

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, January 12, 2026, 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 <i>by phone</i>	Vice Chairperson
Joel Brighton	Supervisor
Taner Nierengarten	Supervisor
Joseph Largen	Supervisor

Also present were:

Matt Biagetti	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Mike Silverstein <i>by phone</i>	District Engineer
Terry Glynn	GMS
Danelle DeMarco	GMS
Lori Dunham	GMS
Andy Antonopoulos	GMS

The following is a summary of the actions taken at the January 22, 2026, 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. Four Supervisors were in attendance, constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Biagetti opened the audience comment period for agenda items only. There were no audience comments.

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THIRD ORDER OF BUSINESS

Brightview Landscape Update

The landscaping team provided updates from two QSA reports, one covering the property's initial condition and another summarizing current progress. They reviewed recent work, like cleaning up magnolia cones, cutting back overgrowth along curbs, turf treatments, irrigation repairs, and fixing washouts near the dog park pond. Dianthus were doing well and were planned to be deadheaded and fertilized for another bloom cycle, and winter cutbacks were planned for several grasses and shrubs. They mentioned a proposal in progress to refresh the front entrance with sod, a camellia tree, and stepping stones. It was noted that the property was already looking noticeably better, especially the grass and entrance areas, and that the improved communication and effort were appreciated. A few concerns were noted, including trash along medians, mismatched turf around ponds and berms, and low tree limbs that might need trimming. A hydroseeding proposal for bare berm areas was discussed and generally supported, with Board members agreeing that it would help stabilize soil and improve appearance.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the December 8, 2025, Meeting

Mr. Biagetti presented the minutes from the December 8, 2025, Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, the Minutes of the December 8, 2025, Meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Amenity Policy Update (*will be sent under separate cover*)

Ms. DeMarco stated that the Board had finalized the remaining policy items discussed, including separating the guest definition from punch card age limits and simplifying staffing language to allow management discretion. There was no additional feedback from the supervisor on those changes. The Board discussed a possible increase in the non-resident annual pass rate but agreed it was not appropriate to raise it again so soon after the 2023 increase to \$3,000, especially

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since there were currently no non-resident users. The rate was tabled and left at \$3,000, with the option to revisit it later if other rates require a hearing.

On MOTION by Mr. Nierengarten, seconded by Ms. Reynolds, with all in favor, the Amenity Policy Update, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Flooring

Mr. Antonopoulos reviewed three flooring replacement proposals ranging from \$9,900 to \$19,900, with all vendors recommending removing the existing floating laminate and replacing it with a glue-down commercial floor to prevent future movement and seam issues. It was explained that the current floating floor had shifted over time due to settling, causing ongoing problems that could not be reliably repaired. There was discussion about subfloor prep and leveling, with vendors noting they could not fully assess leveling needs until the existing floor was removed. One proposal included prep in writing, while the lowest proposal did not, though staff advised that any leveling would likely be minimal and within a reasonable range. The Board discussed warranties, long-term durability, and the risk of ending up in the same situation again and agreed that the glue-down option addressed those concerns. Despite price differences among the proposals, the Board felt comfortable proceeding with the lowest-cost option. The Board approved the Carpet Man flooring proposal for \$9,875, not to exceed \$10,000.

On MOTION by Ms. Reynolds, seconded by Mr. Nierengarten, with all in favor, the Carpet Man Proposal for Flooring NTE \$10,000, was approved.

SEVENTH ORDER OF BUSINESS

Staff Updates

There were no staff updates.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan stated that there was no formal report and reminded the Board to check their inboxes for the capital/legislative update and to let her know if it was missing. She offered to answer any questions.

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B. Engineer

Mr. Silverstein stated that he did not have a formal report. He asked about a note from the prior meeting regarding a possible adjustment to the equipment operation location. The Board discussed that it was likely related to potential JEA or TECO gas lines going underground near the Bartram Springs entryway. It was confirmed that they had contacted the TECO gas representative and that permits and plans had been submitted, but there was no start date or timeline at that time. There were no new updates from JEA. The Board said they would continue to monitor the situation, and Mr. Silverstein offered to assist if needed between meetings.

C. District Manager

Mr. Biagetti stated he had nothing further to report that evening and noted that the ethics reminder had already been addressed.

D. Amenity Management & Field Operations

1. Report

Mr. Glynn noted that they were happy with how things were going, especially with the new vendors. He added that they had been doing drive-throughs with Stephanie and were trying to stay ahead on projects early in the year. They invited feedback on how to improve communication or updates and encouraged Board members to reach out. Mr. Glynn thanked Ms. DeMarco and the entire team for a great year of events and said more were on the way.

Ms. DeMarco presented the amenity report and reviewed plans for the memorial bench unveiling honoring Marty Kaufman, scheduled for January 24 at 3:00 PM. She explained that the ceremony was intentionally focused on Marty's service as a CDD Board member, not as a military dedication, based on guidance received to ensure the event remained appropriate and respectful. The proposed ceremony flow, participation by current and past Board members, and refreshments were outlined. Parking considerations were discussed due to overlapping flag football activities, with overflow parking options to be communicated to residents. The bench was completed, stored securely, and would be placed shortly before the ceremony, with weather contingencies planned. An update was provided on the commemorative paver project, noting a vendor quote of \$45 per paver plus separate removal and installation costs. Interested residents had been contacted to begin payments, with a minimum order required before proceeding. Final ordering was pending receipt of a sample, and residents would be able to select paver locations and inscriptions within design

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limits. Ms. DeMarco recognized Daniel Del Rio as Staff Member of the Month, citing his work as a lifeguard, camp counselor, and event volunteer. Although he was not present, he received a \$25 Amazon gift card and expressed his appreciation. She reported that lifeguard recruitment had begun, with several returning guards already committed, and additional in-service safety training was being coordinated. Challenges with older guards aging out were noted, along with optimism for new and returning staff. Upcoming events were reviewed, including the Polar Plunge on February 7 and Bunco Night on January 29, both to be funded by the CDD, with prizes provided and no buy-in permitted. Legal limitations on raffles and buy-ins were discussed, and staff agreed to seek clarification. Ms. DeMarco concluded by noting that youth athletics revenue sharing was pending while leagues finalized rosters.

2. Program Revenue Share

Mr. Biagetti stated the program revenue share was \$508.04.

NINTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

Mr. Biagetti opened up the meeting for Supervisor requests and audience comments.

Resident, Andrew Walden, stated that Marty’s wife had contacted him and his wife, and he was planning to have lunch with her. He shared that she was very excited about the upcoming unveiling ceremony. He thanked the current Board for moving forward with the paver project, noting it should have been completed a long time ago and expressing appreciation for getting it done. He said he would look through his records and provide Stephanie with any information he had about the original landscaping plans. He recalled that the parkway project had been broken into four phases and was unsure what funding had been approved. He noted that Phase Two had not moved forward previously due to issues with Phase One and emphasized the importance of doing the work correctly. Mr. Walden also discussed past landscaping services, explaining that the community had spent money on Tier One services with ACT Pro without achieving results. He said the move to Tier Two was intentional and hoped residents would now see better green-up in the community. He noted that Tier Three was not affordable and thanked the Board for approving Tier Two services, adding that landscaping should continue to be adjusted in line with current needs.

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Mr. McKinney stated that she didn't have anything specific to request but noted that she lives nearby and was looking forward to the upcoming events.

Supervisor Largen stated that he was looking forward to the bench unveiling and hoped past and current supervisors would attend. He noted that the dock continued to require frequent pressure washing due to duck and bird droppings and asked if there were any deterrents that could help reduce the issue and keep the dock cleaner longer. Mr. Largen explained that multiple bird species were involved and that deterrents such as monofilament fishing line had worked in the past but could interfere with residents who fish from the dock. Mr. Largen said that installing small eye hooks with monofilament along the dock edges could prevent birds from landing and was a low-cost, feasible option, and agreed to try it. Supervisor Largen noted that he supported exploring any reasonable solution. He then praised recent community events, particularly Breakfast with Santa, noting positive resident feedback, great decorations, and a fun experience for both kids and adults. The discussion ended with congratulations to Supervisor Largen for a well-decorated home.

Supervisor Brighton complimented the pressure washing that was completed on the street gutters. He asked for any updates on traffic signage, specifically regulatory and traffic signs, and noted that this had been discussed previously and still needs follow-up. Supervisor Brighton also praised the events team, saying the events continue to improve each time and crediting the success to the team's dedication and hard work. He encouraged them to keep it going. The Board revisited the idea of summer water-based programming, such as Water Aerobics. Ms. DeMarco shared that a resident instructor who was initially interested in Aqua Fitness had backed out due to summer availability. He indicated they were continuing the search and were committed to finding a replacement instructor. Discussion moved to the community fountain. Supervisor Brighton raised concerns that the fountain was not producing the expected visual impact given its cost and asked whether more could be achieved with the existing system. It was explained that increasing the height would likely require a higher horsepower motor and potentially electrical infrastructure upgrades, which had previously been discussed but not approved due to cost. Ongoing maintenance issues were noted, including recent warranty repairs and a loaner nozzle currently in use. The Board discussed fountain lighting colors and agreed to continue seasonal color changes, including pink or red for February and green for March, coordinated with the vendor's regular monthly service to avoid additional charges. Holiday lighting was reported to be successful overall, though a concern was raised that one of the front palm trees did not illuminate despite being

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included in the scope. Mr. Glynn agreed to follow up with the vendor regarding quality assurance. The pressure washing vendor received positive feedback for working off-hours and maintaining safe practices. The Board discussed budget planning and agreed to schedule a budget workshop prior to the March meeting. A motion was made and approved to hold the workshop on March 9, 2026, at 5:00 p.m. ahead of the regular meeting.

The Board discussed resident feedback regarding the recently installed rumble strips. A resident raised concerns about the noise, particularly in nearby homes during the early morning hours, and suggested alternatives, such as curb-mounted spikes, but it was not clarified whether these were a standard or commonly used option. It was noted that the rumble strips were installed by the city and met current code requirements, not by CDD. While some residents expressed frustration with the noise, others reported that traffic speeds had noticeably slowed. An additional safety concern was raised that some drivers were avoiding the rumble strips by driving in the bike lane, which could pose a risk to pedestrians and cyclists. The Board discussed the possibility of asking Public Works whether the rumble strips could be ground down or leveled to reduce noise while still serving their intended purpose. It was agreed to contact the City and follow up with the resident. The Board expressed appreciation for BrightView's professionalism and emphasized the importance of holding the landscaping vendor accountable to the terms of the maintenance contract. It was requested that continued deficiency reporting, similar to prior vendors, be maintained to ensure issues are identified and addressed promptly.

Holiday lighting was discussed, including concerns that one wrapped palm tree did not appear to be illuminated consistently despite being decorated. Gratitude was expressed for the holiday tree donated by GMS, noting that it was very well received by residents, and it was suggested that planning for similar or expanded holiday displays in the future. A conceptual idea was mentioned to add a floating, lighted feature in the pond near the dock for the upcoming holiday season. A safety concern was raised after a recent incident in which a child on a bicycle was struck by a vehicle in the community. One idea discussed was purchasing and distributing bike lights and reflective gear to residents as a proactive safety measure, particularly for students and early-morning cyclists and walkers. The cost was expected to be minimal. Appreciation was noted for staff and vendors for their work during the busy holiday season, specifically recognizing the success of holiday events and the effort required to support them.

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On MOTION by Mr. Nierengarten, seconded by Ms. Reynolds, with all in favor, Scheduling a Budget Workshop for March 9, 2026, was approved.

TENTH ORDER OF BUSINESS**Financial Statements****A. Balance Sheet as of November 30, 2025 and Statement of Revenue & Expenditures for the Period Ending November 30, 2025**

Mr. Biagetti reviewed the balance sheet and noted that the financials were unaudited. Through the end of November, the District was showing a positive variance of approximately \$27,000 due to higher revenues and lower expenditures. Mr. Biagetti also advised that an updated assessment receipt schedule be requested from the assessment coordinator. While earlier figures showed only 13% had been collected, updated information confirmed that the most recent payment was received on January 12, bringing the total collected to 95.55%. This reflected a significant improvement based on the updated financial data.

B. Assessment Receipt Schedule**C. Approval of Check Register**

Mr. Biagetti reviewed the check register, which totaled \$105,088.98, including \$6,775 from Capital Reserves and \$98,313.98 from the General Fund. During the review, questions were raised about why pool chemicals were being paid through both GMS and PoolSure. Mr. Glynn explained that PoolSure only provides bulk chlorine and acid through its proprietary feeder system, while GMS invoices covered additional specialty and balancing chemicals used by CBUS to correct pool conditions, particularly after equipment or feeder issues. November costs were noted as higher than normal due to pump and injector problems that caused chemical imbalances requiring corrective treatment. Board members expressed concern about avoiding duplication in chemical charges and noted that the District had previously made changes to reduce pool chemical costs. It was emphasized that the Board has a fiduciary responsibility to ask these questions, especially given turnovers in Board membership and the lack of easy access to historical spending data. It was agreed to work with the accounting team to provide a two-year breakdown of payments to PoolSure and GMS for pool chemicals, separating contracted services from ancillary chemical costs to improve transparency going forward. Additional questions were raised regarding insurance expenditures, athletic field overages, and a special debt service payment.

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

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 9, 2026,
at 6:00 p.m. @ Bartram Springs Amenity
Center**

Mr. Biagetti stated that the next scheduled meeting is on February 9, 2026, at 6:00 p.m. at the Bartram Springs Amenity Center.

TWELFTH ORDER OF BUSINESS

Adjournment

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

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

Signed by:



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Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman