

MINUTES OF MEETING
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the Bartram Park Community Development District was held on Tuesday, November 17, 2015 at 11:00 a.m. at the Offices of England-Thims & Miller, Inc. 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Present and constituting a quorum were:

Fionnuala Geoghegan	Vice Chairperson
Pat Evert	Supervisor
Bob Carroll	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel (by phone)

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 members in attendance.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Applicants to Fill Seat 4 Vacancy (11/2018)

Mr. Oliver stated we now have four board members. Three of the board members are residents and one is a landowners elected member. We have one board vacancy that was not filled by general election. This is a continuing item on the agenda until we fill this position. Pat brought in a resume today for one of her neighbors, Dennis Mathis. The board can determine if they want to vote on this today or if they want to push it to the next meeting.

Ms. Evert stated Dennis is a neighbor of mine. He is a consultant and he does travel a lot but with us only having four meetings a year I don't think it will be an issue. He is a very smart man. He has homeowner's association experience. He specializes in IT and he has also served in the National Guard for five years. I think he would be an asset to the board. I would suggest

that you call him and ask him any questions you may have for him and make sure his schedule works with our meetings.

On MOTION by Ms. Evert seconded by Ms. Geoghegan with all in favor to Appoint Dennis Mathis to Fill Seat 4 Vacancy was approved.

B. Oath of Office for Newly Elected Supervisor

This item was tabled.

C. Consideration of Resolution 2016-01, Election of Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the July 29, 2015 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the July 29, 2015 meeting. Are there any additions, corrections or deletions? Hearing none.

On MOTION by Ms. Geoghegan seconded by Ms. Evert with all in favor the Minutes of the July 29, 2015 Meeting were approved.

FIFTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates for FY 2015 Auditing Services

Mr. Oliver stated I executed the agreement, so that we could start the audit process for fiscal year 2015. This is in accordance with the RFP process that we went through to select auditors. The fee of \$4,300 falls within the budget.

On MOTION by Ms. Geoghegan seconded by Ms. Evert with all in favor the Engagement Letter with Grau & Associates for FY 2015 Auditing Services was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2016-02, Ratifying Actions Associated with the Series 2005 Bond Funding

Mr. Oliver stated at the previous meeting, the board refunded the bonds, which resulted in lower assessments for some of the property.

Mr. Haber stated you may recall at the last meeting, you approved the refunding and adopted a resolution doing so but subsequent to that approval, we actually held the closing. At

that closing, your Chair signed a number of documents on the District’s behalf, as well as Jim Oliver signed a number of documents. This resolution ratifies those signatures and ratifies the official closing of that transaction.

On MOTION by Ms. Evert seconded by Ms. Geoghegan with all in favor Resolution 2016-02 Ratifying Actions Associated with the Series 2005 Bond Refunding was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Termination of Agreement with Dissemination Agent DAC Bond**

Mr. Oliver stated at your July 29th meeting you awarded that contract to GMS to provide those dissemination agent services. DAC would like the board to formally terminate them just to relieve them of any future liability.

On MOTION by Ms. Geoghegan seconded by Ms. Evert with all in favor Termination of Agreement with Dissemination Agent DAC Bond was approved.

EIGHTH ORDER OF BUSINESS **Acceptance of 2015 Mitigation Monitoring Report**

Mr. Oliver stated this item doesn’t need to be accepted. It was actually just for your information. We are in year two of a five-year requirement.

NINTH ORDER OF BUSINESS **Other Business**

There being none, the next item followed.

TENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Audience Comments / Supervisors' Requests

Ms. Geoghegan stated I just looked at the audit engagement letter and they just need to get you an updated peer review certificate. It doesn't look like they are up to date on their peer review.

Mr. Oliver stated I will notify Grau & Associates.

TWELFTH ORDER OF BUSINESS Financial Reports:

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2015

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement as of September 30, 2015.

B. Treasury Report

Mr. Oliver stated included in your agenda package is a treasury report.

C. Assessment Receipts Schedule

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

D. Approval of Check Register

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


On MOTION by Mr. Carroll seconded by Ms. Evert with all in favor the Check Register was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – February 24, 2016 at 11:00 a.m. at ETM

Mr. Oliver stated the next regularly scheduled meeting is February 24, 2016 at 11:00 a.m. at this location.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Evert seconded by Mr. Carroll with all in favor the Meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman