

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, April 13, 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	Vice Chairperson
Joel Brighton	Supervisor
Taner Nierengarten	Supervisor
Joseph Largen	Supervisor

Also present were:

Matt Biagetti	District Manager
Wes Haber <i>by phone</i>	District Counsel
Mike Silverstein <i>by phone</i>	District Engineer
Terry Glynn	General Manager, GMS
Andy Antonopoulos	Operations Manager, GMS
Lori Dunham	Assistant Manager, GMS
Brian Jones	High Tech
Daniel Bauman	Brightview
Juwan Dupree	Brightview
Robert Baltean	VKA
Terry Hill	Atlantic Security

*The following is a summary of the actions taken at the April 13, 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. Five Supervisors were in attendance constituting a quorum.

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**SECOND ORDER OF BUSINESS**

**Audience Comments**

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

Resident (14534 Cherry Lake) addressed the Board and inquired about the status of a multi-phase improvement project, noting that only a portion of the work appeared to have been completed and requesting an update on the remaining phases. Staff responded that BrightView had been asked to provide proposals and updates for the remaining work and the additional information regarding the status would be forthcoming.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 9, 2026 Meeting**

Mr. Biagetti presented the minutes from the March 9, 2026 Board of Supervisors meeting and asked for any comments, questions, or corrections.

On MOTION by Ms. Reynolds, seconded by Mr. Largen, with all in favor, the Minutes of the March 9, 2026, Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Staff Updates**

**A. Engineer**

Mr. Silverstein provided an update, noting that a proposal is being prepared for the 2026 Annual Engineer’s Report and is expected to be distributed by the end of the week or early the following week. He also noted ongoing coordination related to District matters. The Board requested updates or information be shared with staff to ensure proper communication to the community.

**B. Brightview**

**1. Landscape Report**

**2. Quality Site Assessment**

The BrightView representative provided updates on ongoing maintenance activities, noting that seasonal flower installation has been delayed due to recent freezes impacting nursing availability; however, new plantings were recently installed and appear to be performing well. Fertilization and aeration efforts have been completed in select areas, and irrigation improvements and repairs are ongoing, including completion of a sump-related project.

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The Board discussed proposed landscape modifications, including removal of underperforming plant material such as juniper and azaleas and potential reduction of oversized planting beds in favor of turf to improve aesthetics and maintenance efficiency, Board members discussed the importance of balancing turf and ornamental plantings, emphasizing the need to maintain the visual character of the community while addressing areas where plant material has not thrived due to irrigation challenges and aging conditions.

The Board expressed interest in developing a phased landscaping plan to guide future improvements, including prioritization of high-visibility areas such as the entrance and ensuring that plant selections are appropriate for the local climate. Additional updates included hydroseeding efforts in select areas, with plans for reapplication where needed following debris removal, as well as continued leaf removal operations throughout the community.

Staff also noted that recent utility work has caused disruption to landscape and irrigation systems, and coordination is underway to ensure affected areas are restored to their prior condition.

## **FIFTH ORDER OF BUSINESS**

### **Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget**

Mr. Biagetti provide guidance for preparation of the proposed Fiscal Year 2027 budget. He referenced prior workshop discussions, where comparisons were made between Fiscal Year 2025 actuals and the current Fiscal Year 2026 budget to evaluate trends. He presented updated budget projections, highlighting adjusted line items reflected in percentage changes and noting that a preliminary budget would be presented at the May meeting for Board consideration, with additional time available for refinement prior to final adoption in July.

Mr. Biagetti indicated that the proposed Recreation Fund budget is currently projected as a break-even budget, with anticipated increases in revenue, including an estimated increase related to summer camp programming. Corresponding increases in expenses were also noted to support program operations. The Board reviewed the recreation budget, including summer camp participation, pricing adjustments to align with market rates, and capacity limits. Staff reported strong participation levels and demand, with enrollment near maximum capacity.

The Board discussed specific budget line items, including a notable increase in holiday decoration expenses. Concerns were raised regarding the magnitude of the increase, and staff provided context that additional decorations and expanded scope in recent years contributed to

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higher costs. The Board discussed balancing expenditures between decorations and special events and emphasized the importance of fiscal responsibility while maintaining community expectations.

Staff advised that the Board may approve a higher preliminary budget and reduce expenditures prior to final adoption but cannot increase assessments beyond the initially proposed amount after notices are issued. The Board agreed to continue refining the budget in advance of the May meeting.

**SIXTH ORDER OF BUSINESS****Staff Updates**

Mr. Biagetti moved into staff reports.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Haber had no new items to report.

**B. District Manager**

Mr. Biagetti stated that Form 1 financial disclosure filings are due to the Commission on Ethics by July 1<sup>st</sup>. The Board was also reminded of the requirement to complete four hours of ethics training by December 31<sup>st</sup>, and staff offered to provide assistance with training resources if needed.

Mr. Biagetti further requested a scheduling adjustment for the July Board meeting, which will include the budget adoption public hearing. Due to a scheduling conflict, staff proposed moving the meeting from July 13<sup>th</sup> to July 20<sup>th</sup>. The Board expressed no objections to the change, and staff indicated that proper notice would be published accordingly.

**C. Amenity Management & Field Operations – Report**

Staff noted that weekly updates have been distributed to the Board and offered to address any questions regarding ongoing operations and amenity activities.

Staff provided an update on the swim team starting block refurbishment project, noting that an alternative solution was identified that significantly reduces costs. Instead of utilizing an outside vendor at an estimated cost of \$10,000 to \$12,000, staff proposed purchasing necessary materials for approximately \$4,200, with the swim team assisting with installation at no cost and reimbursing

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half of the material expenses. This would result in an estimated District cost of approximately \$2,100. The Board expressed support for proceeding with the refurbishment. Additional discussion included potential future sponsorship opportunities for the starting blocks to offset long-term replacement costs, with the understanding that any sponsorships would require Board review to ensure appropriateness and aesthetics.

Staff also reported progress on the sauna installation, noting that contractors are currently on site and the sauna is expected to be operational by the end of the week or early the following week, pending any unforeseen issues.

An update was provided regarding the west water feature, which is currently non-operational due to pump motor failure. Staff advised that replacement costs are forthcoming and noted that similar failures have been observed regionally due to equipment quality concerns. Staff also discussed the importance of surge protection and electrical safeguards due to potential impacts from ongoing construction and fluctuating power conditions.

Staff reported on storm-related damage at the playground, including fencing and light poles. The fence panel replacement has been ordered, with installation expected within three to four weeks. Staff has obtained multiple proposals for repair of damaged light poles, with costs estimated at approximately \$27,000 to \$29,000. Discussion ensued regarding timing, safety considerations, and potential insurance reimbursement. The Board directed staff to proceed with submitting proposals to the insurance carrier and continue evaluating replacement options, including potential upgrades and phased replacement of additional poles.

Following discussion, a motion was made and seconded to authorize staff to proceed with repairs for the damaged light poles in an amount not to exceed \$27,000, pending receipt of additional quotes, and to designate the Vice Chair to work with staff on the matter.

Staff further advised that additional light poles in the area have been inspected and may require future placement due to corrosion, and proposals for those items will be brought back to the Board at a later date.

On MOTION by Ms. McKinney, seconded by Mr. Nierengarten, with Ms. McKinney, Mr. Nierengarten, Mr. Brighton, and Mr. Largen in favor and Ms. Reynolds opposed, a NTE of \$27,000 for Replacement of Two Light Poles Damaged in Storm, was approved 4-1.
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Staff presented an additional amenity item regarding the community banner program, noting that participation decreased from initial interest to four confirmed participants. The Board agreed to proceed with program and discussed incorporating additional seasonal or community-themed banners to enhance the overall display and encourage future participation.

Staff confirmed that amenity program revenue reporting has been distributed to the Board and will continue to be monitored for accuracy.

Discussion was held regarding newly installed grill lockout devices. Staff explained the locks were implemented for safety to prevent unauthorized use of gas lines. Residents must request staff assistance to access the grills, and the Board recommended adding signage to clarify the process.

Staff reported minor maintenance updates, including repairs to gym window blinds and replacement of damaged components. Staffing efforts for lifeguards and seasonal personnel are ongoing, with hiring and training in progress.

The Board discussed recent utility work within the community, noting concerns regarding limited communication from contractors. Staff advised that recent work included test boring, which resulted in damage to an underground line due to incorrect markings. Staff is monitoring contractor activity and maintaining communication to prevent further issues.

Additional updates included nearby development activity, with staff confirming no anticipated encroachment on District property, and routine maintenance items such as repairs to amenity fans and equipment.

## **EIGHTH ORDER OF BUSINESS**

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

Mr. Biagetti opened the meeting for Supervisor requests and audience comments. A resident expressed appreciation for the community's landscaping, particularly the presence of greenery and flowers, and encouraged the Board to maintain the current level of plantings rather than reduce them further. The Board acknowledged the comment and thanked her.

A Supervisor raised several maintenance and operational items for staff follow-up, including pressure washing and cleaning of the pool tower and monument features, inspection of a basketball goal where balls are reportedly getting stuck, and evaluation of fencing or landscaping solutions to prevent basketballs from entering adjacent roadways. The Board also requested an

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update on replacement of the pool clock and emphasized the importance of proactively identifying and addressing safety concerns, particularly regarding corrosion observed on light poles.

Additional discussion included amenity improvements such as shade structure at the kiddie pool, repainting or resurfacing playground equipment, and ongoing efforts to evaluate long-term solutions and obtain proposals. Supervisors also revisited landscape maintenance priorities, emphasizing the importance of maintaining color and plant diversity while continuing to address irrigation and plant performance challenges.

The Board discussed amenity maintenance vendors, including concerns regarding ongoing fountain repairs, and suggested evaluating alternative specialized vendors if performance issues persist. Updates were also requested regarding pressure washing proposals and general upkeep of community features.

The Board emphasized the importance of field maintenance, including routine inspection and repair of hazards such as holes in the sports field, as well as accountability for damage caused by misuse. The Board also discussed scheduling considerations to avoid conflicts with school and sports seasons.

The Board further stressed the importance of timely project execution and vendor accountability, citing delays in recent projects such as the sauna installation and fence repairs. Supervisors directed staff to move forward on maintenance items within their approval authority where appropriate and to maintain clear communication with the Board regarding ongoing issues and timelines.

Supervisors concluded by acknowledging staff's efforts in community communication, event programming, and amenity operations, and encouraged continued proactive communication and responsiveness moving forward.

## **NINTH ORDER OF BUSINESS**

### **Financial Statements**

#### **A. Balance Sheet as of February 28, 2026, and Statement of Revenue & Expenditures for the Period Ending February 28, 2026**

##### **Assessment Receipt Schedule**

#### **B. Approval of Check Register**

Mr. Biagetti reviewed the financial statements as of February 28, 2026. Staff reported that the District is trending positively, with an overall favorable variance of approximately \$50,000

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when comparing revenues and expenses. The general fund reflects a positive variance, while the recreation fund remains on budget.

Mr. Biagetti further reported that the assessment receipt schedule reflects 97.87% of assessments collected to date. The Board then reviewed the check register totaling \$104,568.29. During review, a question was raised regarding a discrepancy in the total, which staff clarified included approximately \$14,000 in automatic payments. For utilities such as Comcast, TECO, Florida Natural Gas, and JEA.

Additionally, staff noted a correction to the check register, identifying that sales tax had been improperly charged on an invoice from Security, which will be reimbursed by the vendor.

Following discussion, the Board approved the check register.

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

**TENTH ORDER OF BUSINESS**

**Closed Session: Discussion of Security Cameras (will be sent under separate cover)**

Mr. Biagetti noted that a closed session had been included on the agenda. The Board directed staff to have proposals refined and brought back.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – April 13, 2026 @ Bartram Springs Amenity Center**


Mr. Biagetti stated that the next scheduled meeting is on April 13, 2026, at 6:00 p.m. at the Bartram Springs Amenity Center.

**TWELFTH ORDER OF BUSINESS**

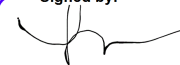
**Adjournment**

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

On MOTION by Ms. Reynolds, seconded by Ms. McKinney, 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