

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 Friday, May 17, 2024 at 10:00 a.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Scott Forshey-Friedman	Chairman
Joseph Zemel	Vice Chairman
Nancy Brown	Supervisor
Zenzi Rogers	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	Kutak Rock
Sarah Sweeting	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 10:00 a.m. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comment**

Mr. Oliver noted there is one member of the public present today. Hearing no comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation from Supervisor Stuck**

Mr. Oliver stated Supervisor Stuck has resigned from the Board and asked for a motion to accept his resignation.

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On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, Accepting the Resignation of Supervisor Stuck, was approved.

**B. Discussion of Process to Fill Vacant Seat**

Mr. Oliver noted the Board does not have to fill this seat. The seat will be filled by the general election process in November which means there will be a budget hearing in August and then perhaps one more meeting before the general election. The Board can fill it if it wishes. Mr. Forshey-Friedman recommended holding until it is filled organically through the process.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the February 2, 2024 Meeting**

Mr. Oliver presented the minutes of the February 2, 2024 meeting and asked if there were any additions, corrections, or deletions. The Board had no changes to the minutes.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Minutes of the February 2, 2024 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement for Engineering Services**

Mr. Oliver noted at the last meeting the Board accepted the resignation of ETM and started the RFQ process selecting DEG to fill that vacancy. Mr. Haber has prepared an agreement. Mr. Oliver asked for a motion to approve the agreement with Dominion Engineering Group.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, the Agreement with Dominion Engineering Group for Engineering Services, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Approving the Fiscal Year 2025 Proposed Budget & Setting a Public Hearing Date for Adoption**

Mr. Oliver stated the public hearing will be August 9, 2024 at 10 a.m. and recommended the Renaissance Resort WVG. He noted FY24 was the first year that capital reserves were collected and \$50K was collected. To keep the assessments level, the capital reserve contribution was

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reduced to \$25K for FY25. He suggested to keep the capital reserve fund contribution at \$50K. Since there is a new engineer, he suggested increasing that line item to \$12K. If the budget is approved with the increased amounts, it can be reduced but can't be added to. Mr. Oliver asked if the Board is okay with these changes and a motion to approve.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Resolution 2024-02, Approving the Fiscal Year 2025 Proposed Budget as Revised & Setting the Public Hearing for August 9, 2024 at 10:00 a.m. at Renaissance Resort for Adoption, was approved.

**SEVENTH ORDER OF BUSINESS                      Consideration of Proposals:**

**A. Fencescape Proposal for Boundary Fence**

Mr. Oliver presented the proposal from Fencescape for boundary fencing in the amount of \$8,564. Mr. Forshey-Friedman noted this is in the front of the community on the fountain side and provides 6 ft. of aluminum fencing to protect the assets of the CDD. A Board member noted in addition to this fence, he would like to have cameras.

On MOTION by Ms. Brown, seconded by Mr. Forshey-Friedman, with all in favor, the Proposal from Fencescape for \$8,564, was approved.

**B. Yellowstone Proposal for Holly Bushes for Boundary**

Mr. Oliver stated this proposal had two options. Board consensus was to take no action at this time.

**C. Yellowstone Proposal for Entrance Annual Bed Rework**

Mr. Oliver presented the Yellowstone proposal for entrance annual bed rework for \$1,992.50. Mr. Forshey-Friedman noted this would be removing the juniper.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Proposal from Yellowstone for Entrance Annual Bed Rework in Amount of \$1,992.50, was approved.

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**D. Yellowstone Proposal to Sod Installation to Repair Ruts**

Mr. Oliver noted this proposal is for sod installation to repair ruts. Mr. Forshey-Friedman stated that is not CDD property and will get with the District Manager regarding that.

**E. Underwater Waterfall Light Repairs**

Mr. Oliver noted proposals were received from Innovative and High Tide for waterfall light repairs. Mr. Forshey-Friedman stated the original lighting in the main fountain inside the water has all failed. This repair is due to age and is for wiring and lighting. He recommended the High Tide proposal at \$5,352.18 instead of Innovative at \$15,468.74 as it is the same scope of work. Ms. Brown recommended checking on a warranty. Mr. Oliver suggested doing a NTE cost and authorize Scott to work with Taylor and the vendors on this. Mr. Oliver noted Innovative had two proposals, one at \$15,468.74 and another at \$2,840 and asked if they work in conjunction. Mr. Forshey-Friedman stated the \$2,840 is for the lights ripped out by the criminal mischief which was sent over and done so needs ratification. The other two are to replace.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Proposal for \$2,840 for Waterfall Lights, was ratified.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, NTE amount NTE \$15,500 for Waterfall Light Repairs & Authorized Supervisor Forshey-Friedman to Work with Vendors and Taylor Tennison for Installation, was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Proposals:**

**A. Yellowstone Proposal for Mulch & Pine Straw Installation**

Mr. Oliver presented the Yellowstone proposal for mulch/pine straw installation for \$6,255.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, the Proposal from Yellowstone for Mulch & Pine Straw Installation for \$6,255, was ratified.

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**B. First Choice Aquatics for Pond 2 Fountain Repair**

Mr. Oliver presented the proposal from First Choice Aquatics for Pond 2 fountain repair in the amount of \$3,632.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, the Proposal from First Choice Aquatics for Pond 2 Fountain Repair in the Amount of \$3,632, was ratified.

**NINTH ORDER OF BUSINESS**

**Fountain Maintenance Reports**

Mr. Oliver stated this information needs to be provided to them.

**TENTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver asked for any other business. Hearing no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber reminded the Board of Form 1 due July 1<sup>st</sup> filed electronically with the Commission on Ethics and four hours of ethics training by December 31, 2024. Links will be sent out to the Board.

**B. Engineer**

Mr. Oliver will get with Bill Schaffer the new engineer and keep him up to speed.

**C. Manager**

**1. General Elections**

Mr. Oliver stated three seats will be decided by general election, seats 1, 3, and 5 held by Scott, Zenzi, and the seat that was held by Delton that is vacant right now. The qualifying period is June 10<sup>th</sup> through June 14<sup>th</sup>. The Board was directed to visit [VoteSJC.gov](http://VoteSJC.gov) for more information.

**2. Report on the Number of Registered Voters (1,045)**

Mr. Oliver stated there are 1,045 registered voters in the District as of April 15<sup>th</sup>.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being no comments, the next item followed.

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**THIRTEENTH ORDER OF BUSINESS      Audience Comments**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet as of March 31, 2024 and Statement of Revenues & Expenditures**

Mr. Oliver presented the financial reports as of March 31, 2024. On the balance sheet, you will see the capital reserve fund has \$50,000 which was allocated from the budget process a year ago. No other unusual variances.

**B. Assessment Receipt Schedule**

Mr. Oliver stated the Assessment Receipt Schedule shows the District is 98% collected.

**C. Approval of Check Register**

Mr. Oliver presented the check register for Board approval.

On MOTION by Mr. Forshey-Friedman seconded by Ms. Rogers with all in favor, the Check Register, was approved.

**FIFTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – August 16, 2024 @ 10:00 a.m.**

Mr. Oliver stated the next meeting was changed to August 9, 2024 at 10:00 a.m. at the World Golf Village Renaissance. Mailed notice will be sent to residents.

**SIXTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Forshey-Friedman seconded by Ms. Brown, with all in favor, the Meeting was adjourned.

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*Jim Oliver*  
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Secretary / Assistant Secretary

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