

ISLES OF BARTRAM PARK
Community Development District

February 21, 2018

Isles of Bartram

Community Development District

475 West Town Place, Suite 114, St. Augustine, Florida 32092
Phone: 904-940-5850 - Fax: 904-940-5899

February 14, 2018

Board of Supervisors
Isles of Bartram Park
Community Development District

Dear Board Members:

The Regular Meeting of the Isles of Bartram Park Community Development District will be held **Wednesday, February 21, 2018 at 11:00 a.m.** at the **offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.** Immediately following will be the Board of Supervisors Meeting.

- I. Roll Call
- II. Audience Comment
- III. Approval of Minutes from the January 17, 2018 Meeting
- IV. Other Business
- V. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
- VI. Supervisors' Requests and Audience Comments
- VII. Financial Reports
 - A. Balance Sheet as of December 31, 2017 and Statement of Revenues & Expenditures
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
 - D. Consideration of Funding Request No. 31
- VIII. Next Scheduled Meeting – March 21, 2018 at 11:00 a.m. at the offices of GMS
- IX. Adjournment

Minutes from the January 17, 2018 meeting are included for your review.

Copies of the balance sheet and statement of revenue & expenditures, assessment receipt schedule, and check register and funding request no. 31 are enclosed for your review.

The balance of the agenda is routine in nature and staff will give their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

James Oliver

James Oliver
District Manager

cc: Wes Haber
Darrin Mossing
Jennifer Gillis

AGENDA

*Isles of Bartram Park
Community Development District
Agenda*

Wednesday
February 21, 2018
11:00 a.m.

Office of GMS
475 West Town Place, Suite 114
St. Augustine, FL 32092
islesofbartramparkcdd.com
Call In # 800-264-8432 Code 9694032

- I. Roll Call
- II. Audience Comment
- III. Approval of Minutes from the January 17, 2018 Meeting
- IV. Other Business
- V. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
- VI. Supervisors' Requests and Audience Comments
- VII. Financial Reports
 - A. Balance Sheet as of December 31, 2017 and Statement of Revenues & Expenditures
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
 - D. Consideration of Funding Request No. 31
- VIII. Next Scheduled Meeting – March 21, 2018 at 11:00 a.m. at the offices of GMS
- IX. Adjournment

MINUTES

MINUTES OF MEETING
ISLES OF BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District was held on Wednesday, January 17, 2018 at 11:00 a.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092.

Present and constituting a quorum were:

Maurice Rudolph	Chairman
David Stanton	Vice Chairman
Liam O'Reilly	Supervisor
Brad England	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Darrin Mossing	GMS
Darrin Mossing, Jr.	GMS
Jason Greenwood	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m.

SECOND ORDER OF BUSINESS

Audience Comment

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver stated this meeting was noticed in the St. Augustine Record.

FOURTH ORDER OF BUSINESS

Approval of Minutes from the October 18, 2017 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes from the October 18, 2017 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Rudolph seconded by Mr. O'Reilly with all in favor the Minutes of the October 18, 2017 Meeting were approved.

FIFTH ORDER OF BUSINESS

**Ratification of Agreement with Lake Doctors,
Inc. for Fountain Maintenance Services**

SIXTH ORDER OF BUSINESS

**Ratification of Agreement with Lake Doctors,
Inc. for Lake Maintenance Services**

Mr. Oliver stated included in your agenda package are agreements with Lake Doctors, Inc. for fountain maintenance services and for lake maintenance services.

On MOTION by Mr. Rudolph seconded by Mr. O'Reilly with all in favor the Agreements with Lake Doctors, Inc. for Fountain Maintenance Services & Lake Maintenance Services were ratified.

SEVENTH ORDER OF BUSINESS

Other Business

On MOTION by Mr. Rudolph seconded by Mr. Stanton with all in favor the Resignation of Mr. Liam O'Reilly from the Isles of Bartram Park CDD was accepted effective at the end of this meeting.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated after the January 31, 2018 closing of acquisition of Cal-Atl by Lennar, new board members will be appointed at the next meeting.

B. Engineer – Ratification of Series 2017 Requisition

Mr. Oliver presented Requisition No. 2 payable to Standard Pacific of Florida in the amount of \$6,920.73.

On MOTION by Mr. Rudolph seconded by Mr. O'Reilly with all in favor Requisition No. 2 was ratified.

C. Manager

There being none, the next item followed.

NINTH ORDER OF BUSINESS

**Supervisors' Requests and Audience
Comments**

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of November 30, 2017 and Statement of Revenues & Expenditures

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of November 30, 2017.

B. Assessment Receipt Schedule

Mr. Oliver stated included in your agenda package is the assessment receipt schedule.

C. Approval of Check Register

Mr. Oliver stated included in your agenda package is the check register.

On MOTION by Mr. Rudolph seconded by Mr. O'Reilly with all in favor the Check Register was approved.

D. Consideration of Funding Request Nos. 29 & 30

Mr. Oliver presented Funding Request No. 29 in the amount of \$11,280.14 and Funding Request No. 30 in the amount of \$4,041.03.

On MOTION by Mr. Rudolph seconded by Mr. O'Reilly with all in favor Funding Request Nos. 29 & 30 were approved.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 21, 2018
at 11:00 a.m. at the Offices of GMS**

Mr. Oliver stated the next meeting is scheduled for February 21, 2018 at 11:00 a.m. at this office.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Rudolph seconded by Mr. O'Reilly with all in favor the Meeting was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

SEVENTH ORDER OF BUSINESS

A.

Isles of Bartram Park
Community Development District

Unaudited Financial Statements

as of

December 31, 2017

Isles of Bartram Park
Community Development District
Combined Balance Sheet
December 31, 2017

	<i>Governmental Fund Types</i>			<i>(Memorandum Only)</i>
	<i>General</i>	<i>Debt Service</i>	<i>Capital Project</i>	<i>2018</i>
<u><i>Assets:</i></u>				
Cash	\$22,395	---	---	\$22,395
Investments:				
Series 2015:				
Reserve	---	\$221,166	---	\$221,166
Interest	---	\$4	---	\$4
Revenue	---	\$64,241	---	\$64,241
Sinking Fund	---	\$3	---	\$3
Prepayment	---	\$3,003	---	\$3,003
Construction	---	---	\$5,513	\$5,513
Cost of Issuance	---	---	---	\$0
Series 2017:				
Reserve	---	\$172,690	---	\$172,690
Interest	---	---	---	\$0
Revenue	---	---	---	\$0
Sinking Fund	---	---	---	\$0
Prepayment	---	---	---	\$0
Construction	---	---	\$6,926	\$6,926
Cost of Issuance	---	---	\$6,545	\$6,545
Due From Developer	\$15,321	---	---	\$15,321
Due from General Fund	---	\$10,661	---	\$10,661
Prepaid Expenses	\$0	---	---	\$0
Total Assets	\$37,717	\$471,768	\$18,984	\$528,469
<u><i>Liabilities:</i></u>				
Accounts Payable	\$16,465	---	---	\$16,465
Accrued Expenses	---	---	---	\$0
Due to Other	---	---	---	\$0
Due to General Fund	---	---	---	\$0
Due to Debt Service	\$10,661	---	---	\$10,661
<i>Fund Balances:</i>				
Restricted for Debt Service	---	\$471,768	---	\$471,768
Restricted for Capital Projects	---	---	\$18,984	\$18,984
Unassigned	\$10,590	---	---	\$10,590
Total Liabilities & Fund Equity	\$37,717	\$471,768	\$18,984	\$528,469

Isles of Bartram Park
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending December 31, 2017

	<i>Adopted</i> <i>Budget</i>	<i>Prorated</i> <i>Thru 12/31/17</i>	<i>Actual</i> <i>Thru 12/31/17</i>	<i>Variance</i>
<u>REVENUES:</u>				
Developer Contributions	\$91,066	\$22,268	\$22,268	\$0
Assessment - Tax Roll	\$74,619	\$17,900	\$17,900	\$0
Assessment - Direct	\$36,355	\$9,089	\$9,089	\$0
TOTAL REVENUES	\$202,040	\$49,256	\$49,256	\$0
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Engineering	\$6,000	\$2,500	\$2,955	(\$455)
Dissemination	\$3,500	\$1,167	\$1,750	(\$583)
Arbitrage	\$600	\$0	\$0	\$0
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Attorney Fees	\$20,000	\$3,333	\$2,739	\$595
Annual Audit	\$2,300	\$0	\$0	\$0
Trustee Fees	\$6,500	\$4,000	\$4,000	\$0
Management Fees	\$45,000	\$11,250	\$11,250	\$0
Information Technology	\$1,600	\$400	\$400	\$0
Telephone	\$150	\$38	\$20	\$18
Postage	\$500	\$125	\$49	\$76
Insurance	\$5,665	\$5,665	\$5,750	(\$85)
Printing and Binding	\$1,300	\$325	\$242	\$83
Legal Advertising	\$2,000	\$167	\$159	\$7
Other Current Charges	\$250	\$0	\$0	\$0
Office Supplies	\$200	\$50	\$26	\$24
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$100,740	\$34,194	\$34,514	(\$320)
<u>FIELD:</u>				
Landscape Maintenance	\$52,000	\$8,667	\$7,876	\$791
Lake Maintenance	\$14,000	\$3,500	\$3,973	(\$473)
Waterfall/Entry Pond Maintenance	\$5,400	\$0	\$0	\$0
Lake Fountains Maintenance	\$1,400	\$450	\$450	\$0
Management	\$6,000	\$1,500	\$1,500	\$0
Utilities	\$20,000	\$0	\$0	\$0
General Maintenance	\$2,500	\$0	\$0	\$0
TOTAL FIELD	\$101,300	\$14,117	\$13,799	\$318
TOTAL EXPENDITURES	\$202,040	\$48,311	\$48,313	(\$2)
EXCESS REVENUES (EXPENDITURES)	(\$0)		\$944	
FUND BALANCE - Beginning	\$0		\$9,647	
FUND BALANCE - Ending	(\$0)		\$10,590	

Isles of Bartram Park
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2018

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Revenues:</u>													
<i>Developer Contributions/Assessments</i>	\$21,493	\$7,814	\$19,949	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,256
<i>Total Revenues</i>	\$21,493	\$7,814	\$19,949	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,256
<u>Expenditures:</u>													
<u>Administrative</u>													
<i>Supervisors</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>FICA Expense</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Engineering</i>	\$2,645	\$310	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,955
<i>Dissemination</i>	\$583	\$583	\$583	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750
<i>Arbitrage</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Assessment Roll</i>	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
<i>Attorney Fees</i>	\$2,015	\$724	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,739
<i>Annual Audit</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Trustee Fees</i>	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
<i>Management Fees</i>	\$3,750	\$3,750	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,250
<i>Information Technology</i>	\$133	\$133	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400
<i>Telephone</i>	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
<i>Postage</i>	\$3	\$2	\$44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49
<i>Insurance</i>	\$5,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,750
<i>Printing and Binding</i>	\$129	\$109	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$242
<i>Legal Advertising</i>	\$159	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159
<i>Other Current Charges</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Office Supplies</i>	\$13	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26
<i>Dues, Licenses & Subscriptions</i>	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<i>Total Administrative</i>	\$24,375	\$5,624	\$4,515	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,514
<u>Field</u>													
<i>Landscape Maintenance</i>	\$2,774	\$2,774	\$2,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,876
<i>Lake Maintenance</i>	\$1,170	\$1,633	\$1,170	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,973
<i>Waterfall/Entry Pond Maintenance</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Lake Fountains Maintenance</i>	\$0	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
<i>Management</i>	\$500	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
<i>Utilities</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>General Maintenance</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total Field</i>	\$4,444	\$5,357	\$3,998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,799
<i>Total Expenses</i>	\$28,819	\$10,981	\$8,513	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,313
<i>Excess Revenues (Expenditures)</i>	(\$7,325)	(\$3,167)	\$11,436	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$944

Isles of Bartram Park
Community Development District
DEBT SERVICE FUND SERIES 2015
Statement of Revenues & Expenditures
For The Period Ending December 31, 2017

<i>Adopted Budget</i>	<i>Prorated Thru 12/31/17</i>	<i>Actual- Thru 12/31/17</i>	<i>Variance</i>
---------------------------	-----------------------------------	----------------------------------	-----------------

REVENUES:

<i>Interest Income</i>	\$100	\$100	\$941	\$841
<i>Assessment - Direct</i>	\$141,083	\$0	\$0	\$0
<i>Assessment - Tax Roll</i>	\$300,186	\$71,734	\$71,734	\$0

<i>TOTAL REVENUES</i>	\$441,369	\$71,834	\$72,675	\$841
------------------------------	------------------	-----------------	-----------------	--------------

EXPENDITURES:

Series 2015

<i>Interest Expense - 11/01</i>	\$163,759	\$163,759	\$163,759	(\$0)
<i>Principal Expense - 11/01</i>	\$110,000	\$110,000	\$130,000	(\$20,000)
<i>Interest Expense - 05/01</i>	\$161,353	\$0	\$0	\$0

<i>TOTAL EXPENDITURES</i>	\$435,112	\$273,759	\$293,759	(\$20,000)
----------------------------------	------------------	------------------	------------------	-------------------

OTHER SOURCES/(USES)

<i>Bond Proceeds</i>	\$0	\$0	\$0	\$0
----------------------	-----	-----	-----	-----

<i>TOTAL OTHER SOURCES AND USES</i>	\$0	\$0	\$0	\$0
--------------------------------------------	------------	------------	------------	------------

<i>EXCESS REVENUES (EXPENDITURES)</i>	\$6,257	(\$221,084)		
----------------------------------------------	----------------	--------------------	--	--

<i>FUND BALANCE - Beginning</i>	\$280,240	\$520,162		
---------------------------------	-----------	-----------	--	--

<i>FUND BALANCE - Ending</i>	<u>\$286,497</u>	<u>\$299,078</u>		
------------------------------	------------------	------------------	--	--

Isles of Bartram Park
Community Development District
DEBT SERVICE FUND SERIES 2017
Statement of Revenues & Expenditures
For The Period Ending December 31, 2017

	Adopted Budget	Prorated Thru 12/31/17	Actual Thru 12/31/17	Variance
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$398	\$398
Assessment - Direct	\$0	\$0	\$0	\$0
Assessment - Tax Roll	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$398	\$398
<u>EXPENDITURES:</u>				
<u>Series 2015</u>				
Interest Expense - 11/01	\$0	\$0	\$0	\$0
Principal Expense - 11/01	\$0	\$0	\$0	\$0
Interest Expense - 05/01	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
<u>OTHER SOURCES/(USES)</u>				
Bond Proceeds	\$0	\$0	\$0	\$0
TOTAL OTHER SOURCES AND USES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$398	
FUND BALANCE - Beginning	\$0		\$172,292	
FUND BALANCE - Ending	\$0		\$172,690	

Isles of Bartram Park
Community Development District
CAPITAL PROJECTS FUND
 Statement of Revenues & Expenditures
 For The Period Ending December 31, 2017

	Series 2015	Series 2017
<u>REVENUES:</u>		
Interest Income	\$13	\$6,482
TOTAL REVENUES	\$13	\$6,482
<u>EXPENDITURES:</u>		
Capital Outlay	\$0	\$4,968,356
Cost of Issuance	\$0	\$40,000
TOTAL EXPENDITURES	\$0	\$5,008,356
<u>OTHER SOURCES/(USES)</u>		
Bond Proceeds	\$0	\$0
Interfund Transfer	\$0	\$0
TOTAL OTHER SOURCES/(USES)	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$13	(\$5,001,873)
FUND BALANCE - Beginning	\$5,501	\$5,015,345
FUND BALANCE - Ending	\$5,513	\$13,471

Isles of Bartram Park
Community Development District
Long Term Debt Report

Series 2015 Special Assessment Bonds	
Interest Rate:	4.375%-5.125%
Maturity Date:	11/1/45
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$220,634.38
Reserve Balance:	\$221,165.70
Bonds outstanding - 11/30/2015	\$6,725,000
Less: November 1, 2015	\$0
Less: November 1, 2016	(\$110,000)
Less: November 1, 2017	(\$130,000)
Current Bonds Outstanding	\$6,485,000

B.

Isles of Bartram Park Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092
FY18 Assessment Receipts

ASSESSED TO	LOTS	SERIES 2015 DEBT SERVICE ASMNT	SERIES 2017 DEBT SERVICE ASMNT	FY 18 O&M ASMNT	TOTAL ASMTS
STANDARD PACIFIC	382	141,082.96	344,792.77	36,354.60	522,230.33
TOTAL DIRECT INVOICES NET	382	141,082.96	344,792.77	36,354.60	522,230.33
TAX ROLL NET	234	299,044.64	-	74,619.23	373,663.87
TOTAL DISTRICT NET	616	440,127.60	344,792.77	110,973.83	895,894.20

RECEIVED FROM	BALANCE DUE	SERIES 2015 DEBT SERVICE ASMNT	SERIES 2017 DEBT SERVICE ASMNT	FY 18 O&M ASMNT	TOTAL RECEIVED
STANDARD PACIFIC	513,141.68	-	-	9,088.65	9,088.65
TOTAL DIRECT INVOICES	513,141.68	-	-	9,088.65	9,088.65
TAX ROLL RECEIVED / DUE	284,011.39	71,749.22	-	17,903.26	89,652.48
TOTAL RECEIPTS / DUE	797,153.07	71,749.22	-	26,991.91	98,741.13

TAX ROLL RECEIPTS

DISTRIBUTION	DATE	SERIES 2015 DEBT SERVICE ASMNT	SERIES 2017 DEBT SERVICE ASMNT	FY18 O&M ASMNT	TOTAL RECEIVED
1	11/6/17	---	---	---	---
2	11/15/17	12,836.27	---	3,202.98	16,039.25
3	11/28/17	18,478.29	---	4,610.80	23,089.09
4	12/11/17	32,510.13	---	8,112.10	40,622.23
5	12/27/17	7,909.56	---	1,973.64	9,883.20
INTEREST	1/4/18	14.97	---	3.74	18.71
6	1/24/18	71,798.93	---	17,915.66	89,714.59
		---	---	---	---
		---	---	---	---
		---	---	---	---
		---	---	---	---
TOTAL TAX ROLL RECEIPTS		\$143,548.15	---	35,818.92	179,367.07

PERCENT COLLECTED DIRECT	0%	0%	25%	2%
PERCENT COLLECTED TAX ROLL	24%	0%	24%	24%
PERCENT COLLECTED TOTAL	16%	0%	24%	11%

C.

Isles of Bartram Park
Community Development District

Check Run Summary
February 12, 2018

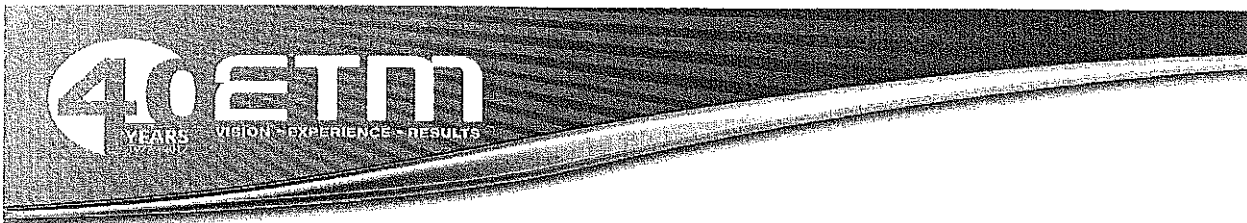
Fund	Date	Check No.	Amount	
General Fund				
Accounts Payable	1/5/18	243-244	\$	389.75
	1/11/18	245-246	\$	5,547.68
	1/18/18	247-249	\$	6,386.66
			Sub-Total	\$ 12,324.09
Total			\$	12,324.09

*** CHECK DATES 01/01/2018 - 01/31/2018 ***

ISLES OF BARTRAM - GENERAL
BANK A ISLES OF BARTRAM

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
1/05/18	00011	12/07/17 185803	201711 310-51300-31100		NOV PROFESSIONAL SERVICES	*	310.05		
					ENGLAND THIMS & MILLER INC			310.05	000243
1/05/18	00002	11/07/17 17483629	201711 310-51300-48000		11/15 NOTICE OF MEETING	*	79.70		
					ST. AUGUSTINE RECORD			79.70	000244
1/11/18	00014	11/01/17 8994	201710 320-57200-46200		OCT LANDSCAPE MAINTENANCE	*	2,773.84		
					TREE AMIGOS OUTDOOR SERVICES			2,773.84	000245
1/11/18	00014	11/18/17 9035	201711 320-57200-46200		NOV LANDSCAPE MAINTENANCE	*	2,773.84		
					TREE AMIGOS OUTDOOR SERVICES			2,773.84	000246
1/18/18	00001	1/02/18 43	201801 310-51300-34000		JAN MANAGEMENT FEES	*	3,750.00		
		1/02/18 43	201801 310-51300-35100		JAN INFORMATION TECH	*	133.33		
		1/02/18 43	201801 310-51300-31200		JAN DISSEMINATION FEES	*	583.33		
		1/02/18 43	201801 310-51300-51000		OFFICE SUPPLIES	*	.03		
		1/02/18 43	201801 310-51300-42000		POSTAGE	*	4.60		
		1/02/18 43	201801 310-51300-42500		COPIES	*	21.75		
					GOVERNMENTAL MANAGEMENT SERVICES			4,493.04	000247
1/18/18	00004	12/31/17 97983	201711 310-51300-31500		RESPOND TO AUDITOR	*	723.62		
					HOPPING GREEN AND SAMS			723.62	000248
1/18/18	00020	1/01/18 338722	201801 320-57200-46100		JAN LAKE MAINTENANCE	*	1,170.00		
					LAKE DOCTORS, INC.			1,170.00	000249
					TOTAL FOR BANK A		12,324.09		
					TOTAL FOR REGISTER		12,324.09		

IBTR ISLES OF BRTRM BSANCHEZ



Isles Of Bartram CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

December 7, 2017
Project No: 13125.03000
Invoice No: 0185803

Project 13125.03000 Isles of Bartram CDD
Professional Services rendered through November 30, 2017
Professional Personnel

1-31-513-311
11

	Hours	Rate	Amount
Principal - Vice President	1.25	225.00	281.25
Totals	1.25		281.25
Total Labor			281.25

Expenses

Delivery / Messenger Svc	28.80
Total Expenses	28.80

Invoice Total this Period \$310.05

Outstanding Invoices

Number	Date	Balance
0185330	9/30/2017	1,237.50
0185579	10/31/2017	2,644.75
Total		3,882.25

Total Now Due \$4,192.30

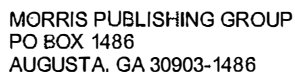
RECEIVED
DEC 18 2017

RECEIVED
DEC 14 2017
BY: _____

BY:

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32226 • Tel 904-642-8900 • Fax 904-645-9485
CA0002584 LC0000315

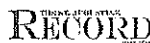


GMS / ISLES OF BARTRAM PARK CCD
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

Page 1 of 1

INVOICE NUMBER	100025333617 1130
ADVERTISER/CLIENT NAME	GMS/ISLES OF BARTRAM PARK CCD
BILLED ACCOUNT NUMBER	1000253336
ADVERTISER/CLIENT NUMBER	1000253336
BILLING PERIOD	11/01/2017 - 11/30/2017
TERMS OF PAYMENT	NET DUE IN 30 DAYS

Please review your invoice and notify the credit department promptly if you have any disputes or reasons that would delay payment. All invoice charges are considered valid and due in full unless notified within 30 days of the invoice date. A fee of \$20.00 will be charged on all NSF checks.



CURRENT NET DUE		30 DAYS	60 DAYS	90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE	
79.70		79.70	0.00	0.00	0.00	159.40	
DATE	ORDER #	DESCRIPTION / COMMENTS / CHARGES		SAU Size BILLED UNITS	Time Run Rate	SUBTOTAL	NET AMOUNT
10/31/2017		Previous Balance					79.70
11/07/2017	C17483629	11/15 REGULAR MEETIN Classified Line Ads 11/07/2017		1.000COx4.430IN 4.430CIN			79.70
		<p>1.31.513.48</p> <p>2</p> <p>RECEIVED</p> <p>DEC 08 2017</p> <p>BY: _____</p>					
CURRENT NET DUE		30 DAYS	60 DAYS	90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE	
79.70		79.70	0.00	0.00	0.00	159.40	

TO VIEW AND PAY ONLINE GO TO: <http://morrispublishinggrp.billtrust.com> **USE THIS ENROLLMENT CODE:** **LMS VMB HKR**

MORRIS PUBLISHING GROUP
PO BOX 1486
AUGUSTA, GA 30903-1486

▲ PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR PAYMENT ▲

BILLING PERIOD	BILLING DATE	INVOICE NUMBER
11/01/2017 - 11/30/2017	11/30/2017	1000253336171130
BILLED ACCOUNT NUMBER	ADVERTISER/CLIENT NUMBER	
1000253336	1000253336	
TOTAL AMOUNT DUE	REMITTANCE AMOUNT	
159.40		

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THIS SECTION

SELECT ONE: ☐ Visa® ☐ MasterCard® ☐ Discover® ☐ Amex®

CARD NUMBER

CARD HOLDER NAME (Please Print)

EXP. DATE

SIGNATURE

BILL TO:

GMS / ISLES OF BARTRAM PARK CCD
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

REMITTANCE ADDRESS



MORRIS PUBLISHING GROUP
PO BOX 1486
AUGUSTA, GA 30903-1486

0310002533361711307 00015940 00007970 00007970 00000000 000000003

Tue, Nov 07, 2017
08:44:40

Receipt No:

Classified Ad Invoice

The St. Augustine Record

Acct: 1000253336
Phone: 9042889130
E-Mail:
Client:

Name: GMS/ISLES OF BARTRAM PAR
Address: 475 WEST TOWN PLACE
City: SAINT AUGUSTINE State: FL Zip: 32092
Caller: 11/15 REGULAR MEETING

Ad Name: 17483629A
Ad Id: 17483629
Reply Request
Standby Type:

Start: 11/07/2017 Issues: 1 Stop: 11/07/2017
Class: 7524 Rate: L01 Paytype: BL
Copy Line: 11/15 REGULAR MEE Rep: SAR BARBARA KELLY Colors:
Editions: INS/RE/ G. D. # Tearsheets:

Earliest Production Deadline: 00/00/00

Lines.....	62.00
Depth.....	4.43
Columns...	1
Price:	79.70
Other Charges:	0.00
Discounts:	0.00
Total	79.70

RECEIVED
NOV 14 2017
BY: _____

NOTICE OF MEETING
ISLES OF BARTRAM PARK
COMMUNITY
DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District will be held on Wednesday, November 15, 2017 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record of the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver
District Manager
17483629A November 7, 2017

Ad shown is not actual print size

Thank you and have a nice day!

THE ST. AUGUSTINE RECORD

COP

GMS/ISLES OF BARTRAM PARK CCD
475 WEST TOWN PLACE STE 114.
SAINT AUGUSTINE FL 32092

Ref.# 17483629A
P.O.#:

PUBLISHED EVERY MORNING SUNDAY THRU SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA,
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared **JAMIE WILLIAMS**
who on oath says that he/she is an Employee of the St. Augustine Record,
a daily newspaper published at St. Augustine in St. Johns County, Florida;
that the attached copy of advertisement being a **NOTICE OF MEETING**
In the matter of **11/15 REGULAR MEETIN - 11/15 REGULAR MEETING**
was published in said newspaper on **11/07/2017**

Affiant further says that the St. Augustine Record is a newspaper published
at St. Augustine, in said St. Johns County, Florida, and that the said newspaper
heretofore has been continuously published in said St. Johns County, Florida,
each day and has been entered as second class mail matter at the post office in the
City of St. Augustine, in said St. Johns County, for a period of one year preceding
the first publication of the copy of advertisement; and affiant further says that
he/she has neither paid nor promised any person, firm or corporation any discount,
rebate, commission or refund for the purpose of securing the advertisement for
publication in the said newspaper.

Sworn to and subscribed before me this _____ day of **NOV 07 2017**

by *Jamie Williams* who is personally known to me
or who has produced as identification



ERIC DAMIEN MCBRIDE
MY COMMISSION # FF925198
EXPIRES October 07, 2019

(Signature of Notary Public)

(Seal)

NOTICE OF MEETING ISLE OF BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District will be held on Wednesday, November 15, 2017, at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092, (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations of this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770 for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

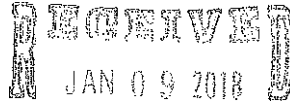
James Oliver
District Manager
17483629A November 7, 2017

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 43
Invoice Date: 1/2/18
Due Date: 1/2/18
Case:
P.O. Number:

Bill To:
Isles of Bartram Park CDD
475 WestTown Place
Suite 114
At. Augustine, FL 32092



BY:

Description	Hours/Qty	Rate	Amount
Management Fees - January 2018 1-31-513-34		3,750.00	3,750.00
Information Technology - January 2018 1-31-513-351		133.33	133.33
Dissemination Agent Services - January 2018 1-31-513-312		583.33	583.33
Office Supplies 1-31-513-51		0.03	0.03
Postage 1-31-513-412		4.60	4.60
Copies 1-31-513-425		21.75	21.75
		Total	\$4,493.04
		Payments/Credits	\$0.00
		Balance Due	\$4,493.04

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

December 31, 2017

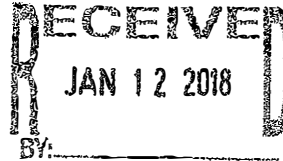
Isles of Bartram Park Community Development Dist
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 97983
Billed through 11/30/2017

General Counsel
IBPCDD 00001

WSH

1.31.513.315
4



FOR PROFESSIONAL SERVICES RENDERED

11/06/17	WSH	Review correspondence and confer with Maggiore regarding requisition.	0.20 hrs
11/07/17	WSH	Confer with Maggiore and Rudolph regarding requisitions; review minutes and confer with Stephens.	0.50 hrs
11/08/17	WSH	Confer with Maggiore regarding requisitions.	0.30 hrs
11/16/17	WSH	Confer with O'Reilly regarding landscape maintenance contract; begin preparation of same.	0.30 hrs
11/20/17	WSH	Finalize agreement for landscape maintenance; confer with O'Reilly regarding same.	0.40 hrs
11/20/17	KFJ	Prepare landscape and irrigation maintenance agreement; confer with Haber.	0.10 hrs
11/21/17	WSH	Respond to auditor request.	0.20 hrs
11/28/17	WSH	Review and finalize auditor response.	0.20 hrs
11/28/17	JLE	Review auditor request letter, and review and revise response to the same; follow-up.	0.20 hrs
11/28/17	LAK	Prepare response to auditor letter request.	0.80 hrs
11/30/17	CGS	Monitor proposed legislation which may impact district.	0.30 hrs

Total fees for this matter \$721.50

DISBURSEMENTS

Document Reproduction	2.00
Postage	0.12

Total disbursements for this matter \$2.12

MATTER SUMMARY

Stuart, Cheryl G.	0.30 hrs	310 /hr	\$93.00
Earlywine, Jere L.	0.20 hrs	235 /hr	\$47.00
Jusevitch, Karen F.- Paralegal	0.10 hrs	120 /hr	\$12.00
Kuehlke, Lou Ann - Legal Asst	0.80 hrs	95 /hr	\$76.00
Haber, Wesley S.	2.10 hrs	235 /hr	\$493.50

TOTAL FEES	\$721.50
------------	----------

TOTAL DISBURSEMENTS	\$2.12
---------------------	--------

TOTAL CHARGES FOR THIS MATTER	\$723.62
--------------------------------------	-----------------

BILLING SUMMARY

Stuart, Cheryl G.	0.30 hrs	310 /hr	\$93.00
Earlywine, Jere L.	0.20 hrs	235 /hr	\$47.00
Jusevitch, Karen F.- Paralegal	0.10 hrs	120 /hr	\$12.00
Kuehlke, Lou Ann - Legal Asst	0.80 hrs	95 /hr	\$76.00
Haber, Wesley S.	2.10 hrs	235 /hr	\$493.50

TOTAL FEES	\$721.50
------------	----------

TOTAL DISBURSEMENTS	\$2.12
---------------------	--------

TOTAL CHARGES FOR THIS BILL	\$723.62
------------------------------------	-----------------

Please include the bill number on your check.



3543 State Road 419, Winter Springs, FL 32708

INVOICE

Invoice #	338722
Account #	721658
Invoice Date	1/1/2018
Due Date	1/11/2018

Bill To
CELESTINA MASTER POA ISLES AT BARTRAM CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE, FLORIDA 32092

Invoice Questions:
Please call us at
1-800-666-5253 or
lakes@lakedoctors.com

P.O. No.	Terms	Rep
	NET 10 DAYS	MAS
Item Number	Description	Amount
	Monthly Water Management Service	1,170.00
	<p>1-32-572-461 20</p> <p>RECEIVED JAN 10 2018 BY: _____</p> <p>Customer Total Balance \$1,170.00</p>	

INVOICE DATE REFLECTS MONTH SERVICE PROVIDED.

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please do not send any correspondence with your payment as it may delay our response to your inquiry.

Non-Taxable Subtotal	
Taxable Subtotal	
Tax	
Total Invoice	\$1,170.00

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

Bill To
CELESTINA MASTER POA ISLES AT BARTRAM CDD 475 WEST TOWN PLACE SUITE 114 ST. AUGUSTINE, FLORIDA 32092

Amount Enclosed

Invoice #	338722
Account #	721658
Date	1/1/2018

Save a Stamp - Go Green & Go Paperless! Have your invoice emailed!
Email address: _____

☐ Please Check Box if New Address and Make Changes Above

The Lake Doctors, Inc.
3543 State Road 419
Winter Springs, FL 32708

IF PAYING BY CREDIT CARD, FILL OUT BELOW		
Mastercard	Visa	American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	____ Check box if same as above	
Signature	_____	

D.

Isles of Bartram Park

Community Development District

Funding Request #31

February 12, 2018

PAYEE

GENERAL FUND

1 Innovative Fountain Services, Inc.

Aug Fountain Maint Inv #2016806 09/1/17

\$ 463.01

Nov Fountain Maint Inv #2017025 11/20/17

\$ 463.01

Total Funding Request

\$ 926.02

Please make check payable to:

Isles of Bartram Park CDD

c/o GMS LLC

475 West Town Place

Suite 114

St. Augustine FL 32092

Signature: _____
Chairman/Vice Chairman

Signature: _____
Secretary/Asst. Secretary

Innovative Fountain Services, Inc
450-106 State Rd 13 N, #217
St Johns, FL 32259
(904) 551-1017
customerservice@innovativefountainservices.com
www.innovativefountainservices.com

Invoice



**Celestina
Isles of Bartrams
475 West Town Place
Suite 114
St. Augustine, FL 32092**

1.32.572.461
23

2017025	11/20/2017	\$463.01	12/20/2017	Net 30
---------	------------	----------	------------	--------

Please detach top portion and return with your payment.

P.O. NUMBER

Float Maintenance
Float Maintenance - November

We appreciate your business!

BALANCE DUE

\$463.01

Innovative Fountain Services, Inc

450-106 State Rd 13 N, #217

St Johns, FL 32259

(904) 551-1017

customerservice@innovativefountain.com

www.innovativefountain.com

Invoice



Celestina

Isles of Bartrams

475 West Town Place

Suite 114

St. Augustine, FL 32092

1-32-572-461

23

2016806

09/01/2017

\$463.01

10/01/2017

Net 30

Please detach top portion and return with your payment.

P.O. NUMBER

Float Maintenance
Float Maintenance - August

1

463.01

463.01

We appreciate your business!

BALANCE DUE

\$463.01