

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, November 8, 2024 at 9:03 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 <i>by phone</i>	Supervisor
Zenzi Rogers	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Matt Biagetti	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 9:03 a.m. Three Board members were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comment**

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

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 6, 2024 and August 9, 2024 Meetings**

Mr. Oliver presented the minutes of the August 6, 2024, and August 9, 2024, meetings and asked if there were any changes. The Board had no changes to the minutes.

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On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, the Minutes of August 6, 2024, and August 9, 2024, Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with Grau & Associates for Fiscal Year 2024 Audit**

Mr. Oliver stated that as a unit of the government of Florida, they must hire an independent CPA firm to conduct an annual financial audit. He explained the selection is made through the RFP process, where the Board of Supervisors selects the audit firm with an engagement letter in the amount of \$4,100, which is the budgeted amount in the FY24 budget. Mr. Oliver stated they are looking for a motion to ratify the execution of that engagement letter.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, the Audit Engagement Letter with Grau & Associates for the Fiscal Year 2024 Audit, was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-01, Amending the Capital Reserve Fund Budget for Fiscal Year 2024**

Mr. Oliver stated that this is the requirement to begin the audit process to bring the line items into balance. Mr. Oliver noted that they adopted a budget to have revenues of \$50,000. He said they earned interest on the revenues, but by not having the \$50,000 at the beginning of the year and having to pay out payments before there was money put into the Gap Fund Reserve Fund, they didn't earn a lot of interest. Mr. Oliver stated that the interest earned was \$233. He noted that looking at the budget, there is the \$50,000 plus the interest earnings, which total \$50,233. Mr. Oliver also mentioned the expenditure and capital outlay. He stated they did not budget a specific amount for projects. He noted that there was \$8,564 for projects. Mr. Oliver said the net impact of the capital reserve balance is \$91,669. Mr. Oliver explained that they were looking for a motion to adopt so they could start the audit process.

On MOTION by Ms. Brown, seconded by Mr. Forshey-Friedman with all in favor, Resolution 2025-01, Amending the Capital Reserve Fund Budget for Fiscal Year 2024, was approved.

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**SIXTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver noted they could swear in the new supervisors with the general election behind them. Mr. Oliver indicated they had to wait 14 days after a general election on November 19<sup>th</sup>. He also noted that they would ensure that happened well before the next meeting on February 21, 2025. Mr. Oliver stated they could call a special meeting if needed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber wanted to remind the Board members who have been on the Board since March 30<sup>th</sup> that if they hadn't already, they had until the end of the year to complete the ethics training. Mr. Haber stated that he could answer any questions.

Mr. Forshey-Freidman asked about getting a certificate with the free online version of the ethics training class. Mr. Forshey-Freidman stated they received a certificate when taking the HOA version.

Mr. Haber clarified that the free online class version does not offer a certificate. He noted that it is really on the honor system. Listen to the courses, then fill out Form 1 next year and check the box, which is considered completed.

**B. Engineer**

Mr. Oliver stated there was nothing to report from the engineer.

**C. Manager**

Mr. Oliver noted that by the time they get to February, they will seek guidance from the Board for the initial proposed budget, which must be approved by June 15, 2025.

**D. First Choice Aquatics**

Mr. Forshey-Friedman noted the First Choice Aquatics reports were doing well. He stated that one of the discoveries was with the pond. Mr. Forshey-Friedman said the stormwater runoffs were receiving irrigation, but it wasn't known that the irrigation was required. He stated they had reclaimed water. Mr. Forshey-Friedman said that when reclaimed water hits the stormwater runoffs, a chemical imbalance can cause algae blooms. Mr. Forshey-Friedman said they had likely been experiencing them for many years. He noted that there is a treatment for each pond that can

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be done to offset the chemicals. Mr. Forshey-Friedman said that even though it is very reactive, he asked them to include that in the documentation to budget appropriately for the next budget cycle and mitigate the process better than just adding fish yearly. Again, he stated that it was very reactive and an excellent finding on his behalf.

Mr. Oliver commended him for having such a good understanding of lawn maintenance and the reactive nature of responses.

**EIGHTH ORDER OF BUSINESS                      Supervisors’ Requests**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS                      Audience Comments**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS                      Financial Reports**

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

Mr. Oliver noted a Capital Reserve Fund balance of almost \$92,000 for Fiscal Year 2024, ending with a positive variance of \$4,608. Mr. Oliver stated that it wasn’t the balance in the account but revenues over expenditures, saying they were in the black without knowing what to budget for it.

**B. Assessment Receipt Schedule**

Mr. Oliver stated there was a 100% collection rate, which is excellent for creditworthiness.

**C. Approval of Check Register**

Mr. Oliver presented the check register for Board approval.

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

**ELEVENTH ORDER OF BUSINESS                      Next Scheduled Meeting – February 21, 2025  
@ 10:00 a.m.**

Mr. Oliver stated the next meeting is scheduled for February 21, 2025, at 10:00 a.m. at the World Golf Village Renaissance.

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**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:

*Jim Oliver*

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Secretary / Assistant Secretary

Signed by:



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Chairperson / Vice Chairperson