

**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 28, 2021** at 11:00 a.m. at the Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

Present and constituting a quorum were:

James Griffith	Vice Chairman
Joan Nero	Supervisor
Patricia Evert	Supervisor
Don Smith	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Matt Maggiore <i>by phone</i>	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order. There were four members of the Board present at the meeting constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 28, 2021 Meeting**

Mr. Oliver presented the April 28, 2021 meeting minutes and asked for any comments, corrections, or changes to the minutes. The Board had no changes.

On MOTION by Mr. Smith, seconded by Ms. Nero, with all in favor, the Minutes of the April 28, 2021 Meeting, were approved.

**FOURTH ORDER OF BUSINESS                      Presentation of FY2020 Financial Audit**

Mr. Oliver stated that there was a copy of the audit in the agenda packet. The audit had already been supplied to the auditor general as required by Florida statutes. Mr. Oliver reviewed the audit for the Board and noted that it was a clean audit.

On MOTION by Ms. Nero, seconded by Ms. Evert, with all in favor, Fiscal Year 2020 Financial Audit, was approved.

**FIFTH ORDER OF BUSINESS                      Public Hearing**

Mr. Oliver stated that the proposed budget was approved at the previous meeting. He noted that the 2022 budget is not much different from the 2021 budget. He stated there were no changes in assessments. He offered to answer any questions the Board had about the budget. Hearing none,

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, the Opening of the Public Hearing, was approved.

On MOTION by Mr. Smith, seconded by Ms. Nero, with all in favor, the Closing of the Public Hearing, was approved.

**A. Consideration of Resolution 2021-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022**

Mr. Haber explained that Resolution 2021-03 formally adopts and finalizes the budget for 2022. He offered to answer any questions from the Board about the resolution. Hearing none,

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, Resolution 2021-03 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022, was approved.

**B. Consideration of Resolution 2021-04, Imposing Special Assessments and Certifying an Assessment Roll**

Ms. Haber stated that this resolution is for the District to identify a method to pay for the line items in the budget, and that is through the collection of assessments. The amount of the

assessment for the general fund has not changed nor will the amount of the assessments for the debt service funds. This resolution formally adopts and directs the District Manager to certify those amounts to the Duvall County tax collector and that those amounts will appear on the tax bills for the various homeowners and landowners in the community to pay those assessments.

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, Resolution 2021-04 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-05, Election of Officers to Add Marilee Giles as Assistant Secretary**

Mr. Oliver stated that Marilee Giles is a new District Manager at GMS and electing her as Assistant Secretary would allow her to sign documents on behalf of the District, all of the other officers remained the same.

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, Resolution 2021-05 Election of Officers to Add Marilee Giles as Assistant Secretary, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of E-Verify Memorandum of Understanding**

Mr. Oliver asked Mr. Haber to explain this to the Board. Mr. Haber explained that earlier in 2021, a law went into effect that obligated all units of government, including CDDs, to participate in the E-Verify system. He stated that to clarify for the record, the CDD does not have any employees, because all services provided to the CDD are done through independent contractor agreements. This meant that before a CDD can employ someone, they are required to use the E-Verify system where the CDD runs the potential employee's name to ensure that they meet all of the requirements to be legally employed in the country according to federal laws. There are no CDD employees currently, but this ratification is ensuring that the CDD is complying with that law if they ever do have an employee.

Mr. Haber also stated that any of the independent contractors being used are also required to acknowledge and use the E-Verify system for any employee they hire.



Mr. Oliver asked Mr. Haber if there was a discussion about being able to go back to Zoom meetings for CDDs regarding quorum. Mr. Haber said that there was not discussion about it. He said at this point there was no change in quorum requirements.

**B. Engineer**

Mr. Maggiore did not have anything further to report. He offered to answer any questions from the Board.

**C. Manager**

**1. Consideration of Proposed FY 22 Meeting Schedule**

Mr. Oliver stated these dates can always be changed in the future. The listed meetings were October 27, 2021, January 26, 2022, April 27, 2022 and July 27, 2022.

On MOTION by Mr. Smith, seconded by Mr. Evert, with all in favor, the Proposed Fiscal Year 2022 Meeting Schedule, was approved.
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**2. Presentation of Report on Number of Registered Voters**

Mr. Oliver stated that there was a letter in the agenda packet from the county Supervisor of Elections and it stated there are 5,907 registered voters living in Bartram Park.

**ELEVENTH ORDER OF BUSINESS      Audience Comments**

There being none, the next item followed.

**TWELTH ORDER OF BUSINESS      Supervisor's Requests**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2021**

Mr. Oliver noted the financial reports are available in the agenda package and they are through June 30, 2021. The Board had no questions.

**B. Assessment Receipt Schedules**

Mr. Oliver noted that the District is fully collected on assessments for Fiscal Year 2021.

**C. Approval of Check Register**

Mr. Oliver stated the check register is included in the agenda package and he was looking for a motion of approval.


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

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – October 27, 2021 @  
11:00 a.m. at TBD**

Mr. Oliver stated the next scheduled meeting is October 27<sup>th</sup> at 11:00 a.m.

**FIFTEENTH ORDER OF BUSINESS      Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman