

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, November 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	Chairperson
Stephanie McKinney	Vice Chairperson
Joel Brighton <i>joined late</i>	Supervisor
Taner Nierengarten	Supervisor
Joseph Largent	Supervisor

Also present were:

Matt Biagetti	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Mike Silverstein <i>by phone</i>	District Engineer, Matthews DCCM
Terry Glynn	General Manager
Danelle DeMarco	Amenity Manager
Lori Dunham	Assistant Manager
Andy Antonopoulos	Operations Manager
Evin Von Herzberg	Councilman Arias' Office

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Biagetti called the meeting to order at 6:00 p.m. and called the roll. Five Supervisors were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Biagetti opened the audience comment period for agenda items only.

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Ms. Reynolds stated they will start with Councilman Arias's assistant Evin Von Herzberg for updates regarding any ongoing projects with the City of Jacksonville. Mr. Herzberg provided an update on lighting at the crosswalks, road striping, and will follow up on the underground electric project. Supervisor Reynolds provided feedback on the increased crossing guards and 911 calls being routed to St. Johns County versus Duval County.

### **THIRD ORDER OF BUSINESS**

#### **Approval of Minutes of the October 13, 2025 Meeting**

Mr. Biagetti presented the minutes from the September 8, 2025 Board of Supervisors meeting and asked for any comments, questions, or corrections. Ms. Reynolds noted on page 5 she did not state, she asked. On page 2 Erica should be Erick with the pickleball group.

On MOTION by Ms. Reynolds, seconded by Ms. McKinney, with all in favor, the Minutes of the October 13, 2025 Meeting as revised, were approved as amended.

### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Proposals**

##### **A. Amenity Center Palm Tree Up-Lighting (*to be discussed*)**

The Board tabled palm up-lighting as existing lights are now working really well. The Board will provide feedback on whether to obtain proposals for additional lighting.

##### **B. Sauna Repairs**

Mr. Antonopoulos reviewed proposals from Contractor's Choice, Saunas & Cellars, and Saunas by Design. The Board tabled the sauna repair proposals. Staff will bring back additional details including visuals, pros and cons of all new versus overlay, warranty, and electrical cost. The Board directed staff to price out new kill switch.

##### **C. Mulch**

Mr. Glynn reviewed the mulch proposals. The Board approved the Mulch Masters proposal with a NTE \$19K, eliminating removal and going with Cypress for the color. The Engineer provided options for playground surfacing.

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On MOTION by Ms. Nierengarten, seconded by Ms. Reynolds, with all in favor, the Mulch Proposal NTE \$19K - Cypress, was approved.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Amenity Policy Update**

The Board tabled the amenity policies. Staff and Supervisor Nierengarten to finalize after Counsel's review and will bring back to the next meeting.

## **SIXTH ORDER OF BUSINESS**

### **Staff Updates**

There being no comments, the next item followed.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber had nothing to report but offered to take any questions. Ms. Reynolds spoke about a warranty issue with the proposal for new flooring. She wanted to make sure they get a refurbishment of the social hall and a warranty on that flooring. Mr. Glynn stated the problem with the flooring is that it is floated instead of glued so there is separation.

Mr. Nierengarten asked if the landscape contract has been officially executed. Mr. Glynn stated yes, there was an updated agreement to allow the new vendor to perform some duties before they officially start on December 1<sup>st</sup>. It was recently executed by the Chair.

Ms. Reynolds asked Mr. Glynn to get additional pressure washing quotes.

#### **B. Engineer**

Mr. Silverstein suggested instead of using rubber mulch considering sand for the dog park. He suggested considering PIP rubber for the playground. He will follow up with JEA regarding the undergrounding of the powerlines. Mr. Biagetti spoke about TECO and the gas line project.

#### **C. District Manager**

Mr. Biagetti provided an update on the Comcast revenue share check for \$5,505.60 for the data and video. He reminded the Board of the required 4 hours of ethics training by the end of the year.

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**D. Amenity Management & Field Operations****1. Report**

Mr. Glynn submitted the Operations Report and offered to take any questions regarding the report. There are some ongoing items that they are working on. The turnaround for the light at the fountain is a couple of weeks. Dobson installed a GFI at the center island. He noted there is currently one quote for the pond bank erosion at the dog park but working on two other quotes. Ms. Reynolds asked for an estimate on when the memorial bench will arrive. Mr. Glynn noted in a week or so and as soon as the bench arrives, something will be set up.

Ms. DeMarco reviewed the Amenity Management report. She discussed the summer camp and one of the camp counselors who is a Bartram Springs resident.

Mr. Brighton spoke about the Board of Supervisors writing a thank you letter to the sponsors of the Fall Festival.

**2. Program Revenue Share**

Mr. Biagetti stated the program revenue share for October was \$8,897.36.

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

Mr. Largen stated the fall festival was awesome. Events are becoming the heartbeat of the community. He appreciated it and looked forward to seeing more with winter coming.

Ms. McKinney stated the event was great and the community is realizing the events are great and people will pay for better events. Had an issue with the candy, recommended separating it from the games. Babysitting course up to 7 that have signed up. Suggested doing nightly smores during or hot chocolate food truck Friday. Would love to use the fire pit more. VerdeGo did not want to do the new seasonal color plant change. BrightView is going to do the next color change.

Mr. Brighton spoke about VerdeGo and BrightView irrigation difference. Asked about the uplighting at the palm trees in the circle. Mr. Glynn stated with the transformer being replaced, there is a completely different glow. One quote was received for \$3,800 to do the power. Stated the Fall Festival set the bar high. Amenity Athletics – have to move fields and has to be in the contract. Move parking to the school next year.

Mr. Nierengarten stated event was great. All ideas 99% great.

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Ms. Reynolds stated great job on the event. Suggested moveable posts for lights on event lawn (not permanent). Suggested a camp out at the athletic field with smores, a food truck and movie. Wants dates/timelines on landscape transition, plan/report. Loves the banners. Would like to purchase additional cross rods for banners for the medians. Asked for an updated staff report/chart. She feels the path to the school needs one more stone added. Some residents would like to see volley ball lines installed.

## **NINTH ORDER OF BUSINESS**

### **Financial Statements**

#### **A. Balance Sheet as of September 30, 2025 and Statement of Revenue & Expenditures for the Period Ending September 30, 2025**

Mr. Biagetti presented the unaudited financials through September 30, 2025. The current balance in the reserve account is \$399K. Total revenues for the year have a positive variance of \$19K, each expense line item had a positive variance of \$23K ending the year at a total of \$42K to the better.

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

Mr. Biagetti stated the District is 100.23% collected.

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

Mr. Biagetti presented the check register totaling \$200,548.18.

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

## **TENTH ORDER OF BUSINESS**

### **Next Scheduled Meeting – December 8, 2025 at 6:00 p.m. @ Bartram Springs Amenity Center**

Mr. Biagetti stated the next scheduled meeting is December 8, 2025 at 6:00 p.m. @ Bartram Springs Amenity Center.

## **ELEVENTH ORDER OF BUSINESS**

### **Adjournment**

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

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

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Signed by:

*Matt Bragette*

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Secretary/Assistant Secretary

Signed by:

*[Signature]*

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Chairman/Vice Chairman