

MINUTES OF MEETING  
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Park Community Development District was held on Wednesday, January 25, 2017 at 11:00 a.m. at the Offices of Offices of England-Thims & Miller, Inc. 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present and constituting a quorum were:

John Dodson	Chairman
Pat Evert	Supervisor
Dennis Mathis	Supervisor
James Griffith	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no audience comments.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Resumes to Fill Vacant Seat Nos. 1 & 5**

Mr. Oliver stated we will be filling seat number 1 today. We did advertise the vacancy on the board in The Daily Record. We have received one resume from Mr. James Griffith.

On MOTION by Ms. Evert seconded by Mr. Mathis with all in favor to Appoint Mr. James Griffith to the Bartram Park CDD Board of Supervisors was approved.
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**B. Oath of Office for Newly Appointed Supervisors**

*Mr. Oliver administered an oath of office to Mr. James Griffith.*

**C. General Information for New Supervisors**

Mr. Oliver provided general information documents to Mr. Griffith.

Mr. Griffith accepted compensation.

**D. Consideration of Resolution 2017-05, Election of Officers**

Mr. Oliver stated this is the opportunity to appoint James as an Assistant Secretary of the District.

On MOTION by Mr. Mathis seconded by Mr. Dodson with all in favor Resolution 2017-05 Election of Officers Appointed Mr. Griffith as an Assistant Secretary of the Bartram Park Community Development District was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the October 26, 2016 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the October 26, 2016 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Dodson seconded by Mr. Mathis with all in favor the Minutes of the October 26, 2016 Meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Selection of Audit Committee**

Mr. Oliver stated this is to select an audit committee for the purpose of selecting an auditor to conduct the Fiscal Year 2017 audit. Chapter 218 requires that all forms of government in Florida have an independent audit done each year. It also requires that we go through the RFP process to select the auditor.

On MOTION by Ms. Evert seconded by Mr. Griffith with all in favor to Appoint the Entire Board of Supervisors as the Audit Committee was approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated at your last meeting you adopted a resolution approving the conveyance of certain mitigation property subject to bond counsel giving the sign off. Bond counsel has signed off and we have had those deeds executed and that property has been conveyed. I have no update on the Mattamy Homes reallocation matter that I've addressed at prior meetings.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Oliver stated our next meeting is April 26<sup>th</sup> and we will bring the proposed budget for FY18 to that meeting.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments / Supervisors' Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Financial Reports:**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2016**

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement as of December 31, 2016.

**B. Assessment Receipt Schedules**

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 Ms. Evert seconded by Mr. Mathis with all in favor the Check Register was approved.

**TENTH ORDER OF BUSINESS**

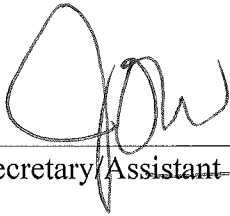
**Next Scheduled Meeting – April 26, 2017 @ 11:00 a.m. at the Offices of England Thims & Miller located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258**

Mr. Oliver stated the next scheduled meeting is April 26, 2017 @ 11:00 a.m. at the Offices of England Thims & Miller located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

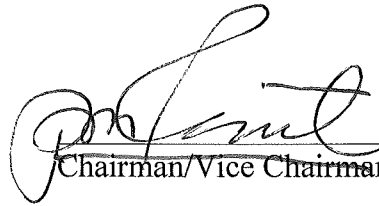
**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Mathis seconded by Mr. Dodson with all in favor the Meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman