

***BARTRAM PARK***  
*Community Development District*

*October 24, 2018*

# *Bartram Park*

## *Community Development District*

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475 West Town Place, Suite 114, St. Augustine, FL 32092

Phone: 904-940-5850 - Fax: 904-940-5899

October 16, 2018

Board of Supervisors  
Bartram Park Community  
Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Bartram Park Community Development District will be held Wednesday, October 24, 2018 at 11:00 a.m. at the offices of England-Thims and Miller, Inc., 14775 Old St. Augustine Road, Jacksonville Florida. Following is the advance agenda for this meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of Minutes of the July 25, 2018 Meeting
- IV. Consideration of Resolution 2019-01, Election of Officers
- V. Other Business
- VI. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
- VII. Consideration of Proposal from VGlobalTech for ADA Website Accessibility
- VIII. Approval of FY 18 Audit Engagement Letter with Grau & Associates
- IX. Audience Comments / Supervisor's Requests
- X. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2018
  - B. Assessment Receipt Schedules
  - C. Approval of Check Register
- XI. Next Scheduled Meeting – January 23, 2019 @ 11:00 a.m. at the Office of England, Thims & Miller located at 14775 Old St. Augustine Road, Jacksonville, Florida 32258
- XII. Adjournment

The third order of business is the approval of July 25, 2018 meeting minutes. A copy of the minutes is enclosed for your review.

The fourth order of business is organizational matters. At this time oaths of office will be administered to the newly elected supervisors and the Board will consider resolution 2019-01, election of officers. A copy of the resolution is enclosed for your review.

The seventh order of business is the consideration of proposal from VGlobalTech for ADA website accessibility. A copy of the proposal is enclosed for your review.

The eighth order of business is the approval of FY 18 audit engagement letter with Grau & Associates. A copy of the letter is enclosed for your review.

Listed under financial reports is the balance sheet and statement of revenues & expenditures, assessment receipt schedules, and the check register for your review.

We look forward to seeing you at the special meeting. In the meantime, if you have any questions, please do not hesitate to call us at (904) 940-5850.

Sincerely,

James Oliver  
Manager

Cc: Wes Haber  
Jennifer Gillis  
Darrin Mossing

Matt Maggiore  
Karen Jusevitch

## *AGENDA*

*Bartram Park  
Community Development District  
Agenda*

Wednesday  
October 24, 2018  
11:00 a.m.

England Thims & Miller  
14775 Old St. Augustine Road  
Jacksonville, Florida 32258  
bartramparkcdd.com  
**Call In # 1-800-264-8432 Code 768004**

- I. Roll Call
- II. Public Comment
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- V. Other Business
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XII. Adjournment

## *MINUTES*

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, July 25, 2018 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:

Pat Evert	Chairman
James Griffith	Vice Chairman
Trisston "Tim" Brown	Supervisor
Don Smith	Supervisor
Joan Nero	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**

Mr. Oliver stated there are no audience members in attendance. Pat and Don both qualified for their seats for reelection. They ran unopposed. They will be sworn in again after the November election cycle is complete.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 25, 2018 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the April 25, 2018. Are there any additions, corrections or deletions?

On MOTION by Mr. Griffith seconded by Ms. Evert with all in favor the Minutes of the April 25, 2018 Meeting were approved.
--



**FOURTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Budget for  
Fiscal Year 2019**

**A. Consideration of Resolution 2018-05, Relating to Annual Appropriations and  
Adopting the Budget for Fiscal Year 2019**

Mr. Oliver stated assessments stayed the same as last years budget. The annual O&M assessment is \$33.75 per unit. We have a total budget of \$129,690.

On MOTION by Ms. Evert seconded by Mr. Smith with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2019 was opened.

Mr. Oliver stated there are no members of the public in attendance.

On MOTION by Mr. Smith seconded by Ms. Evert with all in favor the Public Hearing to Adopt the Budget for Fiscal Year 2019 was closed.

Mr. Haber stated Resolution 2018-05 is your budget adoption resolution. Sixty plus days ago, you approved your proposed budget. That budget was provided to Duval County and a notice was published in the newspaper about the public hearing you just opened and closed. This resolution allows you to formally adopt the budget as the budget for your upcoming Fiscal Year 2018/2019.

On MOTION by Ms. Evert seconded by Mr. Griffith with all in favor Resolution 2018-05, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2019 was approved.

**B. Consideration of Resolution 2018-06, Imposing Special Assessments and  
Certifying an Assessment Roll**

Mr. Haber stated Resolution 2018-06 deals with the assessments that are necessary to fund the various budgets that you just adopted.

On MOTION by Ms. Evert seconded by Mr. Griffith with all in favor Resolution 2018-06, Imposing Special Assessments and Certifying an Assessment Roll was approved.

**FIFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SIXTH 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**

**1. Report on the Number of Registered Voters (4655)**

**2. Consideration of Proposed Fiscal Year 2019 Meeting Dates**

Mr. Oliver stated included in your agenda package is a letter from the Duval County Supervisor of Elections that there are 4,655 registered voters in the District. We also have a proposed meeting schedule included in your agenda package. There are four proposed meetings, which are October 24<sup>th</sup>, January 23<sup>rd</sup>, April 24<sup>th</sup> and July 24<sup>th</sup>.

On MOTION by Mr. Smith seconded by Ms. Nero with all in favor the Fiscal Year 2019 Meeting Dates were approved as presented.
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**SEVENTH ORDER OF BUSINESS**

**Audience Comments / Supervisor's Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2018**

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of June 30, 2018.

**B. Assessment Receipt Schedules**

Mr. Oliver stated included in your agenda package are assessment receipt schedules.

**C. Approval of Check Register**

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

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

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – TBD**

Mr. Oliver stated the next scheduled meeting is October 24, 2018 at 11:00 a.m. at this location.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Smith seconded by Ms. Nero with all in favor the Meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*FOURTH ORDER OF BUSINESS*

**RESOLUTION 2019-01**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
BARTRAM PARK COMMUNITY DEVELOPMENT  
DISTRICT**

**WHEREAS**, the Board of Supervisors of the Bartram Park Community Development District at a regular business meeting held on October 24, 2018 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE BARTRAM PARK  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

**PASSED AND ADOPTED THIS 24TH DAY OF OCTOBER 2018**

\_\_\_\_\_  
Chairman / Vice Chairman

\_\_\_\_\_  
Secretary / Assistant Secretary

*SEVENTH ORDER OF BUSINESS*

## Website Compliance Proposal For

### Bartram Park CDD

(<http://www.bartramparkcdd.com/>)

Website Accessibility for People with Disabilities as per

Nondiscrimination requirements of Title II of the American Disabilities Act (ADA)

Date	Version#	Comments	Author
May 25, 2018	1.0	Initial version	VB Joshi
June 18, 2018	1.1	Added document conversion cost	VB Joshi Kristen Thornburgh
June 21, 2018	1.2	Added <b>WCAG Standards</b> Compliance	VB Joshi
August 10, 2018	1.3	Added CDD Specific details	VB Joshi
August 13, 2018	1.4	Updated pricing for simple, medium and high complexity CDD websites	As per requirements from Ariel and Valerie
August 28, 2018	2.0	Updated conversion and support costs based on discussed scope	As per meeting with GMSCL

Presented by: VB Joshi, CEO, VGlobalTech, Orlando, Florida



**Project: ADA and WCAG Website Compliance**

**Service Providers: VGlobalTech LLC, Orlando, Florida, USA**

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## 1.0 Introduction

Every individual must have equal access to information whether it is in person service or online. This is a general agreement and understanding of access.

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven days a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The **Americans with Disabilities Act (ADA)** and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

**Visit <http://vglobaltech.com/website-compliance/> for more details, do a website compliance check on your website and to download a PDF proposal.**

## 1.1 Common Problems and Solutions in Website Accessibility?

### 1.1.1 Problem: Images Without Text Equivalents

#### **Solution: Add a Text Equivalent to Every Image**

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an “alt” tag for brief amounts of text or a “longdesc” tag for large amounts, to each image and graphic on your agency’s website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor’s picture, adding an “alt” tag with the words “Photograph of Mayor Jane Smith” provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a “longdesc” tag that includes a text equivalent description of each location shown on the map – e.g., “City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue.”

### 1.1.2 Problem: Documents Are Not Posted In an Accessible Format

#### **Solution: Post Documents in a Text-Based Format**

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

### 1.1.3 Problem: Specifying Colors and Font Sizes

#### **Solution: Avoid Dictating Colors and Font Settings**

Websites should be designed so they can be viewed with the color and font sizes set in users’ web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

#### 1.1.4 Problem: Videos and Other Multimedia Lack Accessible Features

##### **Solution: Include Audio Descriptions and Captions**

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

#### 1.1.5 Web Content Accessibility Guidelines (WCAG)

##### **Understanding the Four Principles of Accessibility**

The guidelines and Success Criteria are organized around the following four principles, which lay the foundation necessary for anyone to access and use Web content. Anyone who wants to use the Web must have content that is:

1. **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.
  - This means that users must be able to perceive the information being presented (it can't be invisible to all of their senses)
2. **Operable** - User interface components and navigation must be operable.
  - This means that users must be able to operate the interface (the interface cannot require interaction that a user cannot perform)
3. **Understandable** - Information and the operation of user interface must be understandable.
  - This means that users must be able to understand the information as well as the operation of the user interface (the content or operation cannot be beyond their understanding)
4. **Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
  - This means that users must be able to access the content as technologies advance (as technologies and user agents evolve, the content should remain accessible)

**If any of these are not true, users with disabilities will not be able to use the Web.**

Under each of the principles are guidelines and Success Criteria that help to address these principles for people with disabilities. There are many general usability guidelines that make content more **usable by all people**, including those with disabilities. However, in WCAG 2.1, we only include those guidelines that address problems particular to people with disabilities. This includes issues that block access or interfere with access to the Web more severely for people with disabilities.

See reference section at the end of this document for more information and websites for ADA, Usability and other important compliance issues and solutions.

**VGlobalTech development and business management team shall study these compliance guidelines and with our technical capabilities apply these to make your website accessible, compatible and fully functional for all people, including those with disabilities.**

## 2.0 Pricing

### Website Complexity: Small Level Websites

**VGlobalTech team shall complete the following critical tasks for client website.  
All costs below are per website / CDD:**

#### 2.1 One time (website conversion and compliance cost):

	Task	Estimated Cost
1.	Perform ADA Website Compliance Check for current website – All webpages on the website. Create a project plan, code review, html updates, plugins / security updates (wordpress, joomla, etc CMS websites)	\$500
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc). Braille Readers, Other assistance technology compatibility	\$100
3.	ADA Standards application (as per Section 1 above). ADA.gov, <b>Web Content Accessibility Guidelines (WCAG)</b>	\$700
4.	PDF Documents conversion (to Text, HTML etc) as needed for ADA Compliance / Reader Compliance	\$300
5.	Create a webpage showing websites ADA Compliance efforts	\$100
6.	Create customized footer with VGlobalTech's ADA Compliance Seal (valid for 1 year only)	\$50
	<b>Total (one time compliance / conversion cost)</b>	<b>\$1750 / one time</b>

2.2 ADA Compliance Yearly Maintenance and Upgrade starting after initial conversion is completed (Optional Maintenance – It is critical to maintain compliance as websites get updated):

**VGlobalTech team shall complete the following critical tasks for client website. All costs below are per website / CDD:**

	Task	Cost
1.	Perform ADA Website Compliance Check for current website – All new webpages on the website	\$200
2.	Cross-Device Check (Website needs to appear as per ADA standards on Mobile Phones, Tablets, Desktops etc)	\$75
3.	Update footer with VGlobalTech's ADA Compliance Seal (extended for current year)	\$75
4.	Support (upto 1 hr / month) for the year including updates to newly added pages, upgrade to new standards (if any)	\$600
5.	PDF Documents conversion (to Text, HTML etc) as needed for ADA Compliance / Reader Compliance	\$300
	Annual Maintenance (starts after initial compliance engagement quoted above is complete)	\$1250 / year

***This proposal includes following points, stipulations terms and conditions:***

\*(1) conference call or in person meetings per month with client to review metrics, results and monthly recaps *\*unless otherwise noted*

\* email and phone communication

\*Anything out of the scope of work in the above proposal will be addressed and client will be immediately notified. After notification of additional work, a subsequent quote will be provided to cover that work.

\*Client is responsible to adhering to timelines as far as information required to complete the task is concerned. If timelines are not adhered to and exceed 15 business days past the current marketing months, last day, all work will end. A new month with new allocated costs will be presented for future work to commence. No refunds and owed work will be due unless otherwise agreed upon. **An Invoice will be provided once signature approval of this project proposal. Payments will be made to VGLOBALTECH**

\*Client is responsible for verifying quality of work, providing feedback, verifying that compliance has been met as required. VGlobalTech team shall not be responsible for any legal ramifications arising from work not done as per external agencies / organizations / associations needs if proper feedback is not provided by the customer. VGlobalTech's work will be in best faith but cannot guarantee all compliance / legal needs since we are not the SME's in the compliance area. VGlobalTech shall not be liable for any legal ramifications arising from compliance issues.

Refund Policy: The client may halt work and request for a refund within seven days of the date of signing this services agreement by mailing a signed letter to the main address listed on [www.VGlobalTech.com](http://www.VGlobalTech.com) website. If client requests a refund within seven days of the date of signing their agreement they shall be liable to pay for all work completed and will be refunded the remaining balance of the initial payment if billable work has not exceeded a charge that would be greater than client's initial payment. If client requests a refund after the seven days from the date of the signing of the agreement client is liable to pay for all work completed plus an additional 25% of any remaining balance that may still be due. Once line item projects are complete no refunds will be issued. Confidentiality: All information between client and service provider inclusive of technical and business information relating to proprietary ideas, patentable ideas and/or trade secrets, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure and will be treated as such and with absolute confidentiality and will not be shared or used, which will be maintained at all times. The client is not allowed to disclose their price with any third parties. Doing so is in breach of this agreement. All information development will be shared and proprietary information and property between client and service providers.

### 3.0 Proposal Acceptance:

To accept these project, associated costs and conditions as listed above please sign and date below.

***The VGlobalTech proposed solution and terms have been accepted by the customer and the VGlobalTech team can proceed with the project. All payments shall be made according to this agreement.***

---

For Customer

*Date*

VB Joshi

---

For VGlobalTech

*Date*



## 4.0 References:

ADA Best Practices Tool Kit for State and Local Governments:  
<https://www.ada.gov/pcatoolkit/chap5toolkit.htm>

U.S. Department of Justice, Civil Rights Division, *Disability Rights Section*  
<https://www.ada.gov/websites2.htm>

Web design Standards: <https://www.w3schools.com/>

Web Content Accessibility Guidelines (WCAG) <https://www.w3.org/TR/WCAG21/>

VGlobalTech Web Content Accessibility Implementation and Checkpoints:  
<http://vglobaltech.com/website-compliance/>



BBB Rating: A+  
[Click for Profile](#)

*EIGHTH ORDER OF BUSINESS*



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

August 13, 2018

Board of Supervisors  
Bartram Park Community Development District  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Bartram Park Community Development District, Duval County, Florida ("the District") for the fiscal year ended September 30, 2018. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Bartram Park Community Development District as of and for the fiscal year ended September 30, 2018. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

## **Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the audit's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under

Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$3,900 for the September 30, 2018 audit. The fee for fiscal year 2019 will not exceed \$4,000, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.


Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Bartram Park Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



\_\_\_\_\_  
Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Bartram Park Community Development District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

# Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in cursive script, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair  
AICPA Peer Review Board  
2016

## *TENTH ORDER OF BUSINESS*



A.

# Bartram Park

## Community Development District

Unaudited Financial Reporting as of  
September 30, 2018

Meeting Date  
October 24, 2018

# Table of Contents

I.	<u>Financial Statements - September 30, 2018</u>
II.	<u>Assessments Receipt Schedule</u>
III.	<u>Check Register Summary 7/1/2018 - 9/30/2018</u>

**Bartram Park**  
**Community Development District**  
**Combines Balance Sheet**  
**September 30, 2018**

	<u>Government Funds</u>			<u>Total</u>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Governmental Funds</u>
<b>ASSETS:</b>				
Cash	\$55,044	---	---	\$55,044
Custody Account - Excess Funds	\$104,781	---	---	\$104,781
<u>Series 2012-1:</u>				
Reserve	---	\$201,729	---	\$201,729
Revenue	---	\$141,184	---	\$141,184
Due from General Fund	---	\$3,027	---	\$3,027
Due from Series 2012-5	\$2,406	---	---	\$2,406
Due from Series 2015	---	\$227	---	\$227
<u>Series 2012-2:</u>				
Reserve	---	\$129,533	---	\$129,533
Revenue	---	\$181,698	---	\$181,698
Due from General Fund	---	\$1,970	---	\$1,970
<u>Series 2012-3:</u>				
Reserve	---	\$194,498	---	\$194,498
Revenue	---	\$162,633	---	\$162,633
Due from General Fund	---	\$2,958	---	\$2,958
<u>Series 2012-4:</u>				
Reserve	---	\$125,024	---	\$125,024
Revenue	---	\$105,027	---	\$105,027
Prepayment	---	\$25,000	---	\$25,000
Due from General Fund	---	\$1,074	---	\$1,074
<u>Series 2012-5:</u>				
Reserve	---	\$142,513	---	\$142,513
Revenue	---	\$110,126	---	\$110,126
<u>Series 2015A1</u>				
Reserve	---	\$557,304	---	\$557,304
Revenue	---	\$384,390	---	\$384,390
Due from General Fund	---	\$10,615	---	\$10,615
<u>Series 2015A2</u>				
Reserve	---	\$141,265	---	\$141,265
Cost Of Issuance	---	---	\$42,125	\$42,125
Prepaid Expenses	\$16,429	---	---	\$16,429
<b>TOTAL ASSETS</b>	<b>\$178,660</b>	<b>\$2,621,798</b>	<b>\$42,125</b>	<b>\$2,842,583</b>
<b>LIABILITIES:</b>				
Accounts Payable	\$592	---	---	\$592
Due to General Fund - 2012-5	---	\$4,813	---	\$4,813
Due to Debt Service - Series 2012-1	---	\$227	---	\$227
Due to Debt Service - Series 2012-2	---	---	---	\$0
Due to Debt Service - Series 2012-3	---	---	---	\$0
Due to Debt Service - Series 2012-4	---	---	---	\$0
Due to Debt Service - Series 2015	---	---	---	\$0
<b>FUND BALANCES:</b>				
Restricted for Debt Service	---	\$2,616,758	---	\$2,616,758
Restricted for Capital Projects	---	---	\$42,125	\$42,125
Unassigned	\$161,640	---	---	\$161,640
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<b>\$178,660</b>	<b>\$2,621,798</b>	<b>\$42,125</b>	<b>\$2,842,583</b>

**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments - On Roll	\$122,253	\$122,253	\$122,757	\$504
Maintenance Assessments - Off Roll	\$7,438	\$7,438	\$7,438	\$0
Interest Income	\$0	\$0	\$90	\$90
<b>TOTAL REVENUES</b>	<b>\$129,690</b>	<b>\$129,690</b>	<b>\$130,285</b>	<b>\$595</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisor Fees	\$4,800	\$4,800	\$4,000	\$800
FICA Expense	\$367	\$367	\$306	\$61
Engineering	\$8,500	\$8,500	\$990	\$7,510
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Arbitrage	\$2,400	\$2,400	\$2,700	(\$300)
Dissemination	\$3,500	\$3,500	\$3,500	(\$0)
Attorney	\$20,000	\$20,000	\$5,211	\$14,789
Annual Audit	\$4,600	\$4,600	\$3,800	\$800
Trustee fees	\$14,300	\$14,300	\$18,300	(\$4,000)
Management Fees	\$41,600	\$41,600	\$41,600	(\$0)
Computer Time	\$1,000	\$1,000	\$1,000	\$0
Website Compliance	\$500	\$500	\$500	(\$0)
Telephone	\$50	\$50	\$52	(\$2)
Postage	\$400	\$400	\$508	(\$108)
Printing & Binding	\$1,000	\$1,000	\$560	\$441
Insurance	\$6,646	\$6,646	\$6,042	\$604
Legal Advertising	\$700	\$700	\$850	(\$150)
Other Current Charges	\$800	\$800	\$358	\$442
Office Supplies	\$100	\$100	\$80	\$20
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Operating Reserves	\$10,752	\$10,752	\$0	\$10,752
Conservation Easement Mitigation	\$0	\$0	\$1,688	(\$1,688)
<b>TOTAL EXPENDITURES</b>	<b>\$129,690</b>	<b>\$129,690</b>	<b>\$99,720</b>	<b>\$29,970</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$30,565</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$147,504</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$178,069</b>	

**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

**DEBT SERVICE FUND**

Series 2012-1 Convertible Capital Appreciation Special Assessment Bonds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$397,924	\$397,924	\$399,565	\$1,641
Interest Income	\$0	\$0	\$5,200	\$5,200
<b>TOTAL REVENUES</b>	<b>\$397,924</b>	<b>\$397,924</b>	<b>\$404,765</b>	<b>\$6,841</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$137,181	\$137,181	\$137,034	\$147
Interest Expense - 5/1	\$137,181	\$137,181	\$137,034	\$147
Principal Expense - 5/1	\$125,000	\$125,000	\$125,000	\$0
Special Call - 5/1	\$0	\$0	\$5,000	(\$5,000)
<b>TOTAL EXPENDITURES</b>	<b>\$399,362</b>	<b>\$399,362</b>	<b>\$404,069</b>	<b>(\$4,707)</b>
EXCESS REVENUES (EXPENDITURES)	(\$1,438)		\$696	
FUND BALANCE - Beginning	\$143,287		\$345,471	
FUND BALANCE - Ending	<u>\$141,849</u>		<u>\$346,167</u>	

**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

**DEBT SERVICE FUND**

Series 2012-2 Convertible Capital Appreciation Special Assessment Bonds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$258,965	\$258,965	\$260,033	\$1,068
Special Assessments - Direct Bill	\$0	\$0	\$41,070	\$41,070
Interest Income	\$0	\$0	\$4,138	\$4,138
<b>TOTAL REVENUES</b>	<b>\$258,965</b>	<b>\$258,965</b>	<b>\$305,240</b>	<b>\$46,276</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$85,320	\$85,320	\$85,320	\$0
Interest Expense - 5/1	\$85,320	\$85,320	\$85,320	\$0
Principal Expense - 5/1	\$90,000	\$90,000	\$90,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$260,640</b>	<b>\$260,640</b>	<b>\$260,640</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$1,675)</b>		<b>\$44,600</b>	
FUND BALANCE - Beginning	\$138,516		\$268,600	
FUND BALANCE - Ending	<u>\$136,841</u>		<u>\$313,201</u>	

**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

**DEBT SERVICE FUND**

Series 2012-3 Convertible Capital Appreciation Special Assessment Bonds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$397,540	\$397,540	\$390,442	(\$7,098)
Special Assessments - Direct	\$0	\$0	\$25,793	\$25,793
Interest Income	\$0	\$0	\$5,123	\$5,123
<b>TOTAL REVENUES</b>	<b>\$397,540</b>	<b>\$397,540</b>	<b>\$421,357</b>	<b>\$23,817</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$133,656	\$133,656	\$133,656	\$0
Interest Expense - 5/1	\$133,656	\$133,656	\$133,656	\$0
Principal Expense - 5/1	\$130,000	\$130,000	\$130,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$397,313</b>	<b>\$397,313</b>	<b>\$397,313</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$228</b>		<b>\$24,045</b>	
FUND BALANCE - Beginning	\$133,632		\$336,045	
FUND BALANCE - Ending	<u>\$133,860</u>		<u>\$360,090</u>	



**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

**DEBT SERVICE FUND**

Series 2012-4 Convertible Capital Appreciation Special Assessment Bonds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$144,300	\$144,300	\$141,807	(\$2,493)
Special Assessments - Off Roll	\$163,800	\$163,800	\$163,800	\$0
Special Assessments - Prepayment	\$0	\$0	\$96,726	\$96,726
Interest Income	\$0	\$0	\$3,592	\$3,592
<b>TOTAL REVENUES</b>	<b>\$308,100</b>	<b>\$308,100</b>	<b>\$405,926</b>	<b>\$97,826</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$99,630	\$99,630	\$99,900	(\$270)
Special Call - 11/1	\$0	\$0	\$25,000	(\$25,000)
Interest Expense - 5/1	\$99,630	\$99,630	\$99,225	\$405
Principal Expense - 5/1	\$105,000	\$105,000	\$105,000	\$0
Special Call - 5/1	\$0	\$0	\$75,000	(\$75,000)
<b>TOTAL EXPENDITURES</b>	<b>\$304,260</b>	<b>\$304,260</b>	<b>\$404,125</b>	<b>(\$99,865)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$3,840</b>		<b>\$1,801</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$106,457</b>		<b>\$254,325</b>	
<b>FUND BALANCE - Ending</b>	<b>\$110,297</b>		<b>\$256,126</b>	

**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

**DEBT SERVICE FUND**

Series 2012-5 Convertible Capital Appreciation Special Assessment Bonds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b>REVENUES:</b>				
Special Assessments - Off Roll	\$284,915	\$284,915	\$284,915	\$0
Interest Income	\$0	\$0	\$3,783	\$3,783
<b>TOTAL REVENUES</b>	<b>\$284,915</b>	<b>\$284,915</b>	<b>\$288,698</b>	<b>\$3,783</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$97,005	\$97,005	\$97,005	\$0
Interest Expense - 5/1	\$97,005	\$97,005	\$97,005	\$0
Principal Expense - 5/1	\$90,000	\$90,000	\$90,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$284,010</b>	<b>\$284,010</b>	<b>\$284,010</b>	<b>\$0</b>
<b>OTHER SOURCES/(USES):</b>				
Interfund Transfers In/(Out)	\$0	\$0	(\$1,203)	(\$1,203)
Bond Proceeds	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$1,203)</b>	<b>(\$1,203)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$905</b>		<b>\$3,485</b>	
FUND BALANCE - Beginning	\$101,137		\$244,342	
FUND BALANCE - Ending	<u>\$102,042</u>		<u>\$247,827</u>	

**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

**DEBT SERVICE FUND**  
Series 2015 Special Assessment Revenue Bonds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$1,395,346	\$1,395,346	\$1,401,099	\$5,753
Interest Income	\$0	\$0	\$17,322	\$17,322
<b>TOTAL REVENUES</b>	<b>\$1,395,346</b>	<b>\$1,395,346</b>	<b>\$1,418,421</b>	<b>\$23,075</b>
<b>EXPENDITURES:</b>				
<b>Series 2015A-1</b>				
Interest Expense - 11/1	\$275,886	\$275,886	\$275,886	\$0
Interest Expense - 5/1	\$275,886	\$275,886	\$275,886	\$0
Principal Expense - 5/1	\$570,000	\$570,000	\$570,000	\$0
<b>Series 2015A-2</b>				
Interest Expense - 11/1	\$80,113	\$80,113	\$80,113	\$0
Interest Expense - 5/1	\$80,113	\$80,113	\$80,113	\$0
Principal Expense - 5/1	\$120,000	\$120,000	\$120,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,401,996</b>	<b>\$1,401,996</b>	<b>\$1,401,996</b>	<b>\$0</b>
<b>OTHER SOURCES/(USES):</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$564	\$564
<b>TOTAL OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$564</b>	<b>\$564</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$6,650)</b>		<b>\$16,989</b>	
FUND BALANCE - Beginning	\$375,494		\$1,076,359	
FUND BALANCE - Ending	<u>\$368,843</u>		<u>\$1,093,348</u>	

**Bartram Park**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**CAPITAL PROJECTS FUND**  
Special Assessment Bonds, Series 2015  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For The Period Ending September 30, 2018

	ADOPTED BUDGET	PRORATED THRU 9/30/2018	ACTUAL THRU 9/30/2018	VARIANCE
<b><u>REVENUES:</u></b>				
Interest Earned	\$0	\$0	\$564	\$564
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$564</b>	<b>\$564</b>
<b><u>OTHER SOURCES/(USES):</u></b>				
Interfund Transfer In/(Out)	\$0	\$0	(\$564)	(\$564)
<b>TOTAL OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$564)</b>	<b>(\$564)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
FUND BALANCE - Beginning	\$0		\$42,125	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$42,125</u>	

*B.*

**BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT**  
Fiscal Year 2018 Summary of Assessment Receipts

DIRECT BILLS ASSESSED - NET	UNITS	SERIES 2005 / 2015A1-2 ASSESSED DEBT	SERIES 2012-1 ASSESSED DEBT	SERIES 2012-2 ASSESSED DEBT	SERIES 2012-3 ASSESSED DEBT	SERIES 2012-4 ASSESSED DEBT	SERIES 2012-5 ASSESSED DEBT	O&M ASSESSED	TOTAL ASSESSED
MATTAMY (JAX) PARTNERSHIP - TR25A - 2012-5	154	-	-	-	-	-	284,915.00	4,812.50	289,727.50
STANDARD PACIFIC - TR 24 - 2012-4	84	-	-	-	-	163,800.00	-	2,625.00	166,425.00
SUBTOTAL SERIES 2012	238	-	-	-	-	163,800.00	284,915.00	7,437.50	456,152.50
TOTAL DIRECT BILLS ASSESSED NET	238	-	-	-	-	163,800.00	284,915.00	7,437.50	456,152.50
TOTAL NET TAX ROLL ASSESSED NET	3,916	1,395,345.20	397,923.88	258,964.78	388,838.61	141,225.12	-	122,252.63	2,704,560.22
TOTAL DISTRICT ASSESSMENTS NET	4,154	1,395,345.20	397,923.88	258,964.78	388,838.61	305,025.12	284,915.00	129,690.13	3,160,702.72

DIRECT BILLS RECEIVED	UNITS	SERIES 2005 / 2015A1-2 RECEIVED DEBT	SERIES 2012-1 RECEIVED DEBT	SERIES 2012-2 RECEIVED DEBT	SERIES 2012-3 RECEIVED DEBT	SERIES 2012-4 RECEIVED DEBT	SERIES 2012-5 RECEIVED DEBT	O&M RECEIVED	TOTAL RECEIVED
MATTAMY (JAX) PARTNERSHIP - TR25A - 2012-5	154	-	-	-	-	-	284,915.00	4,812.50	289,727.50
STANDARD PACIFIC - TR 24 - 2012-4	84	-	-	-	-	163,800.00	-	2,625.00	166,425.00
SUBTOTAL SERIES 2012	238	-	-	-	-	163,800.00	284,915.00	7,437.50	456,152.50
TOTAL DIRECT BILLS RECEIVED	238	-	-	-	-	163,800.00	284,915.00	7,437.50	456,152.50
BALANCE DUE DIRECT INVOICES		-	-	-	-	-	-	-	-

SUMMARY TAX ROLL COLLECTIONS - SERIES 2015/2012									
DUVAL COUNTY DISTRIBUTION	DATE	SERIES 2015 DEBT RECEIVED	SERIES 2012-1 DEBT RECEIVED	SERIES 2012-2 DEBT RECEIVED	SERIES 2012-3 DEBT RECEIVED	SERIES 2012-4 DEBT RECEIVED	SERIES 2012-5 DEBT RECEIVED	O&M RECEIVED	TOTAL TAX ROLL RECEIPTS
1	11/3/2017	3,019.01	860.96	560.30	841.30	305.56	-	264.51	5,851.64
2	11/16/2017	33,948.88	9,681.53	6,300.64	9,460.48	3,436.02	-	2,974.42	65,801.96
3	11/22/2017	56,210.21	16,030.00	10,432.16	15,664.01	5,689.13	-	4,924.84	108,950.35
4	12/4/2017	127,042.18	36,229.83	23,578.00	35,402.64	12,858.14	-	11,130.75	246,241.55
5	12/6/2017	980,034.13	279,485.67	181,886.40	273,104.54	99,190.83	-	85,865.31	1,899,566.88
6	12/13/2017	83,045.72	23,682.94	15,412.61	23,142.22	8,405.19	-	7,276.02	160,964.70
7	12/22/2017	7,115.11	2,029.08	1,320.51	1,982.76	720.13	-	623.39	13,790.97
8	1/10/2018	43,294.61	12,346.79	8,035.17	12,064.90	4,381.94	-	3,793.26	83,916.86
9	1/24/2018	10,065.37	2,870.44	1,868.05	2,804.90	1,018.73	-	881.67	19,509.36
10	2/7/2018	9,009.10	2,569.21	1,672.02	2,510.55	911.83	-	789.33	17,462.03
11	2/20/2018	6,123.58	1,746.32	1,136.49	1,706.45	619.78	-	536.51	11,869.12
12	3/6/2018	5,487.64	1,564.96	1,018.46	1,529.23	555.41	-	480.80	10,636.51
13	3/29/2018	9,788.25	2,791.41	1,816.62	2,727.68	990.58	-	857.59	18,972.23
14	4/6/2018	3,038.93	866.64	564.00	846.85	307.58	-	266.25	5,890.26
15	4/18/2018	1,423.86	406.08	264.28	396.61	144.12	-	124.76	2,760.01
16	5/4/2018	3,151.85	898.84	584.96	878.32	319.00	-	276.15	6,109.13
17	5/23/2018	8,684.42	2,476.62	1,611.76	2,420.07	878.96	-	760.88	16,832.71
18	6/8/2018	1,237.21	352.83	229.62	344.77	125.22	-	108.40	2,398.04
TAX CERTIFICATES	6/21/2018	9,378.16	2,674.46	1,740.51	2,613.40	949.18	-	821.66	18,177.37
TOTAL TAX ROLL RECEIPTS		1,401,098.52	399,564.61	260,032.54	390,441.88	141,807.43	-	122,756.70	2,715,701.68
BALANCE DUE TAX ROLL		(5,753.32)	(1,640.73)	(1,067.77)	(1,603.27)	(582.30)	-	(504.07)	(11,151.46)
PERCENT COLLECTED DIRECT INVOICE		0%	0%	0%	0%	100%	100%	100%	100%
PERCENT COLLECTED TAX ROLL		100%	100%	100%	100%	100%	N/A	100%	100%
TOTAL PERCENT COLLECTED		100%	100%	100%	0%	100%	100%	100%	100%

DIRECT BILLS ARE DUE ON INSTALLMENTS. 50% DUE 12/1/17, 25% DUE 2/1/18, & FINAL 25% DUE 5/1/18

C.

***Bartram Park***  
Community Development District

Check Register Summary  
7/1/2018 - 9/30/2018

Check Date	Check #'s	Total Amount	
7/16/18	907-909	\$	149,481.92
8/8/18	910-913	\$	4,429.02
9/27/18	914-925	\$	36,018.22
Total		\$	189,929.16



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
7/16/18	00066	7/16/18 07162018	201807 300-15100-10100		*	145,000.00	
			TXFER EXCESS FUNDS 7/16				
			BARTRAM PARK CDD				145,000.00 000907
7/16/18	00012	7/02/18 186	201807 310-51300-34000		*	3,466.67	
			JULY 2018 MGMT FEES		*	83.33	
		7/02/18 186	201807 310-51300-35100		*	41.67	
			JULY 2018 WEBSITE ADM		*	291.67	
		7/02/18 186	201807 310-51300-35110		*	.03	
			JULY 2018 INFORMATION TEC		*	21.30	
		7/02/18 186	201807 310-51300-31300		*	2.25	
			JULY 2018 DISSEMINATION		*		
		7/02/18 186	201807 310-51300-51000		*		
			JULY 2018 OFFICE SUPPLIES		*		
		7/02/18 186	201807 310-51300-42000		*		
			JULY 2018 POSTAGE		*		
		7/02/18 186	201807 310-51300-42500		*		
			JULY 2018 COPIES				
			GOVERNMENTAL MANAGEMENT SERVICES				3,906.92 000908
7/16/18	00006	5/31/18 100733	201804 310-51300-31500		*	575.00	
			GENERAL COUNSEL 4/30/18				
			HOPPING GREEN & SAMS				575.00 000909
8/08/18	00001	6/26/18 6-226-55	201806 310-51300-42000		*	29.18	
			DELIVERIES THRU 06/15/18				
			FEDEX				29.18 000910
8/08/18	00012	8/01/18 187	201808 310-51300-34000		*	3,466.67	
			MGMT FEES-AUGUST 2018		*	83.33	
		8/01/18 187	201808 310-51300-35110		*	41.67	
			WEBSITE ADMIN-AUGUST 2018		*	291.67	
		8/01/18 187	201808 310-51300-35100		*	15.63	
			INFO TECH-AUGUST 2018		*	.47	
		8/01/18 187	201808 310-51300-31300		*	162.15	
			DISSEMINATION-AUGUST 2018		*		
		8/01/18 187	201808 310-51300-51000		*		
			SUPPLIES-AUGUST 2018		*		
		8/01/18 187	201808 310-51300-42000		*		
			POSTAGE-AUGUST 2018		*		
		8/01/18 187	201808 310-51300-42500		*		
			COPIES-AUGUST 2018				
			GOVERNMENTAL MANAGEMENT SERVICES				4,061.59 000911
8/08/18	00006	6/30/18 101334	201805 310-51300-31500		*	111.00	
			GENERAL COUNSEL-MAY 2018				
			HOPPING GREEN & SAMS				111.00 000912
			BPBAR BARTRAM PARK BPEREGRINO				

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
8/08/18	00067	6/26/18 18-05132	201806 310-51300-48000	NOTICE OF PUBLIC HEARING	*	227.25	
				JACKSONVILLE DAILY RECORD			227.25 000913
9/27/18	00037	9/14/18 7781	201809 300-15500-10000	FY19 GEN.LIAB/PUBLIC OFFC	*	6,042.00	
				EGIS INSURANCE ADVISORS, LLC			6,042.00 000914
9/27/18	00011	8/06/18 187737	201808 310-51300-31100	SERVICE THROUGH 7/31/18	*	90.00	
				ENGLAND THIMS & MILLER, INC.			90.00 000915
9/27/18	00012	9/04/18 188	201809 310-51300-34000	MGMT FEES-SEP18	*	3,466.67	
		9/04/18 188	201809 310-51300-35110	WEBSITE ADMIN-SEP18	*	83.33	
		9/04/18 188	201809 310-51300-35100	INFORMATION TECH-SEP18	*	41.67	
		9/04/18 188	201809 310-51300-31300	DISSEMINATION-SEP18	*	291.67	
		9/04/18 188	201809 310-51300-51000	OFFICE SUPPLIES	*	.24	
		9/04/18 188	201809 310-51300-42000	POSTAGE	*	3.76	
		9/04/18 188	201809 310-51300-42500	COPIES	*	1.20	
		9/04/18 188	201809 310-51300-41000	TELEPHONE	*	8.44	
				GOVERNMENTAL MANAGEMENT SERVICES			3,896.98 000916
9/27/18	00030	8/16/18 17216	201808 310-51300-31200	ARBITRAGE S12-FYE 5/31/18	*	600.00	
		8/29/18 17223	201808 310-51300-31200	ARBITRAGE S15A-FY 6/30/18	*	600.00	
				GRAU AND ASSOCIATES			1,200.00 000917
9/27/18	00006	7/31/18 101952	201806 310-51300-31500	GENERAL COUNSEL-JUN18	*	265.50	
				HOPPING GREEN & SAMS			265.50 000918
9/27/18	00067	9/27/18 18-07790	201809 310-51300-48000	FY19 NOTICE OF MEETINGS	*	81.50	
				JACKSONVILLE DAILY RECORD			81.50 000919
9/27/18	00054	9/12/18 09122018	201809 300-20700-10800	TXFR OF TAX RCPTS S2012-2	*	1,970.13	
				THE BANK OF NEW YORK MELLON, N.A.			1,970.13 000920

BPAR BARTRAM PARK BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
9/27/18	00051	9/12/18 09122018	201809 300-20700-10400	TXFR OF TAX RCPTS S2012-1	*	1,824.17	
				THE BANK OF NEW YORK MELLON, N.A.			1,824.17 000921
9/27/18	00056	7/10/18 252-2120	201807 310-51300-31200	TRUSTEE FEE-SERIE 2015A-1	*	1,000.00	
		7/10/18 252-2120	201807 300-15500-10000	TRUSTEE FEE-SERIE 2015A-1	*	3,000.00	
		7/10/18 252-2120	201807 310-51300-31200	TRUSTEE FEE-SERIE 2015A-2	*	500.00	
		7/10/18 252-2120	201807 300-15500-10000	TRUSTEE FEE-SERIE 2015A-2	*	1,500.00	
				THE BANK OF NEW YORK MELLON			6,000.00 000922
9/27/18	00057	9/12/18 09122018	201809 300-20700-10500	DUVAL COUNTY TAXES	*	10,615.37	
				THE BANK OF NEW YORK MELLON, N.A.			10,615.37 000923
9/27/18	00058	9/12/18 09122018	201809 300-20700-10600	TXF ASMT STD. PACIFIC	*	1,074.40	
				THE BANK OF NEW YORK MELLON, N.A.			1,074.40 000924
9/27/18	00059	9/12/18 09122018	201809 300-20700-10700	TXFR OF TAX RCPTS S2012-3	*	2,958.17	
				THE BANK OF NEW YORK MELLON, N.A.			2,958.17 000925
TOTAL FOR BANK A						189,929.16	
TOTAL FOR REGISTER						189,929.16	

## **Bartram Park CDD**

### **GENERAL FUND**

### **Check Request**

<i>Date</i>	<i>Amount</i>	<i>Authorized By</i>
<i>July 16, 2018</i>	<i>\$145,000.00</i>	<i>Maggie Phillips</i>

*Payable to:*

<b>Vendor #66 - BARTRAM SPRINGS CDD/CUSTODY ACCOUNT</b>
---

*Date Check Needed:*

*Budget Category:*

<i>7/16/2018</i>	<i>001.300.151.10100</i>
------------------	--------------------------

*Intended Use of Funds Requested:*

<b>TXFER EXCESS FUNDS TO CUSTODY ACCOUNT</b>
<i>(Attach supporting documentation for request.)</i>

**Governmental Management Services, LLC**  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 186  
Invoice Date: 7/2/18  
Due Date: 7/2/18  
Case:  
P.O. Number:

**Bill To:**

Bartram Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - July 2018		3,466.67	3,466.67
Website Administration - July 2018		83.33	83.33
Information Technology - July 2018		41.67	41.67
Dissemination Agent Services - July 2018		291.67	291.67
Office Supplies		0.03	0.03
Postage		21.30	21.30
Copies		2.25	2.25
Total			\$3,906.92
Payments/Credits			\$0.00
Balance Due			\$3,906.92

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300

P.O. Box 6526

Tallahassee, FL 32314

850.222.7500

## STATEMENT

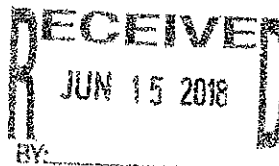
May 31, 2018

Bartram Park Community Development District  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 100733  
Billed through 04/30/2018

### General Counsel

BPCDD 00001 WSH



### FOR PROFESSIONAL SERVICES RENDERED

04/11/18	WSH	Review agenda.	0.20 hrs
04/17/18	WSH	Review and revise budget resolution; confer with Stephens regarding same.	0.30 hrs
04/17/18	KFJ	Prepare budget approval resolution; confer with Haber.	0.30 hrs
04/22/18	AHJ	Prepare correspondence to district manager regarding notice of qualifying period.	0.10 hrs
04/24/18	WSH	Prepare for board meeting; confer with Oliver regarding same.	0.40 hrs
04/25/18	WSH	Prepare for and participate in board meeting.	1.20 hrs
Total fees for this matter			\$575.00

### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Jusevitch, Karen F.- Paralegal	0.30 hrs	125 /hr	\$37.50
Haber, Wesley S.	2.10 hrs	250 /hr	\$525.00

TOTAL FEES \$575.00

**TOTAL CHARGES FOR THIS MATTER \$575.00**

### BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Jusevitch, Karen F.- Paralegal	0.30 hrs	125 /hr	\$37.50
Haber, Wesley S.	2.10 hrs	250 /hr	\$525.00

TOTAL FEES \$575.00

**TOTAL CHARGES FOR THIS BILL \$575.00**

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 187  
Invoice Date: 8/1/18  
Due Date: 8/1/18  
Case:  
P.O. Number:

**Bill To:**

Bartram Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - August 2018		3,466.67	3,466.67
Website Administration - August 2018		83.33	83.33
Information Technology - August 2018		41.67	41.67
Dissemination Agent Services - August 2018		291.67	291.67
Office Supplies		15.63	15.63
Postage		0.47	0.47
Copies		162.15	162.15
<b>Total</b>			<b>\$4,061.59</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,061.59</b>

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

June 30, 2018

Bartram Park Community Development District  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 101334  
Billed through 05/31/2018

### General Counsel

BPCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

04/27/18	MKR	Research recent changes to law regarding indemnification provisions in district contracts.	0.10 hrs
05/15/18	WSH	Review and revise minutes.	0.30 hrs
05/31/18	JLK	Confer with insurance adjuster and counsel for same on ADA website compliance and research same.	0.10 hrs
Total fees for this matter			\$111.00

### MATTER SUMMARY

Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
Rigoni, Michelle K.	0.10 hrs	180 /hr	\$18.00
Haber, Wesley S.	0.30 hrs	250 /hr	\$75.00
TOTAL FEES			\$111.00

### TOTAL CHARGES FOR THIS MATTER

**\$111.00**

### BILLING SUMMARY

Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
Rigoni, Michelle K.	0.10 hrs	180 /hr	\$18.00
Haber, Wesley S.	0.30 hrs	250 /hr	\$75.00
TOTAL FEES			\$111.00

### TOTAL CHARGES FOR THIS BILL

**\$111.00**

**Please include the bill number on your check.**



# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

10 N. Newnan Street  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

June 26, 2018

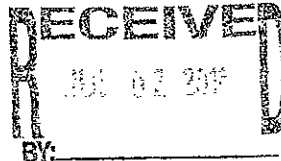
Date

Attn: Shelby Stephens  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial #	18-05132D	PO/File #		\$227.25
				Amount Due
Notice of Public Hearing, etc.; and Notice of Regular Board of Supervisor's Meeting				
				Amount Paid
Bartram Park Community Development District				\$227.25
				Payment Due
Case Number				
Publication Dates	6/26, 7/3			

*Payment is due before the  
Proof of Publication is  
released.*



Your notice can be found on the world wide web at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**Preliminary Proof Of Legal Notice**  
**(This is not a proof of publication.)**

*Please read copy of this advertisement and advise us of any  
necessary corrections before further publications.*

**BARTRAM PARK  
COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC HEAR-  
ING TO CONSIDER THE  
ADOPTION OF THE FISCAL  
YEAR 2018/2019 BUDGETS;  
AND NOTICE OF REGULAR  
BOARD OF SUPERVISORS'  
MEETING.**

The Board of Supervisors ("Board") of the Bartram Park Community Development District ("District") will hold a public hearing on July 25, 2018 at 12:00 p.m. at the offices of England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, FL 32258 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2018 and ending September 30, 2019 ("Fiscal Year 2018/2019"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (904) 940-5850 ("District Manager's Office"). during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

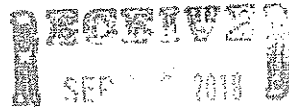
Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jim Oliver  
District Manager  
June 26, July 3 00(18-05132D)



Insurance & Risk Advisors



BY: .....

# INVOICE

Customer	Bartram Park Community Development District
Acct #	194
Date	09/14/2018
Customer Service	Tara Sanatan
Page	1 of 1

Bartram Park Community Development District  
c/o Governmental Management Services  
5385 North Nob Hill Road  
Sunrise, FL 33351

Payment Information	
Invoice Summary	\$ 6,042.00
Payment Amount	
Payment for:	Invoice#7781
100118146	

Thank You

Please detach and return with payment

Customer: Bartram Park Community Development District

Invoice	Effective	Transaction	Description	Amount
7781	10/01/2018	Renew policy	Policy #100118146 10/01/2018-10/01/2019 Florida Insurance Alliance GL,POL,EPLI,EBL,HNO - Renew policy Due Date: 10/1/2018  3.155.1 Gen. Liab/Public Officials \$6042	6,042.00
				<b>Total</b> \$ 6,042.00

Thank You

**FOR PAYMENTS SENT OVERNIGHT:**

Egis Insurance Advisors, LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC  
Lockbox 234021 PO Box 84021  
Chicago, IL 60689-4002

(321)320-7665

cbitner@egisadvisors.com

Date

09/14/2018



Jim Perry  
 Bartram Park CDD  
 GMS-SF, LLC  
 5385 N Nob Hill Road  
 Sunrise, FL 33351

August 6, 2018  
 Project No: 00236.50001  
 Invoice No: 0187737

Project 00236.50001 Bartram Park CDD-Interim Engineer.Serv.  
 CDD Meeting Requisitions/Invoices

**Professional Services rendered through July 31, 2018**

Professional Personnel *Service through 7/31/18*  
*21,513.31*

		Hours	Rate	Amount
Principal				
Maggiore, Matthew	7/28/2018	.50	180.00	90.00
Totals		.50		90.00
Total Labor				90.00

**Invoice Total this Period \$90.00**

	Current	Prior	Total
Billings to Date	90.00	58,973.18	59,063.18

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
 14775 Old St. Augustine Road • Jacksonville, Florida 32228 • Tel 904-642-8000 • Fax 904-648-4485  
 CA-00002564 LG-0000375

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 188

Invoice Date: 9/4/18

Due Date: 9/4/18

Case:

P.O. Number:

**Bill To:**

Bartram Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - September 2018 - 1.31.513.34		3,466.67	3,466.67
Website Administration - September 2018 - .35110		83.33	83.33
Information Technology - September 2018 - .351		41.67	41.67
Dissemination Agent Services - September 2018 - .313		291.67	291.67
Office Supplies - September 2018 - .510		0.24	0.24
Postage - September 2018 - .420		3.76	3.76
Copies - September 2018 - .425		1.20	1.20
Telephone - September 2018 - .41		8.44	8.44
<b>Total</b>			<b>\$3,896.98</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,896.98</b>

**Grau and Associates**

951 W. Yamato Road, Suite 280  
 Boca Raton, FL 33431-  
 www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Bartram Park Community Development District*  
 5385 N Nob Hill Rd  
 Sunrise, FL 33351

Invoice No. 17216  
 Date 08/16/2018

SERVICE	AMOUNT
21.513.312	
Arbitrage Series 2012 FYE 05/31/2018	\$ 600.00
Current Amount Due	\$ 600.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.

## Grau and Associates

951 W. Yamato Road, Suite 280  
Boca Raton, FL 33431-  
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Bartram Park Community Development District*  
5385 N Nob Hill Rd  
Sunrise, FL 33351

Invoice No. 17223  
Date 08/29/2018

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SERVICE	AMOUNT
31.513.312	
Arbitrage Series 2015A FYE 06/30/2018	\$ 600.00
Current Amount Due	\$ 600.00

---

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
1,200.00	0.00	0.00	0.00	0.00	1,200.00

Payment due upon receipt.

# Hopping Green & Sams

Attorneys and Counselors

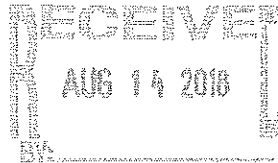
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

July 31, 2018

Bartram Park Community Development District  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 101952  
Billed through 06/30/2018



31-513.315  
General Counsel-June 18

BPCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

05/31/18	SRS	Conduct research regarding ADA compliance measures for special district websites and follow-up regarding same.	0.10 hrs
06/05/18	WSH	Confer with Oliver regarding budget and O&M assessments.	0.20 hrs
06/05/18	KFJ	Confer with Haber regarding budget hearing.	0.20 hrs
06/15/18	WSH	Prepare notice for budget hearing; confer with Stephens regarding same.	0.30 hrs
06/26/18	KFJ	Research qualifying candidate information; confer with Haber.	0.30 hrs
06/29/18	JLK	Research, review and edit memorandum summarizing ADA website standards and related information; attend multiple conference calls with ADA consultants, district's insurance carrier and insurance defense counsel regarding ADA information; transmit information to district manager on same.	0.10 hrs
06/29/18	SRS	Conduct research and implement ADA compliance measures for special district websites.	0.20 hrs
Total fees for this matter			\$265.50

### MATTER SUMMARY

Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
Sandy, Sarah R.	0.30 hrs	200 /hr	\$60.00
Haber, Wesley S.	0.50 hrs	250 /hr	\$125.00

TOTAL FEES \$265.50

TOTAL CHARGES FOR THIS MATTER \$265.50

### BILLING SUMMARY

Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
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Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
Sandy, Sarah R.	0.30 hrs	200 /hr	\$60.00
Haber, Wesley S.	0.50 hrs	250 /hr	\$125.00

TOTAL FEES	\$265.50
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TOTAL CHARGES FOR THIS BILL	<b>\$265.50</b>
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**Please include the bill number on your check.**

**Jacksonville Daily Record**

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

10 N. Newnan Street  
 P.O. Box 1769  
 Jacksonville, FL 32201  
 (904) 356-2466

**INVOICE**

September 27, 2018

Date

Attn: Shelby Stephens  
 GMS, LLC  
 475 WEST TOWN PLACE, STE 114  
 SAINT AUGUSTINE FL 32092

**REC'D SEP 27 2018**

Payment Due Upon Receipt

<b>Serial #</b> 18-07790D	<b>PO/File #</b> _____	<u>\$81.50</u>
		<b>Amount Due</b>
<hr/>		
<i>Fy19</i> <b>Notice of Meetings</b> 131.513.48	_____	<b>Amount Paid</b>
<hr/>		
Bartram Park Community Development District		<u>\$81.50</u>
<hr/>		<b>Payment Due</b>
<hr/>		
<b>Case Number</b> _____		
<hr/>		
<b>Publication Dates</b> 9/27	_____	

*Payment is due before the  
 Proof of Publication is  
 released.*

**Your notice can be found on the world wide web at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

**TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.**

**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

*Please read copy of this advertisement and advise us of any  
necessary corrections before further publications.*

**NOTICE OF MEETINGS  
BARTRAM PARK  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The Board of Supervisors of the Bartram Park Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2019 at 11:00 a.m. at England-Thims & Miller, Inc., 14778 Old St. Augustine Road, Jacksonville, Florida 32258, on the fourth Wednesday of the months listed (unless notated otherwise) as follows:

October 24, 2018

January 23, 2019

April 24, 2019

July 24, 2019

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver

District Manager

Sept. 27

00 (18-07790D)

**Bartram Park CDD**

**GENERAL FUND**

### Check Request

Date	Amount	Authorized By
September 12, 2018	\$1,970.13	Maggie Phillips

Payable to:

**Vendor #54 - BNY MELLON C/O BPCDD S2012-2**

**Date Check Needed:**

Budget Category:

9/12/2018	001.300.20700.10800
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**Intended Use of Funds Requested:**

TXFAR TAX RCPTS FROM DUVAL COUNTY  
3-207.108

(Attach supporting documentation for request.)

# Bartram Park CDD

## GENERAL FUND

### Check Request

Date	Amount	Authorized By
<i>Inv. Date:</i> September 12, 2018	\$1,824.17	Maggie Phillips

Payable to:

Vendor #51 - BNY MELLON C/O BPCDD S2012-1

Date Check Needed:

Budget Category:

9/12/2018

001.300.20700.10400

Intended Use of Funds Requested:

OF _____ S 2012-1 TXFMR TAX RCPTS FROM DUVAL COUNTY 3.207.104
(Attach supporting documentation for request.)



BNY MELLON

The Bank of New York Mellon  
Trust Company, N.A.

## Second Notice

BARTRAM PARK COMMUNITY DEVELOPMENT  
DISTRICT, C/O GMS, LLC.  
ATTN: JIM OLIVER  
475 WEST TOWN PLACE, SUITE 114 WORLD GOLF VILLAGE  
ST. AUGUSTINE, FL 32092

Invoice Number: 252-2120861  
Account Number: BARTRAM-A2  
Invoice Date: 10-Jul-18  
Cycle Date: 01-Jul-18  
Administrator: Thomas Radicioni  
Phone Number: (904) 645-1985  
Currency: USD

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE REFUNDING  
BONDS, SERIES 2015A-2

	<u>Quantity</u>	<u>Rate</u>	<u>Proration</u>	<u>Subtotal</u>	<u>Total</u>
<b>Flat</b>					
<b>Administration Fee</b>					2,000.00
For the period: July 01, 2018 to June 30, 2019					
<i>Trustee Fee - Series 2015 A2</i> <i>31-513-323</i>					
			<b>Invoice Total:</b>		2,000.00
			<b>Satisfied To Date:</b>		0.00
			<b>Balance Due:</b>		2,000.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.  
Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576.  
The Bank of New York Mellon Trust Company, N.A is located at 400 South Hope Street - Suite 400,  
Los Angeles, CA 90071

Check Payment Instructions:  
The Bank of New York Mellon  
Corporate Trust Department  
P.O. Box 392013  
Pittsburgh, PA 15251-9013  
Please enclose billing stub.

Wire and ACH Payment Instructions:  
The Bank of New York Mellon  
ABA Number 021000018  
Account Number 8901245259

Please reference Invoice Number: 252-2120861

## Billing Stub

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT REVENUE REFUNDING BONDS, SERIES  
2015A-2

Invoice Number: 252-2120861  
Account Number: BARTRAM-A2  
Invoice Date: 10-Jul-18  
Cycle Date: 01-Jul-18  
Administrator: Thomas Radicioni  
Phone Number: (904) 645-1985  
Amount: 2,000.00 USD

000220 XBFRSDD1 000254

00000061365725212120861000000000002000005

56

DOR 12



BNY MELLON

The Bank of New York Mellon  
Trust Company, N.A.

## Second Notice

000220 XBFRSDD1 000000

BARTRAM PARK COMMUNITY DEVELOPMENT  
DISTRICT, C/O GMS, LLC.  
ATTN: JIM OLIVER  
475 WEST TOWN PLACE, SUITE 114 WORLD GOLF VILLAGE  
ST. AUGUSTINE, FL 32092

Invoice Number: 252-2120860  
Account Number: BARTRAM15-A1  
Invoice Date: 10-Jul-18  
Cycle Date: 01-Jul-18  
Administrator: Thomas Radicioni  
Phone Number: (904) 645-1985  
Currency: USD

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE REFUNDING  
BONDS, SERIES 2015A-1

	<u>Quantity</u>	<u>Rate</u>	<u>Proration</u>	<u>Subtotal</u>	<u>Total</u>
<b>Flat</b>					
<b>Trustee Fee</b>					<b>4,000.00</b>
For the period: July 01, 2018 to June 30, 2019					
<i>Trustee Fee - Series 2015A-1</i> <i>31.513.323</i>					
			<b>Invoice Total:</b>		<b>4,000.00</b>
			<b>Satisfied To Date:</b>		<b>0.00</b>
			<b>Balance Due:</b>		<b>4,000.00</b>

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance.  
Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576.  
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Corporate Trust Department  
P.O. Box 392013  
Pittsburgh, PA 15251-9013  
Please enclose billing stub.

Wire and ACH Payment Instructions:  
The Bank of New York Mellon  
ABA Number 021000018  
Account Number 8901245259  
  
Please reference Invoice Number: 252-2120860

## Billing Stub

BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT REVENUE REFUNDING BONDS, SERIES  
2015A-1

Invoice Number: 252-2120860  
Account Number: BARTRAM15-A1  
Invoice Date: 10-Jul-18  
Cycle Date: 01-Jul-18  
Administrator: Thomas Radicioni  
Phone Number: (904) 645-1985  
Amount: 4,000.00 USD

S 000220 XBFRSDD1 000253

000000613828252021208600000000000004000009

## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
September 12, 2018	\$10,615.37	Maggie Phillips

Payable to:

Vendor #57 - BNY MELLON C/O Bartram Park - Series 2015
--

Date Check Needed:

Budget Category:

9/12/2018	001.300.20700.10500
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Intended Use of Funds Requested:

DUVAL COUNTY TAXES
3.207.105
(Attach supporting documentation for request.)



## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
September 12, 2018	\$1,074.40	Maggie Phillips

Payable to:

Vendor #58 - BNY MELLON C/O Bartram Park - Series 2012-4
--

Date Check Needed:

Budget Category:

9/12/2018	001.300.20700.10600
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Intended Use of Funds Requested:

TXFER ASSESSMENTS CHK 72021849 STANDARD PACIFIC
3-207-106
(Attach supporting documentation for request.)

## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
September 12, 2018	\$2,958.17	Maggie Phillips

Payable to:

Vendor #59 - BNY MELLON C/O Bartram Park - Series 2012-3
--

Date Check Needed:	Budget Category:
9/12/2018	001.300.20700.10700

Intended Use of Funds Requested:

<sup>bF</sup> TXFER TAX RCPTS FROM DUVAL CTY 3-207.107 -S 2012-3
AND CHK#72017480 STANDARD PAC
(Attach supporting documentation for request.)