

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, August 9, 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
Nancy Brown	Supervisor
Scott Kelley	Supervisor

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comment

Mr. Oliver noted no members of the public are present today.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 17, 2024 Meeting

Mr. Oliver presented the minutes of the May 17, 2024 meeting and asked if there were any comments, corrections, or changes. The Board had no changes to the minutes.

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On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Minutes of the May 17, 2024 Meeting, were approved.

FOURTH ORDER OF BUSINESS Acceptance of Fiscal Year 2023 Audit Report

Mr. Oliver presented the Fiscal Year 2023 audit and noted this is considered a clean audit. There were no exceptions or recommendations by the auditor.

On MOTION by Mr. Forshey-Friedman, seconded by Mr. Kelley, with all in favor, Accepting the Fiscal Year 2023 Audit Report, was accepted.

FIFTH ORDER OF BUSINESS Fiscal Year 2025 Budget

- A. Overview of Budget**
- B. Public Hearing**

Mr. Oliver stated this budget hearing was noticed twice in the St. Augustine Record. Mailed notice was also sent due to an assessment increase. Anything that is not spent is a carry forward surplus. The budget can be amended anytime during the fiscal year. He reviewed the budget. The gross assessment increase is \$52 per unit. He asked for a motion to open the public hearings.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Opening the Public Hearing, was approved.

Mr. Oliver stated no members of the public are present and asked for a motion to close the hearings.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Closing the Public Hearing, was approved.

C. Consideration of Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Mr. Haber presented Resolution 2024-04 which is the formal resolution to adopt the budget. Once adopted, the budget will be in its final form. It is the O&M budget and debt service budget.

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On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025, was approved.

D. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

Mr. Haber presented Resolution 2024-05 which levies and imposes the O&M assessment at amounts that are sufficient to pay the entire amount of the budget and also certifies the assessments for collection.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025, was approved.

SIXTH ORDER OF BUSINESS

Discussion of CDD Goals & Objectives

Mr. Haber updated the Board on new Florida law requiring Special Districts to adopt goals and objectives. The District will later identify if the goals and objectives were met. GMS put together some recommended goals and objectives.

On MOTION by Ms. Brown, seconded by Mr. Forshey-Friedman, with all in favor, the CDD Goals & Objectives, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals:

A. Camera Proposals for Fountain Area (*will be sent under separate cover*)

Mr. Forshey-Friedman stated a fence will be installed. There is an existing camera there that cellular can be added to protect the fountain in the fence area. This item was tabled.

B. Yellowstone Proposal for Addendum 2024

Mr. Forshey-Friedman stated this proposal is for quarterly maintenance of the pond bank in Tract B for \$2,844 annually.

On MOTION by Mr. Kelley seconded by Ms. Brown with all in favor, the Yellowstone Proposal for Addendum 2024 totaling \$2,844, was approved.

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C. First Choice Aquatics for Grass Carp Stocking (Ponds 8 & 11)

Mr. Oliver presented a proposal from First Choice Aquatics for stocking ponds 8 & 11 with 300 grass carp at no cost.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, First Choice Aquatics for Grass Carp Stocking (Ponds 8 & 11), was approved.

EIGHTH ORDER OF BUSINESS

First Choice Aquatics Maintenance Reports:

- A. Fountain Maintenance**
- B. Pond Service Report**

Mr. Forshey-Friedman stated pond 6 and there is another one the water isn't moving so there are consistent issues. He stated this company is very responsive. The report is on pages 94-105 of the agenda package.

NINTH ORDER OF BUSINESS

Other Business

Mr. Oliver stated there is no other business to discuss, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**

Mr. Haber stated when this property was platted, the tracts that were common areas or conservation were owned by Standard Pacific and the original landowner. Before Standard Pacific left the community, they conveyed some of those tracts to the CDD as well as to the HOA. The issue was identified because the original developer and present owner of those parcels is seeking to have those parcels formally incumbered with a conservation easement in favor of St. Johns River Water Management District. Before the water management District will accept the conservation easement over the property, it wants the title defect cured. The owners of the property are requesting that the CDD cure the title defect by granting them a quit claim deed for property that they already own. They are asking that the CDD say they recognize that Standard Pacific didn't own portions of the property that they purported to give them initially therefore don't have a right to it. The original property owner would cover all the costs of preparing and recording the

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deed. They are looking for the Board to authorize it and have a representative of the District sign it. Mr. Forsey-Friedman stated the property is the tree areas around the perimeters of North.

On MOTION by Ms. Brown seconded by Mr. Kelley, with all in favor, the Quit Claim Deed & Authorizing the Chair to Execute it on Behalf of the District, was approved.

B. Engineer

Mr. Oliver stated Mr. Schaeffer will be at the next meeting.

C. Manager – Discussion of Fiscal Year 2025 Meeting Schedule

Mr. Oliver stated the proposed meeting schedule is on page 108 of the agenda package. It continues on the same quarterly basis as this year.

On MOTION by Mr. Forshey-Friedman, seconded by Mr. Kelley, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

D. First Choice Aquatics

Mr. Oliver noted the First Choice Aquatics reports were looked at earlier in the meeting.

ELEVENTH ORDER OF BUSINESS Supervisors’ Requests

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS Audience Comments

There being no comments, the next item followed.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of June 30, 2024 and Statement of Revenues & Expenditures

Mr. Oliver noted the financial reports as of June 30th are in the agenda packet. The capital reserve fund has \$100,233 and another \$50,000 will be added this next fiscal year. The District is projected to generate about a \$4,000 surplus.

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B. Assessment Receipt Schedule

Mr. Oliver stated everything is platted now and collection rate is at 101%.

C. Approval of Check Register

Mr. Oliver presented the check register for Board approval.

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

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – To Be Determined @ 10:00 a.m.

Mr. Oliver stated the next meeting is scheduled for November 15, 2024 at 10:00 a.m. at the World Golf Village Renaissance.

FIFTEENTH ORDER OF BUSINESS Adjournment

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

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Jim Oliver
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Secretary / Assistant Secretary

Signed by:
Scott Forshey-Friedman
Chairperson / Vice Chairperson