

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 14, 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 <i>by phone</i>	Supervisor
Lacy Reynolds	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Alison Mossing	GMS
Terry Glynn	GMS
Danelle DeMarco	GMS
Leah Tincher	GMS
Larry Page	GMS
Paul Lukert	VerdeGo Landscapes

*The following is a summary of the actions taken at the October 14, 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. Four Supervisors were in attendance in person constituting a quorum and one Supervisor joined by phone.

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**SECOND ORDER OF BUSINESS****Introduction and Remarks of COJ Council Member Raul Arias (District 11)**

Mr. Walden invited Council Member, Raul Arias (District 11), to introduce himself to the Board and audience. Mr. Arias introduced himself and provided an update on key matters. Mr. Arias asked for any questions or concerns. Discussions ensued and included the crosswalks, rapid traffic light beacons, school zone, past and future traffic studies, future plans for resurfacing of roads within Bartram Springs, and collaboration between COJ and St. Johns County to address auto accident statistics at Race Track Road and Bartram Springs Boulevard. Mr. Arias noted that the rapid traffic light beacons are roughly estimated around \$42,000. He explained that the intent is to have the city pay for the beacons if they deem it a safety hazard. He also discussed other options for funding the rapid traffic light beacons. Ms. Reynolds noted that where they put the beacon for the traffic study is very important. She pointed out that they put the beacon for the last traffic study nowhere near the new crosswalk that was put in place. She stated hope is that the next traffic study will be done near the crosswalk. Ms. Reynolds also stated that Council Member, Raul Arias, has been very transparent and generous with his time in communicating with her about what is going on at the city level. In saying that, she pointed out that the City of Jacksonville made their neighborhood less safe by not doing it correctly, but she appreciates the support they received for the crossing guards. She explained that people are flying through the crosswalk during non-school hours, which is why it's imperative for their residents to have some type of flashing light there. Mr. Arias responded that they are working on that matter. Ms. McKinney asked if the turning lane that comes into the neighborhood at the light in St. Johns could be looked at for needing to be a right turn only because people are continuing, turning left and not paying attention or yielding, which is where a lot of the accidents are occurring. Mr. Arias noted Ms. McKinney's concern and stated he will make sure to bring that point up. An audience member and Ms. Reynolds commented on the school zone being reduced and requested that the school zone be expanded. Mr. Arias addressed all questions and concerns the Board and audience had. Mr. Arias responded that he will address this matter and explore all the different avenues. Mr. Arias offered to attend future CDD meetings on a quarterly basis.

**THIRD ORDER OF BUSINESS****Audience Comments**

Mr. Oliver asked for any audience comments regarding items on the agenda. Hearing no comments, the next item followed.

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**FOURTH ORDER OF BUSINESS**

**Recognition of Staff Member of the Month**

Mr. Larry Page was recognized as Staff Member of the Month for his excellent service as the Senior Maintenance Technician on staff. It was noted that Mr. Page was highly regarded by the Board, residents and GMS colleagues for his many years of dedicated service to the Bartram Springs community. Mr. Page was awarded a gift card by GMS.

*\*The landscape maintenance update from VerdeGo was provided at this time by Mr. Paul Lukert.*

Mr. Paul Lukert presented the landscape maintenance update to the Board. Mr. Lukert stated they shut the irrigation down for the storms and it will be powered back up and ready to turn on tomorrow. He noted there were a couple of fallen trees after the storm that they removed. He also noted the annuals were replaced right after the storm. He stated the palm trimming was completed with the exception of the palms at the monument signs, which are still pending to be completed. He noted they approved the jasmine installation in front of the clubhouse. Ms. Reynolds pointed out that there was a typo in the invoices that states “Cheery lake” instead of “Cherry Lake.” Mr. Lukert concluded his presentation of the landscape maintenance report.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the September 9, 2024 Meeting**

Mr. Oliver presented the meeting minutes from the September 9, 2024 Board of Supervisors meeting. He asked for any comments, questions, or corrections.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Minutes of the September 9, 2024 Meeting, were approved.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2023 Audit Report**

Mr. Oliver stated the Fiscal Year 2023 audit report was a clean audit, but it should have been delivered by June 30, 2024. They had some problems with the audit firm delivering it on time. He noted that after they discuss the audit he wants to discuss going out for an RFP. Mr. Oliver presented and reviewed the Fiscal Year 2023 audit report for the Board. The Board accepted and approved the Fiscal Year 2023 audit.

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On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Fiscal Year 2023 Audit Report, was approved.

Mr. Oliver addressed the matter of the audit being late at this time, which they take very seriously. He explained that their company on behalf of the District will need to send a letter to the joint legislative auditing committee when they ask for the letter, which will not be until next April. They don't want this to happen again, so in accordance with Chapter 218 of Florida Statute, they want to start the RFP process to select an auditor. He further explained the RFP process to the Board. He explained the steps they will need to take. The first step would be amending the agenda to put audit committee on the agenda, so Mr. Oliver asked for a motion to do this first step.

On MOTION by Ms. McKinney, seconded by Mr. Walden, with all in favor, Amending the Agenda to Add the Audit Committee, was approved.

Mr. Oliver asked for a motion to form the audit selection committee.

On MOTION by Ms. McKinney, seconded by Mr. Walden, with all in favor, Appointing the Board of Supervisors as the Audit Selection Committee, was approved.

Mr. Oliver asked for a motion authorizing the audit committee to meet in accordance with their next CDD meeting in November.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, Authorizing the Audit Committee to Meet in Accordance with the Next CDD Meeting in November, was approved.

**SEVENTH ORDER OF BUSINESS**

**Overview of Proposed Fiscal Year 2025  
Special Event Calendar**

Ms. DeMarco provided an overview of the proposed Fiscal Year 2025 special event calendar. The Board had positive feedback on the plan. Ms. DeMarco stated they are always open to ideas. It was noted that the plan can be adjusted throughout the year.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Proposal from Matthews for Public Facilities Report**

Mr. Oliver presented a proposal of \$3,500 from Matthews for preparation of Public Facilities Report to the Board. After discussion, the Board approved the presented proposal.

On MOTION by Mr. Walden, seconded by Ms. Young, with all in favor, the Proposal of \$3,500 from Matthews for Public Facilities Report, was approved.

**B. VerdeGo Proposal for Median Project**

Mr. Glynn presented a VerdeGo proposal for the median landscape enhancement project. The different phases were discussed. After discussion, the Board agreed to accept the presented proposal and move forward as soon as possible.

On MOTION by Ms. McKinney, seconded by Mr. Walden, with all in favor, the VerdeGo Proposal of \$7,740 for the Median Landscape Enhancement Project, was approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Buchanan had nothing to report to the Board but was happy to answer any questions. Mr. Oliver reminded the Board of Supervisors to complete the Ethics Training.

**B. Engineer**

There being no comments, the next item followed.

**C. District Manager – November Meeting**

Mr. Oliver stated he wanted to discuss the fact that the next meeting on November 11, 2024 is Veteran’s Day. After discussion, the Board decided to move the November meeting to November 4, 2024 at 8:30 a.m.

On MOTION by Ms. McKinney, seconded by Mr. Walden, with all in favor, Changing the November 11, 2024 Board of Supervisor Meeting to November 4, 2024 at 8:30 a.m., was approved.

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

### **1. Report**

Ms. DeMarco presented the amenity management report to the Board. She pointed out that they were switching from summer to fall hours. She stated the new office hours will be from 9:00 a.m. to 7:00 p.m. and they will be closed on Mondays and the pool will be closed on Mondays as well. She provided a sample pool calendar at the end of her report to get direction from the Board. She asked if 7:00 p.m. was a good time to convey to residents that the pool will close. Mr. Walden agreed, but noted they are flexible if it doesn't work. Ms. McKinney stated if the office is closed, she thinks the pool should be closed. Ms. DeMarco stated they started decorating for fall and getting ready for the Fall Festival. She noted that they added the pumpkin decorating contest as part of the Fall Festival. She stated the Hocus Pocus movie was cancelled because of the wind and soggy conditions after Hurricane Milton. She discussed the Kids Night Out on October 19, 2024 from 5:00 p.m. to 9:00 p.m. The last upcoming item she discussed was the Community Blood Drive on October 29, 2024 from 11:00 a.m. to 2:00 p.m. She stated the holiday lighting is scheduled for Wednesday October 23, 2024 to Friday October 25, 2024. She explained that the early installation is hanging the lights and the hardware. They opted to have the wreaths hung after Thanksgiving Day. She noted they will keep the Board updated on any schedule changes and all progress made throughout this process. She stated Amenity Athletics is going great. They are in communication with them at all times on the field conditions and proactive measures. She expressed that Larry Page is the kindest and most helpful maintenance technician. She added that Mr. Page is very knowledgeable about Bartram Springs and is interested in helping in every way. She stated Mr. Page is phenomenal. Mr. Walden asked if there was any feedback from the Garage Sale. Ms. DeMarco responded yes; there was 64 houses that signed up to be listed in the weekend blast and there was a lot of traffic.

Mr. Glynn presented the field operations report to the Board. He thanked everyone for their input and feedback on the projects they have going on. He also thanked Ms. DeMarco, Ms. Mossing and Ms. Tinchler for their leadership. He stated Larry Page and Tom are great guys. He added that Mr. Page, Mr. Tom and Mr. Whetsel are getting a ton of stuff done. He stated prior to the holiday season starting they have started pressure cleaning the bollards, railing that was repaired, and the sidewalks to get set up for the decorations. He stated the water features are working again. He stated they are moving up the medians and working with the landscape vendor to make sure it's weed-free, the debris is picked up and the services are completed to satisfaction.

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He explained that the pump station on the fountain toward the school that they have previously discussed already has a surge protector. He discussed the athletic fields and the two hurricanes. He noted that they were in good shape with both hurricanes. He stated on the athletic fields, they did some repairs on the playground equipment. He also stated they are going to be doing some new mulching for the dog park, which got pushed back because of the storms. He noted they had the aerator repaired for the pond at the dog park. The Lake Doctors is supposed to go back out and look at that today. He stated the next project is to get the crosswalk visibility going. At the Amenity Center, he explained that they are trying to get everything prepped for the holiday lights. He noted that they have been constantly monitoring all 26 ponds. Discussion ensued on changing the fountain head colors. Ms. Reynolds noted they spent extra money on a fountain that they are not utilizing to its fullest. Mr. Nierengarten agreed that up to this point, they have not done it right; however, they also haven't had a plan. At this point and going forward, their plan is to change out the colors once a quarter. Mr. Nierengarten will select the colors.

## **2. Program Revenue Share**

Mr. Oliver stated there is a report for the Revenue Share in the agenda package for review. He noted they should be receiving a check from Amenity Athletics next week, which he is going to confirm.

## **TENTH ORDER OF BUSINESS**

### **Supervisor's Requests and Audience Comments**

Ms. Reynolds wants to make sure they are clear on the reported incidents that are happening. She asked about the graffiti on the wall in the projects in progress of the field operations report. She wants to make sure they are holding people accountable when they have any type of footage. She stated that it was fair to say that if there are incidents that are brought to the attention of the Board, it's GMS's responsibility to share that with the entire Board. She asked if there were any current residents that have suspensions that they need to know about. The response was no. Mr. Oliver stated they will certainly notify the Board, and he briefly explained the suspension process. Ms. Reynolds discussed the food truck events noting there was not any trash cans out there. She requested the purchase of additional trash cans for the food truck events. She thanked GMS staff for their communication during the hurricane and noted they did a fantastic job. She noted she wants to know that there will be someone on call in case of catastrophic damage during

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future storms. Discussion ensued on procedures for post-storm damage assessment. Mr. Walden noted if they are concerned with who is going to be there during a storm, they can contract with G4S to sit and watch the property.

Mr. Walden commented on the graffiti as well stating they need to put out to the residents about the graffiti to let them know that the Board and staff are paying attention to the property. He also commented that he saw a VerdeGo worker blowing cut grass on top of the mulch. He explained that Jason the irrigation manager has to be at the CDD meetings.

A resident commented on potential unauthorized use of athletic fields by large non-resident groups or leagues. The response was that this matter will be addressed. After discussion, Mr. Walden asked Mr. Glynn to take the lead on this matter.

## **ELEVENTH ORDER OF BUSINESS                      Financial Statements**

### **A. Balance Sheet as of August 31, 2024 and Statement of Revenue & Expenditures for the Period Ending August 31, 2024**

Mr. Oliver presented and reviewed the financial statements through August 31, 2024. A copy of the financials was included in the agenda package. He stated they generated a surplus of about \$20,000.

### **B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package. The District is 100.36% collected at this time. They are fully collected for FY 2024.

### **C. Approval of Check Register**

Mr. Oliver presented the check register for review. He offered to answer any questions. Ms. Reynolds noted the Quick Catch service keeps going up. She asked for this to be investigated because they may not need it as frequently. Mr. Oliver responded that most of his Districts don't use this service, so he deferred this to the Board and staff. After brief discussion, the check register was approved.

On MOTION by Mr. Walden, seconded by Ms. McKinney, with all in favor, the Check Register, was approved.
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**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 4, 2024  
at 6:00 p.m. @ Bartram Springs Club  
Amenity Center**

Mr. Oliver stated that the next meeting is scheduled for November 4, 2024, at 6:00 p.m. at this location.

Mr. Walden noted that he received a call from the past Chairman last week. The former Chairman explained to Mr. Walden that he saw people coming out of the pool going into the gym using the machines with wet feet. He also asked if they still have gym monitors. Mr. Glynn responded that they are watching the gym at all times.

**THIRTEENTH 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