Inc. to replace the streetlight that was damaged to make it uniform. He stated they had their pump specialist there to give them a cost on surge protection systems and they will present those to the Board in the next month. He updated the Board on the athletic field stating they started the reel mowing last week and will be one to two times a week depending on how much it grows. He also stated the irrigation repairs all seem to be complete. He pointed out that aerating will take place next week. He stated VerdeGo is going to be doing two installs of soil and some fill along the basketball court where they have trip hazards. He pointed out they took out a dead tree over there as well. The storm drains have been cleaned out. The louver panels for both of the restrooms are now installed. He added that they did

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a drain check and they found that they are going to need to put some chlorine in the pee catch every once in a while, so they will address that on an ongoing basis. He stated they had a playground expert come last week and there is a list of items that need to be address at the playground. He is meeting Bryan from VerdeGo this week to go over a host of items in the community that they would like to get done. One of those items is installing a potential hedge at the basketball court to stop the basketballs from rolling out into the road. He stated the mulch installation is still underway. At the Amenity Center, he stated the irrigation crew was working on connecting all the valves that have been damaged. He stated that as far as the amenity center goes, they've had numerous repairs. Mr. Nierengarten took Mr. Glynn and Ms. Tinchler around to do quality control, safety and welfare checks on a bunch of things. In saying that, Mr. Glynn noted they made a host of line items that they are going to address going forward. One was the emergency lighting and the exit lighting. In addition, they've got a couple of small patches here and there to do on some of the access panels for the crawlspaces, which they are going to address inhouse. He pointed out that Larry has rekeyed every door except two, so they will only have four keys for the entire Amenity Center/Fitness Center/Bathrooms. They are moving ahead on some repairs on some of the cameras stuff they discussed in the past. They have been monitoring the ponds for the algae growth and weed growth. They have two ponds at Brush Hollow that are really low. They've spoke to the Engineer about it, and it seems to be just a seasonal thing. They are going to keep an eye on both of those ponds. Discussion ensued on the nozzles and lights at the fountain. The nozzle and light situation for the fountain will be investigated. Mr. Nierengarten thanked Mr. Glynn and Mr. Whetsel for being super responsive and super quick on everything he brought up. He pointed out that he noticed when they are putting the mulch in, this vendor is using a wheelbarrow and people physically doing it. He noted the previous vendor used a hose system and he suggested consideration of that next year for safety reasons. Mr. Nierengarten stated they have did a ten times better job than any other mulching efforts they have had, and he appreciated that. Ms. Reynolds noted she recently found the sign that says, "*Bartram Springs*", in the middle of the median. Reinstallation of the sign was discussed.



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**NINTH ORDER OF BUSINESS****Supervisor's Requests and Audience Comments**

Mr. Nierengarten asked what agenda item number the audience member's comment was regarding the bushes. Mr. Oliver responded that she was talking about the VerdeGo Update. Mr. Nierengarten stated the idea is that there is procedures and stuff like that in place and the Board should ask what specific agenda item the audience members are talking about. He pointed out that audience members comment, and discussion was about 15 minutes by the time they approved the minutes. He asked what their budgeted time was for this meeting. Mr. Walden responded that they never had a set budgeted time. Discussion ensued on audience comments, and it was decided to move those forward on the agenda going forward. The meetings timeline was discussed by the Board. Mr. Walden stated he was fine with a timeline. Ms. McKinney stated a 2-hour cap would be amazing, but she doesn't want to continually carry over business until the next meeting and then the next meeting, etc. She noted they could do a better job of moving things along quicker, but she doesn't think they should set a cap. Ms. Young stated a 2-hour timeline goal would be sufficient. Ms. Reynolds stated the timeline of the meetings was dependent on the audiences participation. She also stated there is significant advantages of being a member of the audience and sitting through an entire meeting and being able to voice their concerns after the business matters of this Board have been assessed. After discussion, the Board and staff are going to try to have more disciplined in regard to the meeting management. The next meeting is July 15, 2024 at 6:00 p.m.

Ms. McKinney asked about checkout procedures for rentals. She wanted to make sure they were coming back after rentals and checking for damages, etc. Ms. Mossing responded yes.

Ms. Young asked if they have a meeting on Monday June 24 at 6:00 p.m. Mr. Oliver clarified there is not a meeting on June 24<sup>th</sup> and their last two meetings a month was in May.

Ms. Reynolds stated they were contacted by an individual in the community asking about converting one of the tennis courts into a pickleball court. It's her understanding that they have already put that in place and there are pickleball courts out there, but she wasn't sure if she was missing something since that resident was asking about that. Mr. Walden responded yes; they have already put that in place to be a dual-purpose court. Ms. Reynolds also stated that the resident asked if they could have GMS survey the residents to see if residents desire to close one of the tennis ball courts and convert it fully into a pickleball court. Mr. Nierengarten stated he would be curious to see if they did put that court as a pickleball only court, can they fit three courts versus

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two. Ms. Reynolds asked about the revenue sharing received from the tennis program. Ms. Mossing responded she has not saw any revenue share from the tennis program up to this date. Ms. Reynolds stated that he has had people on the court, and they need to track the money. She also commented on the grill area not being easily accessible in the years past for residents to use and she wanted to make sure they are enforcing that policy. She pointed out that they were going to have a significant amount of people there on Saturday for the Barracudas Swim Team. She explained that they have asked to open up by the volleyball courts to put tents up so people can sit under tents on the side of the volleyball courts. She asked for the community's patience as this is a great program for their community. Ms. Mossing stated they will continue to announce it to the community, so they are aware that this is happening.

Mr. Walden wants to reiterate to the community about the inflatables. He stated he did get in communication with Councilman at District 11, which is their District. He noted the first thing the Councilman said was yes, he would be there, and he will let the Board know when he is going to come. He kindly reminded the Board, staff and residents that when the City Councilman and his staff come to the meeting, they are there to present a slide presentation and not to have a debate. He added that Public Works will also be there, and they are going to have a presentation on the roads. Mr. Walden asked for an update on Shade America, Inc. The response was that they were supposed to be there today. Mr. Walden asked that they continue to stay on top of that. He also commented on the hedges discussed by the members of the couple at the beginning of this meeting stating to make sure they get two to three courses of actions and bring it back to the Board so they can make a determination of what they are going to do. He asked if the fields are closed down. The response was no; they are not shutting the field down until they do the aeration. An estimate time of shutting the field down is next Monday or Tuesday. Mr. Walden asked what the plan was for letting the residents know that the field is shut down. The response was an email blast. Mr. Walden asked what the plan was for fencing off the field. The response was that there is communication with AgrowPro about what they use on the other Districts.

An audience member commented on the revenue share. She also commented on the fans not working at the firepit as well as drums being played at 6:00 a.m. She thanked GMS for everything they are doing and noted they are doing a great job in making it a lot of fun for residents. The drums being played at 6:00 a.m. will be addressed to make sure they don't start playing until after 7:00 a.m. Mr. Nierengarten addressed her comment about the revenue share stating Amenity

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Athletics has agreed to the increase revenue share that they agreed upon when they were still the property management company, so they are going to give them additional revenue over and beyond any of the other clubs that could have participated.

An audience member commented that he respected and appreciated the Board’s decision to retain Amenity Athletics.

**TENTH ORDER OF BUSINESS**

**Financial Statements**

**A. Balance Sheet as of April 30, 2024 and Statement of Revenue & Expenditures for the Period Ending April 30, 2024**

Mr. Oliver presented and reviewed the financial statements through April 30, 2024. A copy of the financials was included in the agenda package. The capital reserve balance is at \$310,000. He noted they would have a positive variance for Fiscal Year 2024.

**B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package. The District is 98.91% collected at this time. He stated right now they are going through the tax certificate sale. He explained that they would end up slightly over 100% collected for the year.

**C. Approval of Check Register**

Mr. Oliver presented the check register for review. He offered to answer any questions. Ms. Reynolds asked for clarification on April 19 where there is a charge from VerdeGo for the Sport Field that shows \$976. It was explained that was for the soil and sand around the benches in three areas. Ms. Reynolds noted concern for the \$816 charge to unclog a urinal. The response was that this item was at the fitness center. Mr. Nierengarten referred to page 143 of the agenda package and asked if they could add “April District Management Fees” instead of “April Management Fees” for a more specific description of that invoice.

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

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 15, 2024 at 6:00 p.m. @ Bartram Springs Club Amenity Center**

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Mr. Oliver stated that the next meeting is scheduled for July 15, 2024 at 6:00 p.m. at this location.

**TWELFTH 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*  
6572483B0E2F449...  
Chairman/Vice Chairman