

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, March 10, 2025 at 6:00 p.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

Present and constituting a quorum were:

Lacy Reynolds	Chairman
Stephanie McKinney	Vice Chairperson
Taner Nierengarten	Supervisor
Joseph Largen	Supervisor
Joel Brighton	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Terry Glynn	GMS
Danelle DeMarco	GMS
Lori Dunham	GMS
Robert Durnan	GMS
Matt Biagetti	GMS
Paul Lukert	VerdeGo Landscapes
Bryan Wackes	VerdeGo Landscapes
Brent Behrens	VerdeGo Landscapes

*The following is a summary of the actions taken at the March 10, 2025 Bartram Springs Community Development District Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 6:05 p.m. and called the roll. Five Supervisors attended the meeting in person constituting a quorum.

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**THIRD ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver asked for any audience comments regarding items on the agenda.

Resident Ms. Ehrstein feels designated pickleball courts are warranted. Discussed permanent markings on the court for 4 people, quality of the nets, potential options of temporary to permanent courts, guest pass usage, notice of reservation system in place, and participation numbers for both tennis and pickleball. Staff will bring back pricing and options for next meeting.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the February 10, 2025 Meeting**

Mr. Oliver presented the meeting minutes from the February 10, 2025 Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no revisions.

On MOTION by Mr. Reynolds, seconded by Mr. Nierengarten, with all in favor, the Minutes of the February 10, 2025 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration/Ratification of Proposals:**

**A. Paver Installation Project at Veterans Memorial Park**

Mr. Glynn provided proposals from iTOP at \$5,280, Smart Pavers at \$1,800 and R. Souza at \$6,700 for the paver installation project at Veterans Memorial Park. He asked for direction on adding a bench to the park area as well as incorporating the statutes into the memorial. With Board direction he will get finalized proposals together with all of these things.

**B. Consideration of Rodent and Snake Deterrent Proposals**

Mr. Glynn presented a proposal from Critter Pro for \$3,900 per year, saving \$2,820 per year. Terminate agreement with Quick Catch.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, to Hire Critter Pro & Terminate Agreement with Quick Catch, was approved.

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**SIXTH ORDER OF BUSINESS**

**Board Discussion and Guidance Regarding  
Fiscal Year 2026 Budget Process**

Mr. Oliver stated a proposed budget will be approved at the May meeting and a public hearing will be set for July to adopt the budget. Once the budget is adopted, the certified assessment roll will be sent to the tax collector of Duval County. He would like to see a draft proposed budget at the next meeting. A budget workshop will be scheduled on April 7<sup>th</sup> at 6:00 p.m.

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding:**

**A. Veterans Park Code of Conduct**

Ms. Lacy discussed the incident and parent code of conduct at Veterans Park and policies within the agreement with Vesta. Staff is to enforce existing policy and is authorized to trespass nonresidents if incidents occur.

**B. Amenity Contract Parent Code of Conduct/Misc.**

A handout was given to Supervisors.

**EIGHTH ORDER OF BUSINESS**

**Update Regarding Comcast Revenue**

Mr. Oliver noted the District has an agreement with Comcast. They budget to receive about \$20K in revenues each year from them. Payment for the quarter from October 2024 – December 2024 in the amount of \$5,523 was received.

**NINTH ORDER OF BUSINESS**

**Staff Updates:**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing to report but offered to take questions.

**B. Engineer**

Mr. Oliver stated there is nothing to report for the engineer this month. Ms. Reynolds discussed the median with options for cameras and right turn only at 7 Eleven and Publix lanes. Staff will invite the Engineer to attend the next meeting.

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**C. District Manager**

Mr. Oliver had nothing further to report.

**D. Amenity Management & Field Operations**

**1. Report**

Mr. Glynn introduced Robert Durnan. He presented the amenity management report along with Ms. DeMarco.

**2. Program Revenue Share**

Mr. Oliver reviewed the program revenue share for January.

**ELEVENTH ORDER OF BUSINESS                      Supervisor’s Requests and Audience Comments**

Mr. Brighton asked when they will get an update on flag football revenue share numbers? Mr. Oliver noted typically two months after the fact. He asked about a de-escalation policy for adults present during sports. Send agreement to the Board.

Mr. Nierengarten asked if increasing price to \$15 for kids’ event is enough. Is the vendor village worth revenue share? Ms. DeMarco stated yes. He would like to discuss adult swim. Ms. DeMarco noted its favorable to the rotation to not have adult swim.

On MOTION by Mr. Nierengarten, seconded by Ms. Reynolds, with all in favor, to Remove Adult Swim, was approved.

Mr. Nierengarten asked about a survey for pickleball/tennis court feedback. Ms. DeMarco suggested sending an e-blast to get resident feedback to take into consider when getting proposals.

Ms. Reynolds spoke about flashing lights for pedestrians to push, Bartram Springs Pkwy lights out, metal hangers for banner pricing, would like the CDD meeting sign to be put out the day before, alternative lightening notification, movie & comedy nights, incentives for staff working holidays, holding vendors accountable, and purchase stash of swim diapers.

Ms. McKinney noted bollards at front are not on – check timer. Add reflector signs at crosswalk.

Mr. Largen suggested adding signage for court reservation to notify residents of system.

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**TWELFTH ORDER OF BUSINESS                      Financial Statements**

**A. Balance Sheet as of January 31, 2025 and Statement of Revenue & Expenditures for the Period Ending January 31, 2025**

Mr. Oliver reviewed the financials through January 31, 2025. These are unaudited and will be audited at the end of the fiscal year. The capital reserve fund balance is at \$303K. The District will add another \$175K in the next few months bringing it up to just under half a million. It will be a tight budget year.

**B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule was included in the agenda package. The District is 97% collected. All assessments are collected on roll from the Duval County tax collector.

**C. Approval of Check Register**

Mr. Oliver presented the check register for Board approval.

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

**THIRTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – April 14, 2025 at 6:00 p.m. @ Bartram Springs Amenity Center**

Mr. Oliver stated the next meeting is scheduled for April 14, 2025, at 6:00 p.m. at this location. There will be a budget workshop on April 7, 2025 at 6:00 p.m.

**FOURTEENTH ORDER OF BUSINESS                      Adjournment**

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

On MOTION by Ms. Reynolds, seconded by Ms. McKinney, with all in favor, the meeting adjourned.

DocuSigned by:  
*Jim Oliver*  
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Secretary/Assistant Secretary

Signed by:  
*[Signature]*  
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Chairman/Vice Chairman