

# ***BARTRAM PARK***

*Community Development District*

*January 26, 2022*

## *AGENDA*

# *Bartram Park*

## *Community Development District*

---

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

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

January 18, 2022

Board of Supervisors  
Bartram Park Community Development District  
**Staff Call In#: 1-800-264-8432: Code: 768004**

Dear Board Members:

The Bartram Park Community Development District Board of Supervisors is scheduled for **Wednesday, January 26, 2022 at 11:00** a.m. at the Bartram Springs Amenity Center, 14530 East Cherry Lake Dr., Jacksonville, FL 32258.

Following is the advance agenda for this meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of Minutes of the October 27, 2021 Meeting
- IV. Update Regarding Matters Related to Bond Refunding
- V. Consideration of Retention Fee Agreement with Kutak Rock, LLP
- VI. Consideration of Registered Agent and Registered Office Resolution 2022-01
- VII. Other Business
- VIII. Staff Reports
  - A. Attorney –
    - 1. Memo Regarding Publication of Legal Notices
    - 2. Memo Regarding Prompt Payment Requirements
    - 3. Memo Regarding Public Records Exemptions
  - B. Engineer
  - C. Manager

IX. Audience Comments

X. Supervisor's Requests

XI. Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period  
Ending December 31, 2021

B. Assessment Receipt Schedules

C. Approval of Check Register

XII. Next Scheduled Meeting – April 27, 2022 @ 11:00 a.m. at The Bartram  
Springs Amenity Center, 14530 East Cherry Lake Dr., Jacksonville, FL  
32258

XIII. Adjournment

I look forward to seeing you at the meeting. In the meantime, if you have any questions,  
please do not hesitate to call.

Sincerely,

*James Oliver*

James Oliver  
District Manager

## *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, **October 27, 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:

Trisston Brown	Chairman
James Griffith	Vice Chairman
Joan Nero	Supervisor
Don Smith	Supervisor

Also present were:

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

**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 July 28, 2021 and  
September 28, 2021 Meeting**

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

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, the Minutes of the July 28, 2021, and September 28, 2021 Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Discussion of Proposed Bond Refinancing**

Mr. Kessler presented the bond refinancing proposal, noting that they had done several bond refinancings in the past for the District. He added that he would talk to different banks and come back with a term sheet so that the District could evaluate what they would like to do. He summarized that the services would be approximately \$150,000 in fees. The Board approved the proposal.

On MOTION by Mr. Brown, seconded by Mr. Smith, with all in favor, Authorizing FMS to Prepare Documents and Contact Banks, was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Non-Exclusive Access and Utilities Easement Agreement**

Mr. Lancaster summarized that at the last meeting they approved an easement over a right-of-way for Racetrack Road that the CDD owns, noting that there was a change in the legal description of the agreement.

On MOTION by Mr. Brown, seconded by Mr. Griffith, with all in favor, the Non-Exclusive Access and Utilities Easement Agreement, was approved.

**SIXTH ORDER OF BUSINESS****Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney – Discussion of Transfer of Client Matters to Kutak Rock LLP**

Mr. Haber noted that his practice group at his law firm would be moving to a new law firm, adding that the District would not experience any differences other than the firm name. He gave the Board the option of moving with his new firm or to seek new counsel, and the Board decided

to move with Mr. Haber. The Board gave the Chairman authorization to sign the transition letter and new agreement with Kutak Rock.

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, the Transfer of Client Matters to Kutak Rock, LLP, was approved.

**B. Engineer**

Mr. Maggiore did not have anything further to report. He offered to answer any questions from the Board. Mr. Brown asked for an update on the bridge, and Mr. Maggiore responded that they were in the process of fixing it.

**C. Manager**

Mr. Oliver stated he did not have anything further to report other than that he would keep the Board updated on whether or not they would need a special meeting in December.

**EIGHTH ORDER OF BUSINESS****Audience Comments**

There being none, the next item followed.

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

Mr. Brown asked if Mr. Haber could give them an update on the new development for the town center at the next meeting, as well as what was going on in the parcel behind his neighborhood along the east side Bartram Park Boulevard.

**TENTH ORDER OF BUSINESS****Financial Reports****A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2021**

Mr. Oliver noted the financial reports are available in the agenda package and they are through September 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, adding that they would receive the tax bills the week following the meeting.



**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 Mr. Smith, with all in favor, the Check Register, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – January 26, 2022 @  
11:00 a.m. at the Bartram Springs Amenity  
Center, 14530 East Cherry Lake Dr.,  
Jacksonville, FL 32258**

Mr. Oliver stated the next scheduled meeting is January 26<sup>th</sup> at 11:00 a.m.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

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

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

## *FIFTH ORDER OF BUSINESS*

## **RETENTION AND FEE AGREEMENT**

### **I. PARTIES**

THIS RETENTION AND FEE AGREEMENT ("**Agreement**") is made and entered into by and between the following parties:

- A. Bartram Park Community Development District ("**Client**")  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

and

- B. Kutak Rock LLP ("**Kutak Rock**")  
P.O. Box 10230  
Tallahassee, Florida 32302

### **II. SCOPE OF SERVICES**

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kutak Rock as its attorney and legal representative for general advice, counseling and representation of Client and its Board of Supervisors.
- B. Kutak Rock accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above. No other legal representation is contemplated by this Agreement. Any additional legal services to be provided under the terms of this Agreement shall be agreed to by Client and Kutak Rock in writing. Unless set forth in a separate agreement to which Client consents in writing, Kutak Rock does not represent individual members of the Client's Board of Supervisors.

### **III. CLIENT FILES**

The files and work product materials ("**Client File**") of the Client generated or received by Kutak Rock will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kutak Rock for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kutak Rock may confidentially destroy or shred the Client File. Notwithstanding the prior sentence, if the Client provides Kutak Rock with a written request for the return of the Client File before the end of the five (5) year storage period, then Kutak Rock will return the Client File to Client at Client's expense.

#### **IV. FEES**

- A. The Client agrees to compensate Kutak Rock for services rendered in connection with any matters covered by this Agreement on an hourly rate basis plus actual expenses incurred by Kutak Rock in accordance with the attached Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Time will be billed in increments of one-tenth (1/10) of an hour. Certain work related to issuance of bonds and bond anticipation notes may be performed under a flat fee to be separately established prior to or at the time of bond or note issuance.
- B. Attorneys and staff, if applicable, who perform work for Client will be billed at their regular hourly rates, as may be adjusted from time to time. The regular hourly rates of those initially expected to handle the bulk of Client's work are as follows:

Wesley S. Haber	\$350
Associates	\$265
Paralegals	\$145

Kutak Rock's regular hourly billing rates are reevaluated annually and are subject to change not more than once in a calendar year. Client agrees to Kutak Rock's annual rate increases to the extent hourly rates are not increased beyond \$15/hour.

- C. To the extent practicable and consistent with the requirements of sound legal representation, Kutak Rock will attempt to reduce Client's bills by assigning each task to the person best able to perform it at the lowest rate, so long as he or she has the requisite knowledge and experience.
- D. Upon consent of Client, Kutak Rock may subcontract for legal services in the event that Client requires legal services for which Kutak Rock does not have adequate capabilities.
- E. Kutak Rock will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached Expense Reimbursement Policy.

#### **V. BILLING AND PAYMENT**

The Client agrees to pay Kutak Rock's monthly billings for fees and expenses incurred within thirty (30) days following receipt of an invoice, or the time permitted by Florida law, whichever is greater. Kutak Rock shall not be obligated to perform further legal services under this Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kutak Rock to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kutak Rock as part of the representation.

#### **VI. DEFAULT; VENUE**

In any legal proceeding to collect outstanding balances due under this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to costs and outstanding balances due under this Agreement. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

## **VII. CONFLICTS**

It is important to disclose that Kutak Rock represents a number of special districts, trustees ("Trustees"), bondholders, developers, builders, and other entities throughout Florida and the United States of America relating to community development districts, special districts, local governments and land development. Kutak Rock or its attorneys may also have represented the entity which petitioned for the formation of the Client. Kutak Rock understands that Client may enter into an agreement with a Trustee in connection with the issuance of bonds, and that Client may request that Kutak Rock simultaneously represent Client in connection with the issuance of bonds, while Kutak Rock is also representing such Trustee on unrelated matters. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kutak Rock will be able to provide competent and diligent representation of Client, regardless of Kutak Rock's other representations, and (3) there is not a substantial risk that Kutak Rock's representation of Client would be materially limited by Kutak Rock's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this Agreement will constitute Client's waiver of any "conflict" with Kutak Rock's representation of various special districts, Trustees, bondholders, developers, builders, and other entities relating to community development districts, special districts, local governments and land development.

## **VIII. ACKNOWLEDGMENT**

Client acknowledges that the Kutak Rock cannot make any promises to Client as to the outcome of any legal dispute or guarantee that Client will prevail in any legal dispute.

## **IX. TERMINATION**

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

## **X. EXECUTION OF AGREEMENT**

This Agreement shall be deemed fully executed upon its signing by Kutak Rock and the Client. The contract formed between Kutak Rock and the Client shall be the operational contract between the parties.

## **XI. ENTIRE CONTRACT**

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

**BARTRAM PARK COMMUNITY  
DEVELOPMENT DISTRICT**

**KUTAK ROCK LLP**

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

## ATTACHMENT A

### KUTAK ROCK LLP CDD EXPENSE REIMBURSEMENT POLICY

The following is Kutak Rock's expense reimbursement policy for community development district representation. This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter.

All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Photocopying and Printing. In-house photocopying and printing are charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Local Messenger Service. Local messenger service is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate.

Computerized Legal Research. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate. Reasonable travel-related expenses for meals, lodging, gratuities, taxi fares, tolls, and parking fees shall also be reimbursed.

Consultants. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consulting or testifying experts are employed by the firm, their charges are passed through with no mark-up. The client is responsible for notifying the firm of any particular billing arrangements or procedures which the client requires of the consulting or testifying experts.

Other Expenses. Other outside expenses, such as court reporters, agency copies, conference calls, etc. are billed at actual cost.

## *SIXTH ORDER OF BUSINESS*



## RESOLUTION 2022-01

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A REGISTERED AGENT AND REGISTERED OFFICE OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT.**

**WHEREAS**, Bartram Park Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Duval County, Florida; and

**WHEREAS**, the District is statutorily required to designate a registered agent and a registered office location for the purposes of accepting any process, notice, or demand required or permitted by law to be served upon the District in accordance with Section 189.014(1), *Florida Statutes*.

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

**SECTION 1.** Wesley Haber of Kutak Rock LLP is hereby designated as the Registered Agent for the Bartram Park Community Development District.

**SECTION 2.** The District’s Registered Office shall be located at the office of Kutak Rock LLP, 113 South Monroe Street, Tallahassee, Florida 32301 until February 15, 2022. Commencing February 16, 2022, the District’s Registered Office shall be located at the office of Kutak Rock LLP, 107 West College Avenue, Tallahassee, Florida 32301.

**SECTION 3.** In accordance with Section 189.014, *Florida Statutes*, the District’s Secretary is hereby directed to file certified copies of this Resolution with Duval County and the Florida Department of Economic Opportunity.

**SECTION 4.** This Resolution shall become effective immediately upon adoption and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.

**PASSED AND ADOPTED** this 26 day of January, 2022.

**ATTEST:**

**BARTRAM          PARK          COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

*EIGHTH ORDER OF BUSINESS*

*A.*

*1.*

**MEMORANDUM**

To: District Manager

From: Hopping Green & Sams, P.A.

RE: Publication of Legal Notices

---

During the 2021 legislative session certain statutory changes were enacted affecting publication of legal notices. *See* Ch. 2021-17, Laws of Fla. Relevant to community development districts, this includes enactment of:

- (i) criteria that expand the newspapers that may qualify to publish legal notices; and
- (ii) provisions that allow for internet-only publication of certain legal notices.

As regards (i), District Managers should evaluate whether there are less expensive newspapers that qualify for publication of legal notices. As regards (ii), the Legislature's provision of internet-only publication of legal notices appears unlikely to provide any benefit to community development districts. In addition, revisions to district Rules of Procedure are included to address both (i) and (ii). However, updated Rules of Procedure only need to be adopted if a district desires to use a newspaper that only qualifies for publication of legal notices under the new statutory language, and not under the current Rules of Procedure. These matters are summarized in more detail below. The subject statutory changes are effective January 1, 2022.

1. Expanded Criteria for Newspapers to Qualify for Publication of Legal Notices

Effective January 1, 2022, section 50.011, Florida Statutes, includes revised and expanded criteria for newspapers to be eligible as a newspaper of "general circulation" to publish legal notices and advertisements. § 50.011(1)(a)-(e), Fla. Stat. District Managers should review these criteria to determine if less expensive newspapers qualify for the publication of district legal notices.

2. Internet-Only Publication of Legal Notices

Effective January 1, 2022, section 50.0211, Florida Statutes, authorizes certain notices to published solely on the internet. § 50.0211, Fla. Stat. For community development districts this includes special district meeting notices pursuant to section 189.015, Florida Statutes (i.e., annual and regular meeting notices), and establishment and termination notices pursuant to section 190.005 and 190.046, Florida Statutes. § 50.0211(1)(b)8., 9., Fla. Stat. Newspapers may charge for internet only publication, but no more than authorized if the notice had been published in a print edition (the expectation is that internet-only publication will offer savings versus print publication). § 50.0211(5)(c), Fla. Stat.

This internet-only option, however, comes with significant strings attached. Most significantly, entities opting for internet-only publication must publish a notice at least once per week in the print edition of a newspaper of general circulation that states that legal notices do not all appear in the print edition of the local newspaper and that additional legal notices may be accessed on the

---

newspaper's website or on the statewide legal notice website. § 50.0211(5)(d), Fla. Stat. Thus, it appears the burden of weekly publication of notices advising the public that internet-only publication is being utilized more than outweighs any logistical and cost benefits that might be realized from the limited scope of notices districts may publish solely on the internet. In addition, to utilize internet-only publication, a district's board of supervisors must make a determination that such internet-only publication is in the public interest and that the residents within the district have sufficient access to the internet such that internet-only publication would not unreasonably restrict public access. § 50.0211(5)(a), Fla. Stat.

### 3. Updated Rules of Procedure

If a district believes it would benefit from the expanded criteria for what may qualify as a newspaper of "general circulation" authorized to publish legal notices or the availability of internet-only publication, district Rules of Procedure should be updated to incorporate statutory changes as follows:

#### **Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. A newspaper is deemed to be a newspaper of "general circulation" within the District and county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published. Meeting notices pursuant to section 189.015, Florida Statutes, may be noticed by internet-only publication upon election by the District's Board and compliance with the requirements of section 50.0211, Florida Statutes. ~~"General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week.~~ Each Notice shall state, as applicable:

\* \* \*

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 50.011, 50.031, 189.015, 189.069(2)(a) ~~46~~15, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

2.

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Prompt Payment Policies

---

As you may know, during the 2021 legislative session Part VII of Chapter 218, Florida Statutes (the “Local Government Prompt Payment Act”) was amended. This includes an increase from 1 percent to 2 percent as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9); 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping, Green & Sams, this consists of the following changes as reflected in track-change format:

### **VII. Resolution of Disputes**

\* \* \*

#### **B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District’s failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within



four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

- ~~34.~~ Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
- ~~45.~~ The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
- ~~56.~~ A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
- ~~67.~~ If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

## **X. Late Payment Interest Charges**

\* \* \*

### **B. Related to Construction Services**

Prompt Payment Policies

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**RESOLUTION 2021-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE \_\_\_\_\_  
COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES  
AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*;  
PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the \_\_\_\_\_ Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within \_\_\_\_\_, Florida; and

**WHEREAS**, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

**SECTION 1.** The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

**SECTION 2.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
**COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Prompt Payment Policies and Procedures

# **EXHIBIT A**



## **COMMUNITY DEVELOPMENT DISTRICT**

### **Prompt Payment Policies and Procedures**

**In Accordance with the Local Government Prompt Payment Act  
Chapter 218, Part VII, *Florida Statutes***

\_\_\_\_\_, 2021

**Community Development District**  
**Prompt Payment Policies and Procedures**

**Table of Contents**

I.	Purpose .....	1
II.	Scope .....	1
III.	Definitions .....	1
	A. Agent .....	1
	B. Construction Services .....	1
	C. Contractor or Provider of Construction Services .....	1
	D. Date Stamped .....	1
	E. Improper Invoice .....	2
	F. Improper Payment Request .....	2
	G. Non-Construction Goods and Services.....	2
	H. Proper Invoice .....	2
	I. Proper Payment Request .....	2
	J. Provider .....	2
	K. Purchase .....	2
	L. Vendor .....	2
IV.	Proper Invoice/Payment Request Requirements .....	3
	A. General .....	3
	B. Sales Tax .....	3
	C. Federal Identification and Social Security Numbers .....	3
	D. Proper Invoice for Non-Construction Goods and Services .....	3
	E. Proper Payment Request Requirements for Construction Services .....	4
V.	Submission of Invoices and Payment Requests .....	4
VI.	Calculation of Payment Due Date .....	5
	A. Non-Construction Goods and Services Invoices .....	5
	B. Payment Requests for Construction Services .....	6
VII.	Resolution of Disputes .....	7
	A. Dispute Between the District and a Provider .....	7
	B. Dispute Resolution Procedures .....	7
VIII.	Purchases Involving Federal Funds or Bond Funds.....	8
IX.	Requirements for Construction Services Contracts – Project Completion; Retainage .....	8
X.	Late Payment Interest Charges .....	9
	A. Related to Non-Construction Goods and Services .....	9
	B. Related to Construction Services .....	9
	C. Report of Interest .....	9

**I. Purpose**

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the [REDACTED] Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

**II. Scope**

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

**III. Definitions**

**A. Agent**

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

**B. Construction Services**

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

**C. Contractor or Provider of Construction Services**

The entity or individual that provides Construction Services through direct contract with the District.

**D. Date Stamped**

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

**E. Improper Invoice**

An invoice that does not conform to the requirements of a Proper Invoice.

**F. Improper Payment Request**

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

**G. Non-Construction Goods and Services**

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

**H. Proper Invoice**

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

**I. Proper Payment Request**

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

**J. Provider**

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

**K. Purchase**

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

**L. Vendor**

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

#### **IV. Proper Invoice/Payment Request Requirements**

##### **A. General**

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

##### **B. Sales Tax**

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

##### **C. Federal Identification and Social Security Numbers**

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone [REDACTED], email [REDACTED]).

##### **D. Proper Invoice for Non-Construction Goods and Services**

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date



4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
  - a. A complete item description
  - b. Quantity purchased
  - c. Unit price(s)
  - d. Total price (for each item)
  - e. Total amount of invoice (all items)
  - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
  - a. Itemized description of services performed
  - b. The location and date of delivery of the services to the District
  - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
  - d. Itemization of other direct, reimbursable costs (including description and amount)
  - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
    - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
    - ii. Paid receipt
    - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

**E. Proper Payment Request Requirements for Construction Services**

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

**V. Submission of Invoices and Payment Requests**

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

**1. Mailing and Drop Off Address**

	Community Development District

**2. Email Address**

--

**VI. Calculation of Payment Due Date**

**A. Non-Construction Goods and Services Invoices**

**1. Receipt of Proper Invoice**

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

**2. Receipt of Improper Invoice**

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

**3. Rejection of an Improper Invoice**

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

**4. Payment of Undisputed Portion of Invoice**

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

**B. Payment Requests for Construction Services**

**1. Receipt of Proper Payment Request**

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

**2. Receipt and Rejection of Improper Payment Request**

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
  - i. Be provided in writing;
  - ii. Specify any and all known deficiencies; and
  - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

**3. Payment of Undisputed Portion of Payment Request**

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

**VII. Resolution of Disputes**

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

**A. Dispute between the District and a Provider**

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

**B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

### **VIII. Purchases Involving Federal Funds or Bond Funds**

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

### **IX. Requirements for Construction Services Contracts – Project Completion; Retainage**

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

### **X. Late Payment Interest Charges**

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

#### **A. Related to Non-Construction Goods and Services**

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**B. Related to Construction Services**

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**C. Report of Interest**

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

3.



# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Public Records Exemptions Advisory Notice

---

As you may know, during the 2021 legislative session section 119.071, Florida Statutes, was revised to include additional requirements regarding the public records exemption for home addresses, telephone numbers, dates of birth, photographs, and other information associated with certain officers, employees, justices, judges, or other persons identified in section 119.071(4)(d)2. In particular, section 119.071(4)(d)3. now provides that the custodian of such information must maintain its exempt status where the subject officer, employee, justice, judge or person, or employing agency of the designated employee submits a written *and notarized* request for maintenance of the exemption to the custodial agency. Further, the *request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status*. The italicized requirements for notarization and a statement under oath as to the statutory basis for the exemption request are new requirements that became effective July 1, 2021.

Please ensure district records custodians and other appropriate personnel have been appropriately advised of these changes for purposes of evaluating exemptions for future public records requests.

## *NINTH ORDER OF BUSINESS*

*A.*

# Bartram Park

## Community Development District

Unaudited Financial Reporting as of  
December 31, 2021

Meeting Date  
January 26, 2022

# Table of Contents

I.	<u>Financial Statements - December 31, 2021</u>
II.	<u>Assessments Receipt Schedule</u>
III.	<u>Check Register Summary 10/1/2021 - 12/31/2021</u>

**Bartram Park**  
**Community Development District**  
**Combined Balance Sheet**  
December 31, 2021

	<u>Government Funds</u>		Total
	General	Debt Service	Governmental Funds
<b><u>ASSETS:</u></b>			
Cash	\$262,328	---	\$262,328
Custody Account - Excess Funds	\$124,958	---	\$124,958
<b><u>Series 2012-1:</u></b>			
Reserve	---	\$201,654	\$201,654
Revenue	---	\$393,329	\$393,329
Due from General Fund	---	\$12,115	\$12,115
<b><u>Series 2012-3:</u></b>			
Reserve	---	\$201,656	\$201,656
Revenue	---	\$364,437	\$364,437
Due from General Fund	---	\$11,838	\$11,838
<b><u>Series 2012-4:</u></b>			
Reserve	---	\$125,002	\$125,002
Revenue	---	\$268,614	\$268,614
Due from General Fund	---	\$8,084	\$8,084
<b><u>Series 2012-5:</u></b>			
Reserve	---	\$142,460	\$142,460
Revenue	---	\$280,391	\$280,391
Due from General Fund	---	\$8,552	\$8,552
<b><u>Series 2015A1</u></b>			
Reserve	---	\$517,354	\$517,354
Revenue	---	\$1,200,169	\$1,200,169
Prepayment	---	\$5,294	\$5,294
Due from General Fund	---	\$39,759	\$39,759
<b><u>Series 2015A2</u></b>			
Reserve	---	\$131,553	\$131,553
<b>TOTAL ASSETS</b>	<b>\$387,286</b>	<b>\$3,912,260</b>	<b>\$4,299,546</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0	---	\$0
Due to Debt Service - Series 2012-1	\$12,115	---	\$12,115
Due to Debt Service - Series 2015	\$39,759	---	\$39,759
Due to Debt Service - Series 2012-4	\$8,084	---	\$8,084
Due to Debt Service - Series 2012-3	\$11,838	---	\$11,838
Due to Debt Service - Series 2012-5	\$8,553	---	\$8,553
<b><u>FUND BALANCES:</u></b>			
Nonspendable	\$0	---	\$0
Restricted for Debt Service	---	\$3,912,260	\$3,912,260
Unassigned	\$306,937	---	\$306,937
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<b>\$387,286</b>	<b>\$3,912,260</b>	<b>\$4,299,546</b>

**Bartram Park**  
**COMMUNITY DEVELOPMENT DISTRICT**

**GENERAL FUND**

Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments - On Roll	\$129,495	\$122,932	\$122,932	\$0
Interest Income	\$0	\$0	\$2	\$2
<b>TOTAL REVENUES</b>	<b>\$129,495</b>	<b>\$122,932</b>	<b>\$122,933</b>	<b>\$2</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisor Fees	\$4,800	\$800	\$800	\$0
FICA Expense	\$367	\$61	\$61	\$0
Engineering	\$8,500	\$2,125	\$135	\$1,990
Assessment Roll	\$7,500	\$7,500	\$7,500	\$0
Arbitrage	\$1,200	\$0	\$0	\$0
Dissemination	\$3,500	\$875	\$875	(\$0)
Attorney	\$20,000	\$5,000	\$1,075	\$3,925
Annual Audit	\$3,400	\$0	\$0	\$0
Trustee fees	\$18,000	\$10,000	\$10,000	\$0
Management Fees	\$41,600	\$10,400	\$10,400	(\$0)
Computer Time	\$1,250	\$313	\$313	(\$0)
Website Compliance	\$700	\$175	\$175	\$0
Telephone	\$150	\$38	\$82	(\$45)
Postage	\$600	\$150	\$47	\$103
Printing & Binding	\$1,000	\$250	\$190	\$60
Insurance	\$6,646	\$6,646	\$7,331	(\$685)
Legal Advertising	\$800	\$200	\$163	\$37
Other Current Charges	\$1,400	\$350	\$100	\$250
Office Supplies	\$100	\$25	\$22	\$3
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Operating Reserves	\$7,807	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$129,495</b>	<b>\$45,082</b>	<b>\$39,444</b>	<b>\$5,639</b>
<b>OTHER SOURCES/(USES)</b>				
Interfund Transfers In/(Out)	\$0	\$0	(\$10,000)	(\$10,000)
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$10,000)</b>	<b>(\$10,000)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$73,489</b>	
FUND BALANCE - Beginning	\$0		\$233,447	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$306,937</u>	

**Bartram Park**  
**Community Development District**  
**General Fund**  
*Month By Month Income Statement*  
*Fiscal Year 2022*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Revenues:</u></b>													
Assessments	\$0	\$11,278	\$111,653	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122,932
Interest	\$1	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
<b>Total Revenues</b>	<b>\$1</b>	<b>\$11,279</b>	<b>\$111,654</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$122,933</b>
<b><u>Expenditures:</u></b>													
<b><u>Administrative</u></b>													
Supervisor Fees	\$0	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800
FICA Expense	\$0	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61
Engineering	\$135	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$135
Assessment Roll	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$292	\$292	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$875
Attorney	\$1,075	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,075
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee fees	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Management Fees	\$3,467	\$3,467	\$3,467	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,400
Computer Time	\$104	\$104	\$104	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$313
Website Compliance	\$58	\$58	\$58	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Telephone	\$0	\$9	\$73	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$82
Postage	\$19	\$3	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47
Printing & Binding	\$44	\$114	\$33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$190
Insurance	\$7,331	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,331
Legal Advertising	\$163	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$163
Other Current Charges	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Office Supplies	\$0	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Operating Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interfund Transfer Out	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Total Expenses</b>	<b>\$40,463</b>	<b>\$4,929</b>	<b>\$4,052</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$49,444</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$40,462)</b>	<b>\$6,350</b>	<b>\$107,602</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,489</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 Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$397,924	\$377,754	\$377,754	\$0
Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$100	\$25	\$13	(\$12)
<b>TOTAL REVENUES</b>	<b>\$398,024</b>	<b>\$377,779</b>	<b>\$377,767</b>	<b>(\$12)</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$120,438	\$120,438	\$120,584	(\$147)
Principal Prepayment - 11/1	\$0	\$0	\$15,000	(\$15,000)
Interest Expense - 5/1	\$120,438	\$0	\$0	\$0
Principal Expense - 5/1	\$160,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$400,875</b>	<b>\$120,438</b>	<b>\$135,584</b>	<b>(\$15,147)</b>
<b>OTHER SOURCES/(USES):</b>				
Interfund Transfers In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$2,851)</b>		<b>\$242,183</b>	
FUND BALANCE - Beginning	\$148,786		\$364,916	
FUND BALANCE - Ending	<u>\$145,935</u>		<u>\$607,098</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 Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$388,839	\$369,129	\$369,129	\$0
Interest Income	\$100	\$25	\$13	(\$12)
<b>TOTAL REVENUES</b>	<b>\$388,939</b>	<b>\$369,154</b>	<b>\$369,143</b>	<b>(\$12)</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$116,913	\$116,913	\$117,059	(\$147)
Interest Expense - 5/1	\$116,913	\$0	\$0	\$0
Principal Expense - 5/1	\$155,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$388,825</b>	<b>\$116,913</b>	<b>\$117,059</b>	<b>(\$147)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$114</b>		<b>\$252,083</b>	
FUND BALANCE - Beginning	\$124,190		\$325,848	
FUND BALANCE - Ending	<u>\$124,304</u>		<u>\$577,931</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 Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$265,568	\$252,069	\$252,069	\$0
Interest Income	\$100	\$25	\$7	(\$18)
<b>TOTAL REVENUES</b>	<b>\$265,668</b>	<b>\$252,094</b>	<b>\$252,076</b>	<b>(\$18)</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$76,005	\$76,005	\$75,870	\$135
Interest Expense - 5/1	\$76,005	\$0	\$0	\$0
Principal Expense - 5/1	\$115,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$267,010</b>	<b>\$76,005</b>	<b>\$75,870</b>	<b>\$135</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$1,343)</b>		<b>\$176,206</b>	
FUND BALANCE - Beginning	\$100,490		\$225,493	
FUND BALANCE - Ending	<u>\$99,148</u>		<u>\$401,699</u>	

**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 Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b>REVENUES:</b>				
Special Assessments - On Roll	\$282,514	\$266,675	\$266,675	\$0
Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$100	\$25	\$9	(\$16)
<b>TOTAL REVENUES</b>	<b>\$282,614</b>	<b>\$266,700</b>	<b>\$266,684</b>	<b>(\$16)</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$84,100	\$84,100	\$84,100	\$0
Interest Expense - 5/1	\$84,100	\$0	\$0	\$0
Principal Expense - 5/1	\$115,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$283,200</b>	<b>\$84,100</b>	<b>\$84,100</b>	<b>\$0</b>
EXCESS REVENUES (EXPENDITURES)	<b>(\$586)</b>		<b>\$182,584</b>	
FUND BALANCE - Beginning	\$107,540		\$248,819	
FUND BALANCE - Ending	<u>\$106,954</u>		<u>\$431,403</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 Ended December 31, 2021

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 12/31/21	ACTUAL THRU 12/31/21	VARIANCE
<b><u>REVENUES:</u></b>				
Special Assessments - On Roll	\$1,395,346	\$1,239,717	\$1,239,717	\$0
Interest Income	\$100	\$25	\$34	\$9
<b><u>TOTAL REVENUES</u></b>	<b><u>\$1,395,446</u></b>	<b><u>\$1,239,742</u></b>	<b><u>\$1,239,751</u></b>	<b><u>\$9</u></b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2015A-1</u></b>				
Interest Expense - 11/1	\$248,519	\$248,519	\$229,706	\$18,813
Interest Expense - 5/1	\$229,706	\$0	\$0	\$0
Principal Expense - 5/1	\$580,000	\$0	\$0	\$0
<b><u>Series 2015A-2</u></b>				
Interest Expense - 11/1	\$64,425	\$64,425	\$64,263	\$163
Interest Expense - 5/1	\$64,425	\$0	\$0	\$0
Principal Expense - 5/1	\$135,000	\$0	\$0	\$0
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$1,322,075</u></b>	<b><u>\$312,944</u></b>	<b><u>\$293,969</u></b>	<b><u>\$18,975</u></b>
<b><u>EXCESS REVENUES (EXPENDITURES)</u></b>	<b><u>\$73,371</u></b>		<b><u>\$945,782</u></b>	
FUND BALANCE - Beginning	\$294,181		\$948,346	
FUND BALANCE - Ending	<u>\$367,552</u>		<u>\$1,894,128</u>	

*B.*

## Fiscal Year 2022 Summary of Assessment Receipts

PERCENT COLLECTED TAX ROLL	96%	96%	0%	96%	96%	96%	96%	96%
----------------------------	-----	-----	----	-----	-----	-----	-----	-----

*C.*



***Bartram Park***  
**Community Development District**

Check Register Summary  
10/1/2021 - 12/31/2021

Check Date	Check #'s	Total Amount	
10/1/2021 - 10/31/2021	1206-1214	\$	32,588.79
11/1/2021 - 11/30/2021	1215-1216	\$	4,247.68
12/1/2021 - 12/31/2021	1217-1226	\$	2,431,782.46
<b>Total</b>		<b>\$</b>	<b>2,468,618.93</b>

*\* Fedex Invoices will be available upon request*

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/12/21	00012	9/17/21 227	202110 310-51300-31400		*	7,500.00	
		FY22 ASSESSM ROLL CERTIF		GOVERNMENTAL MANAGEMENT SERVICES			7,500.00 001206
10/12/21	00006	9/15/21 125024	202107 310-51300-31500		*	587.50	
		JUL GENERAL COUNSEL		HOPPING GREEN & SAMS			587.50 001207
10/12/21	00067	9/21/21 21-06458	202109 310-51300-48000		*	79.63	
		NOTICE OF MEETING 9/21/21					
		9/23/21 21-06498	202109 310-51300-48000		*	83.00	
		NOTICE OF MEETING 9/23/21		JACKSONVILLE DAILY RECORD			162.63 001208
10/26/21	00066	10/18/21 10182021	202110 300-58100-10000		*	10,000.00	
		TXFER EXCESS FDS-CAP RSV		BARTRAM PARK CDD			10,000.00 001209
11/01/21	00066	10/18/21 10182021	202110 300-58100-10000		V	10,000.00-	
		TXFER EXCESS FDS-CAP RSV		BARTRAM PARK CDD			10,000.00-001209
10/26/21	00042	10/01/21 84910	202110 310-51300-54000		*	175.00	
		FY22 SPECIAL DISTRICT FEE		DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 001210
10/26/21	00062	10/15/21 8	202110 310-51300-49000		*	100.00	
		SE2012-1 AMORT PREPAY		DISCLOSURE SERVICES, LLC			100.00 001211
10/26/21	00012	10/01/21 228	202110 310-51300-34000		*	3,466.67	
		OCT MANAGEMENT FEES			*	58.33	
		10/01/21 228	202110 310-51300-35110		*	104.17	
		OCT WEBSITE ADMIN			*	291.67	
		10/01/21 228	202110 310-51300-35100		*	.33	
		OCT INFORMATION TECH			*	18.61	
		10/01/21 228	202110 310-51300-31300		*	44.25	
		OCT DISSEM AGENT SERVICES			*		
		10/01/21 228	202110 310-51300-51000		*		
		OFFICE SUPPLIES			*		
		10/01/21 228	202110 310-51300-42000		*		
		POSTAGE			*		
		10/01/21 228	202110 310-51300-42500		*		
		COPIES		GOVERNMENTAL MANAGEMENT SERVICES			3,984.03 001212

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/26/21	00067	10/19/21	21-07078 202110 310-51300-48000	NOTICE OF MEETING 10/19	*	79.63	
				JACKSONVILLE DAILY RECORD			79.63 001213
10/28/21	00072	10/18/21	10182021 202110 300-58100-10000	TXFER EXESS FUNDS TO CR	*	10,000.00	
				BARTRAM PARK CDD CAPITAL RESERVE			10,000.00 001214
11/09/21	00011	10/06/21	199735 202109 310-51300-31100	SEPT PROFESSIONAL SERVICE	*	180.00	
				ENGLAND THIMS & MILLER, INC.			180.00 001215
11/19/21	00012	11/01/21	229 202111 310-51300-34000	NOV MANAGEMENT FEES	*	3,466.67	
		11/01/21	229 202111 310-51300-35110	NOV WEBSITE ADMIN	*	58.33	
		11/01/21	229 202111 310-51300-35100	NOV INFORMATION TECH	*	104.17	
		11/01/21	229 202111 310-51300-31300	NOV DISSEM AGENT SRVS	*	291.67	
		11/01/21	229 202111 310-51300-51000	OFFICE SUPPLIES	*	21.16	
		11/01/21	229 202111 310-51300-42000	POSTAGE	*	3.18	
		11/01/21	229 202111 310-51300-42500	COPIES	*	113.55	
		11/01/21	229 202111 310-51300-41000	TELEPHONE	*	8.95	
				GOVERNMENTAL MANAGEMENT SERVICES			4,067.68 001216
12/10/21	00011	11/04/21	200121 202110 310-51300-31100	OCT PROFESSIONAL SERVICES	*	135.00	
				ENGLAND THIMS & MILLER, INC.			135.00 001217
12/10/21	00012	12/01/21	230 202112 310-51300-34000	MANAGEMENT FEES DEC21	*	3,466.67	
		12/01/21	230 202112 310-51300-35110	WEBSITE ADMIN DEC21	*	58.33	
		12/01/21	230 202112 310-51300-35100	INFORMATION TECH DEC21	*	104.17	
		12/01/21	230 202112 310-51300-31300	DISSEMINATION AGENT DEC21	*	291.67	
		12/01/21	230 202112 310-51300-51000	OFFICE SUPPLIES	*	.18	
		12/01/21	230 202112 310-51300-42000	POSTAGE	*	25.07	

BPAR BARTRAM PARK BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		12/01/21 230	202112 310-51300-42500		*	32.55	
		COPIES					
		12/01/21 230	202112 310-51300-41000		*	73.48	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,052.12 001218
12/10/21 00006		1/29/21 120203	202012 310-51300-31500		*	18.00	
		EVERIFY RESEARCH DEC20					
		3/01/21 121065	202101 310-51300-31500		*	747.00	
		GENERAL COUNSEL JAN21					
		11/12/21 126208	202110 310-51300-31500		*	1,075.00	
		GENERAL COUNSEL OCT21					
				HOPPING GREEN & SAMS			1,840.00 001219
12/10/21 00006		10/31/21 125763	202109 310-51300-31500		*	650.00	
		SEPT GENERAL COUNSEL					
				HOPPING GREEN & SAMS			650.00 001220
12/15/21 00067		10/04/21 21-06698	202110 310-51300-48000		*	83.00	
		NOTICE OF MEETING 10/4/21					
				JACKSONVILLE DAILY RECORD			83.00 001221
12/22/21 00051		12/15/21 12152021	202112 300-20700-10400		*	4.08	
		10/12 EXCESS FEES					
		12/15/21 12152021	202112 300-20700-10400		*	2,028.76	
		11/10 DUVAL TAX DIST 1					
		12/15/21 12152021	202112 300-20700-10400		*	32,627.49	
		11/19 DUVAL TAX DIST 2					
		12/15/21 12152021	202112 300-20700-10400		*	32,197.15	
		12/06 DUVAL TAX DIST 3					
		12/15/21 12152021	202112 300-20700-10400		*	46,113.37	
		12/08 DUVAL TAX DIST 4					
		12/15/21 12152021	202112 300-20700-10400		*	252,672.40	
		12/09 DUVAL TAX DIST 5					
				THE BANK OF NEW YORK MELLON, N.A.			365,643.25 001222
12/22/21 00057		12/15/21 12152021	202112 300-20700-10500		*	13.39	
		10/12 EXCESS FEES					
		12/15/21 12152021	202112 300-20700-10500		*	6,657.99	
		11/10 DUVAL TAX DIST 1					
		12/15/21 12152021	202112 300-20700-10500		*	107,077.16	
		11/19 DUVAL TAX DIST 2					
		12/15/21 12152021	202112 300-20700-10500		*	105,664.86	
		12/06 DUVAL TAX DIST 3					
		12/15/21 12152021	202112 300-20700-10500		*	151,335.23	
		12/08 DUVAL TAX DIST 4					

BPAR BARTRAM PARK BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		12/15/21	12152021 202112 300-20700-10500		*	829,222.37	
		12/09	DUVAL TAX DIST 5				
				THE BANK OF NEW YORK MELLON, N.A.			1,199,971.00 001223
12/22/21	00058	12/15/21	12152021 202112 300-20700-10600		*	2.72	
			10/12 EXCESS FEES				
		12/15/21	12152021 202112 300-20700-10600		*	1,353.76	
			11/10 DUVAL TAX DIST 1				
		12/15/21	12152021 202112 300-20700-10600		*	21,771.80	
			11/19 DUVAL TAX DIST 2				
		12/15/21	12152021 202112 300-20700-10600		*	21,484.64	
			12/06 DUVAL TAX DIST 3				
		12/15/21	12152021 202112 300-20700-10600		*	30,770.71	
			12/08 DUVAL TAX DIST 4				
		12/15/21	12152021 202112 300-20700-10600		*	168,604.24	
			12/09 DUVAL TAX DIST 5				
				THE BANK OF NEW YORK MELLON, N.A.			243,987.87 001224
12/22/21	00059	12/15/21	12152021 202112 300-20700-10700		*	3.99	
			10/12 EXCESS FEES				
		12/15/21	12152021 202112 300-20700-10700		*	1,982.44	
			11/10 DUVAL TAX DIST 1				
		12/15/21	12152021 202112 300-20700-10700		*	31,882.55	
			11/19 DUVAL TAX DIST 2				
		12/15/21	12152021 202112 300-20700-10700		*	31,462.03	
			12/06 DUVAL TAX DIST 3				
		12/15/21	12152021 202112 300-20700-10700		*	45,060.52	
			12/08 DUVAL TAX DIST 4				
		12/15/21	12152021 202112 300-20700-10700		*	246,903.46	
			12/09 DUVAL TAX DIST 5				
				THE BANK OF NEW YORK MELLON, N.A.			357,294.99 001225
12/22/21	00060	12/15/21	12152021 202112 300-20700-10900		*	2.90	
			10/12 EXCESS FEES				
		12/15/21	12152021 202112 300-20700-10900		*	1,432.20	
			11/10 DUVAL TAX DIST 1				
		12/15/21	12152021 202112 300-20700-10900		*	23,033.32	
			11/19 DUVAL TAX DIST 2				
		12/15/21	12152021 202112 300-20700-10900		*	22,729.52	
			12/06 DUVAL TAX DIST 3				
		12/15/21	12152021 202112 300-20700-10900		*	32,553.65	
			12/08 DUVAL TAX DIST 4				
		12/15/21	12152021 202112 300-20700-10900		*	178,373.64	
			12/09 DUVAL TAX DIST 5				
				THE BANK OF NEW YORK MELLON, N.A.			258,125.23 001226
TOTAL FOR BANK A						2,458,618.93	
BPAR BARTRAM PARK				BPEREGRINO			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
TOTAL FOR REGISTER						2,458,618.93	

BPAR BARTRAM PARK BPEREGRINO

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 227**Invoice Date:** 9/17/21**Due Date:** 9/17/21**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2022		7,500.00	7,500.00
<div>1. 310.57300. 31400</div> <div>12A</div> <div>RECEIVED</div> <div>By _____</div> <div>RECEIVED</div> <div>SEP 20 2021</div> <div>By _____</div>			

**Total** \$7,500.00**Payments/Credits** \$0.00**Balance Due** \$7,500.00

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

September 15, 2021

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

Bill Number 125024  
Billed through 07/31/2021

## General Counsel

BPCDD 00001 WSH



### FOR PROFESSIONAL SERVICES RENDERED

07/06/21	KFJ	Prepare budget hearing documents; confer with Haber.	0.30 hrs
07/09/21	WSH	Review and revise notices and resolutions for budget and O&M assessments.	0.50 hrs
07/12/21	KFJ	Correspond with district manager regarding budget hearing documents.	0.20 hrs
07/14/21	WSH	Review proposed agenda.	0.30 hrs
07/21/21	WSH	Review proposed agenda for July meeting.	0.30 hrs
07/27/21	WSH	Prepare for Board meeting.	0.50 hrs
07/28/21	WSH	Prepare for and participate in Board meeting.	0.50 hrs
Total fees for this matter			\$587.50

### MATTER SUMMARY

Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
Haber, Wesley S.	2.10 hrs	250 /hr	\$525.00

TOTAL FEES \$587.50

TOTAL CHARGES FOR THIS MATTER \$587.50

### BILLING SUMMARY

Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
Haber, Wesley S.	2.10 hrs	250 /hr	\$525.00

TOTAL FEES \$587.50

TOTAL CHARGES FOR THIS BILL \$587.50

1,310.57300.31500  
LA



# Jacksonville Daily Record

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

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

September 21, 2021

Date

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

Payment Due Upon Receipt

Serial # 21-06458D PO/File # \_\_\_\_\_ \$79.63  
Amount Due

Notice of Special Meeting

Amount Paid

Bartram Park Community Development District

\$79.63

Payment Due

Case Number \_\_\_\_\_

Publication Dates 9/21

County Duval

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

*For your convenience, you  
may remit payment at [https://www.  
jaxdailyrecord.com/send-payment](https://www.jaxdailyrecord.com/send-payment).*



67A  
1.310.51300. 48000

Your notice can be found 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 SPECIAL  
MEETING  
BARTRAM PARK  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The special meeting of the Board of Supervisors of the Bartram Park Community Development District will be held on **Tuesday, March 27, 2019 at 11:00 a.m. at the Bartram Springs Amenity Center, 14530 East Cherry Lake Dr., Jacksonville, FL 32258.** The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days 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 these 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

Sep. 21 00 (21-06458D)

# Jacksonville Daily Record

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

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

September 23, 2021

Date

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

Payment Due Upon Receipt

Serial #	21-06498D	PO/File #		\$83.00
Notice of Special Meeting				Amount Due
				Amount Paid
Bartram Park Community Development District				\$83.00
				Payment Due
Case Number				
Publication Dates	9/23			
County	Duval			

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

*For your convenience, you  
may remit payment at <https://www.jaxdailyrecord.com/send-payment>.*



67A  
1,310,513.00, 48000

Your notice can be found 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 SPECIAL  
MEETING  
BARTRAM PARK  
COMMUNITY  
DEVELOPMENT DISTRICT**

The special meeting of the Board of Supervisors of the Bartram Park Community Development District will be held on **Tuesday, September 28, 2021 at 11:00 a.m. at the Bartram Springs Amenity Center, 14530 East Cherry Lake Dr., Jacksonville, FL 32258.** The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days 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 these 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

Sep. 23                      00 (21-06498D)

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2021/2022 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84910			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Bartram Park Community Development District**

Mr. Wesley Haber  
Hopping, Green & Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, FL 32301

2. Telephone: (850) 222-7500  
3. Fax: (850) 224-8551  
4. Email: wesh@hgslaw.com  
5. Status: Independent  
6. Governing Body: Elected  
7. Website Address: bartramparkcdd.com  
8. County(ies): Duval  
9. Function(s): Community Development  
10. Boundary Map on File: 09/11/2009  
11. Creation Document on File: 03/23/2005  
12. Date Established: 02/02/2005  
13. Creation Method: Local Ordinance  
14. Local Governing Authority: City of Jacksonville  
15. Creation Document(s): City Ordinances 2004-1280-E, 2007-322-E and 2013-718-E  
16. Statutory Authority: Chapter 190, Florida Statutes  
17. Authority to Issue Bonds: Yes  
18. Revenue Source(s): Assessments  
19. Most Recent Update: 11/02/2020

42A  
1.310.513.540

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Wesley Haber Date 10/14/21

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

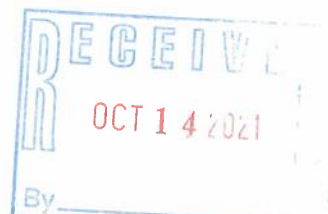
b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763


# Invoice

Date	Invoice #
10/15/2021	8

<b>Bill To</b>
Bartram Park CDD c/o GMS, LLC

Terms	Due Date
Net 30	11/14/2021

62A  
1.310.51300.49000

Description	Amount
Amortization Schedule Series 2012-1 11-1-21 Prepay \$15,000	100.00
	
<div></div>	

<b>Total</b>	\$100.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$100.00

<b>Phone #</b>
865-717-0976

<b>E-mail</b>
tcarter@disclosureservices.info

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

Invoice #: 228

Invoice Date: 10/1/21

Due Date: 10/1/21

Case:

P.O. Number:

**Bill To:**Bartram Park CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

12A

Description	Hours/Qty	Rate	Amount
Management Fees - October 2021 1.310.51300.34000		3,466.67	3,466.67
Website Administration - October 2021 1.310.51300.35110		58.33	58.33
Information Technology - October 2021 1.310.51300.35700		104.17	104.17
Dissemination Agent Services - October 2021 1.310.51300.31300		291.67	291.67
Office Supplies 1.310.51300.5100		0.33	0.33
Postage 1.310.51300.42000		18.61	18.61
Copies 1.310.51300.42500		44.25	44.25
<div>RECEIVED OCT 07 2021 By _____</div>			

**Total** \$3,984.03**Payments/Credits** \$0.00**Balance Due** \$3,984.03

# Jacksonville Daily Record

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

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

October 19, 2021

Date

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

Payment Due Upon Receipt

Serial #	21-07078D	PO/File #		\$79.63
				Amount Due
Notice of Special Meeting				
				Amount Paid
Bartram Park Community Development District				\$79.63
				Payment Due
Case Number				
Publication Dates	10/19			
County	Duval			

67A  
1.310.573.480

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

*For your convenience, you  
may remit payment at <https://www.jaxdailyrecord.com/send-payment>.*



**Your notice can be found 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  
SPECIAL MEETING  
BARTRAM PARK  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bartram Park Community Development District will be held on Wednesday, October 27, 2021 at 11:00 a.m. at the Bartram Springs Amenity Center, 14530 East Cherry Lake Dr., Jacksonville, FL 32258. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days 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 these 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

Oct. 19 00 (21-07078D)

## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
October 18, 2021	\$10,000.00	Jim Oliver

Payable to:

<b>Vendor #72 - BARTRAM PARK CDD Capital Reserve</b>
--

Date Check Needed:

Budget Category:

10/18/21	001.300.58100.10000
----------	---------------------

Intended Use of Funds Requested:

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



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

October 6, 2021

Project No: 00236.50001

Invoice No: 0199735

Project 00236.50001 Bartram Park CDD-Interim Engineer.Serv.

CDD Meeting Requisitions/Invoices

Professional Services rendered through September 30, 2021

**Professional Personnel**

		Hours	Rate	Amount
Principal				
Maggiore, Matthew	10/2/2021	1.00	180.00	180.00
CDD mtg.				
Totals		1.00		180.00
Total Labor				180.00

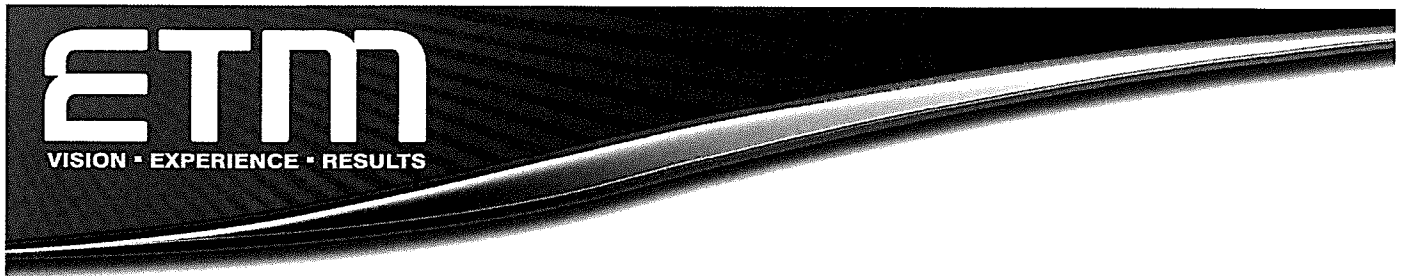
Invoice Total this Period \$180.00

	Current	Prior	Total
Billings to Date	180.00	61,885.60	62,065.60



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

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-842-8990 • fax 904-846-9485  
CA-00002584 LC-0000316



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

November 4, 2021  
Project No: 00236.50001  
Invoice No: 0200121

Project 00236.50001 Bartram Park CDD-Interim Engineer.Serv.

CDD Meeting Requisitions/Invoices

**Professional Services rendered through October 31, 2021**

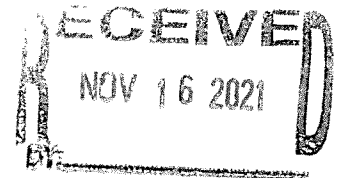
**Professional Personnel**

		Hours	Rate	Amount
Principal				
Maggiore, Matthew	10/30/2021	.75	180.00	135.00
CDD BOS mtg attendance.				
Totals		.75		135.00
Total Labor				135.00
Invoice Total this Period				<u><u>\$135.00</u></u>

**Outstanding Invoices**

Number	Date	Balance
0199735	10/6/2021	180.00
Total		180.00

	Current	Prior	Total
Billings to Date	135.00	62,065.60	62,200.60



1,310,513.31

11A

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

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8990 • fax 904-648-9485  
CA-00002584 LC-0000316

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 230**Invoice Date:** 12/1/21**Due Date:** 12/1/21**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 - December 2021 001.310.51300.34000		3,466.67	3,466.67
Website Administration - December 2021 001.310.51300.35110		58.33	58.33
Information Technology - December 2021 001.310.51300.35100		104.17	104.17
Dissemination Agent Services - December 2021 001.310.51300.31300		291.67	291.67
Office Supplies 001.310.51300.51000		0.18	0.18
Postage 001.310.51300.42000		25.07	25.07
Copies 001.310.51300.42500		32.55	32.55
Telephone 001.310.51300.41000		73.48	73.48
RECEIVED DEC 06 2021			
<b>Total</b>			<b>\$4,052.12</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,052.12</b>

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

January 29, 2021

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

Bill Number 120203  
Billed through 12/31/2020

## General Counsel

BPCDD 00001 WSH

001.310.51300.31500

## FOR PROFESSIONAL SERVICES RENDERED

12/31/20	EGRE	Research application of E-Verify law; prepare memorandum regarding same.	0.10 hrs
Total fees for this matter			\$18.00

## MATTER SUMMARY

Gregory, Emma C.	0.10 hrs	180 /hr	\$18.00
TOTAL FEES			\$18.00
TOTAL CHARGES FOR THIS MATTER			----- \$18.00

## BILLING SUMMARY

Gregory, Emma C.	0.10 hrs	180 /hr	\$18.00
TOTAL FEES			\$18.00
TOTAL CHARGES FOR THIS BILL			----- \$18.00

**Please include the bill number with your payment.**

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

March 1, 2021

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

Bill Number 121065  
Billed through 01/31/2021

001.310.51300.31500

## General Counsel

BPCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

01/04/21	WSH	Respond to auditor inquiry.	0.20 hrs
01/05/21	MGC	Review auditor letter response.	0.20 hrs
01/05/21	WSH	Finalize response to auditor inquiry.	0.30 hrs
01/05/21	KFS	Prepare response to auditor request letter regarding fiscal year 2019-2020.	1.20 hrs
01/13/21	WSH	Review and revise minutes and confer with Stephens regarding same.	0.40 hrs
01/20/21	WSH	Respond to inquiry regarding estoppel request.	0.30 hrs
01/26/21	WSH	Prepare for Board meeting; confer with Oliver.	0.30 hrs
01/27/21	WSH	Prepare for and participate in Board meeting.	0.50 hrs
01/29/21	JLK	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.50 hrs
Total fees for this matter			\$747.00

### MATTER SUMMARY

Kilinski, Jennifer L.	0.50 hrs	180 /hr	\$90.00
Skipper, Kay F. - Legal Assistant	1.20 hrs	95 /hr	\$114.00
Collazo, Mike	0.20 hrs	215 /hr	\$43.00
Haber, Wesley S.	2.00 hrs	250 /hr	\$500.00

TOTAL FEES \$747.00

TOTAL CHARGES FOR THIS MATTER \$747.00

### BILLING SUMMARY

Kilinski, Jennifer L.	0.50 hrs	180 /hr	\$90.00
-----------------------	----------	---------	---------

=====

Skipper, Kay F. - Legal Assistant	1.20 hrs	95 /hr	\$114.00
Collazo, Mike	0.20 hrs	215 /hr	\$43.00
Haber, Wesley S.	2.00 hrs	250 /hr	\$500.00

TOTAL FEES \$747.00

**TOTAL CHARGES FOR THIS BILL** **\$747.00**

**Please include the bill number with your payment.**



# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

November 12, 2021

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

Bill Number 126208  
Billed through 11/12/2021

## General Counsel

BPCDD 00001 WSH

001.310.91300 31500

### FOR PROFESSIONAL SERVICES RENDERED

10/13/21	WSH	Confer with Oliver regarding agenda for October meeting.	0.20 hrs
10/14/21	WSH	Confer with counsel for landowner regarding easement for Race Track Road and DPT relocation agreement.	0.30 hrs
10/15/21	WSH	Review correspondence from landowner regarding JEA relocation agreement; confer with Oliver regarding same.	0.30 hrs
10/25/21	WSH	Confer with counsel for developer regarding easement for Race Track Road.	0.40 hrs
10/26/21	WSH	Prepare for Board meeting.	0.30 hrs
10/27/21	WSH	Prepare for and participate in Board meeting.	2.80 hrs
Total fees for this matter			\$1,075.00

### MATTER SUMMARY

Haber, Wesley S.	4.30 hrs	250 /hr	\$1,075.00
------------------	----------	---------	------------

TOTAL FEES	\$1,075.00
------------	------------

TOTAL CHARGES FOR THIS MATTER	<u>\$1,075.00</u>
-------------------------------	-------------------

### BILLING SUMMARY

Haber, Wesley S.	4.30 hrs	250 /hr	\$1,075.00
------------------	----------	---------	------------

TOTAL FEES	\$1,075.00
------------	------------

TOTAL CHARGES FOR THIS BILL	<u>\$1,075.00</u>
-----------------------------	-------------------

Please include the bill number with your payment.

# Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

October 31, 2021

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

Bill Number 125763  
Billed through 09/30/2021

LOA

1.310.513.315

**General Counsel**  
**BPCDD 00001 WSH**

## **FOR PROFESSIONAL SERVICES RENDERED**

09/15/21	WSH	Review and respond to correspondence from counsel for developer regarding conveyance of right-of-way to City of Jacksonville.	0.30 hrs
09/22/21	WSH	Confer with Stephens and Oliver regarding agenda for special meeting.	0.30 hrs
09/27/21	WSH	Review proposed right-of-way easement; prepare for Board meeting.	0.90 hrs
09/28/21	WSH	Prepare for and participate in special meeting.	0.80 hrs
09/30/21	WSH	Confer with counsel for developer regarding easement for Race Track Road.	0.30 hrs
Total fees for this matter			\$650.00

## **MATTER SUMMARY**

Haber, Wesley S.	2.60 hrs	250 /hr	\$650.00
TOTAL FEES			\$650.00
TOTAL CHARGES FOR THIS MATTER			<u>\$650.00</u>

## **BILLING SUMMARY**

Haber, Wesley S.	2.60 hrs	250 /hr	\$650.00
TOTAL FEES			\$650.00
TOTAL CHARGES FOR THIS BILL			<u>\$650.00</u>

**Please include the bill number with your payment.**

# Jacksonville Daily Record

*A Division of*  
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

October 4, 2021

Date

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

Payment Due Upon Receipt

Serial #	21-06698D	PO/File #		\$83.00
Notice of Meetings				Amount Due
				Amount Paid
Bartram Park Community Development District				\$83.00
				Payment Due
Case Number				
Publication Dates	10/4			
County	Duval			

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

*For your convenience, you  
may remit payment at [https://www.  
jaxdailyrecord.com/send-payment](https://www.jaxdailyrecord.com/send-payment).*

67A  
1,310.57300, 48000

Your notice can be found 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.

**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 2022** at 11:00 a.m. at the Bartram Springs Amenity Center, 14530 East Cherry Lake Dr., Jacksonville, FL 32258, on the fourth Wednesday of the months listed (\*unless notated otherwise) as follows:

October 27, 2021  
January 26, 2022  
April 27, 2022  
July 27, 2022

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

Oct. 4                      00 (21-06698D)

## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
December 15, 2021	<b>\$365,643.25</b>	Bernadette Peregrino

Payable to:

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

Date Check Needed:

12/15/21	Budget Category: <b>001.300.20700.10400</b>
----------	--

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL COUNTY		
10/12/21	\$4.08	Excess Fees
11/10/21	\$2,028.76	Duval Tax Dist 1
11/19/21	\$32,627.49	Duval Tax Dist 2
12/6/21	\$32,197.15	Duval Tax Dist 3
12/8/21	\$46,113.37	Duval Tax Dist 4
12/9/21	\$252,672.40	Duval Tax Dist 5
	<u>\$365,643.25</u>	
(Attach supporting documentation for request.)		

## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
December 15, 2021	<b>\$1,199,971.00</b>	Bernadette Peregrino

Payable to:

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

Date Check Needed:

Budget Category:

12/15/21	<b>001.300.20700.10500</b>
----------	----------------------------

Intended Use of Funds Requested:

DUVAL COUNTY TAXES		
10/12/21	\$13.39	Excess Fees
11/10/21	\$6,657.99	Duval Tax Dist 1
11/19/21	\$107,077.16	Duval Tax Dist 2
12/6/21	\$105,664.86	Duval Tax Dist 3
12/8/21	\$151,335.23	Duval Tax Dist 4
12/9/21	\$829,222.37	Duval Tax Dist 5
	<u>\$1,199,971.00</u>	
<i>(Attach supporting documentation for request.)</i>		

## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
December 15, 2021	<b>\$243,987.87</b>	Bernadette Peregrino

Payable to:

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

Date Check Needed:

Budget Category:

12/15/21	<b>001.300.20700.10600</b>
----------	----------------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
10/12/21	\$2.72	Excess Fees
11/10/21	\$1,353.76	Duval Tax Dist 1
11/19/21	\$21,771.80	Duval Tax Dist 2
12/6/21	\$21,484.64	Duval Tax Dist 3
12/8/21	\$30,770.71	Duval Tax Dist 4
12/9/21	\$168,604.24	Duval Tax Dist 5
	<u>\$243,987.87</u>	
(Attach supporting documentation for request.)		

## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
December 15, 2021	\$357,294.99	Bernadette Peregrino

Payable to:

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

Date Check Needed:

Budget Category:

12/15/21	001.300.20700.10700
----------	---------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
10/12/21	\$3.99	Excess Fees
11/10/21	\$1,982.44	Duval Tax Dist 1
11/19/21	\$31,882.55	Duval Tax Dist 2
12/6/21	\$31,462.03	Duval Tax Dist 3
12/8/21	\$45,060.52	Duval Tax Dist 4
12/9/21	\$246,903.46	Duval Tax Dist 5
	<u>\$357,294.99</u>	
<i>(Attach supporting documentation for request.)</i>		



## Bartram Park CDD

### GENERAL FUND

### Check Request

Date	Amount	Authorized By
December 15, 2021	<b>\$258,125.23</b>	Bernadette Peregrino

Payable to:

<b>Vendor #60 - BNY MELLON C/O Bartram Park - Series 2012-5</b>
---

Date Check Needed:

Budget Category:

12/15/21	<b>001.300.20700.10900</b>
----------	----------------------------

Intended Use of Funds Requested:

TXFER TAX RCPTS FROM DUVAL CTY		
10/12/21	\$2.90	Excess Fees
11/10/21	\$1,432.20	Duval Tax Dist 1
11/19/21	\$23,033.32	Duval Tax Dist 2
12/6/21	\$22,729.52	Duval Tax Dist 3
12/8/21	\$32,553.65	Duval Tax Dist 4
12/9/21	\$178,373.64	Duval Tax Dist 5
	<u>\$258,125.23</u>	
<i>(Attach supporting documentation for request.)</i>		

## Fiscal Year 2022 Summary of Assessment Receipts

	SERIES 2005 / 2015A1-2	SERIES 2012-1	SERIES 2012-2	SERIES 2012-3	SERIES 2012-4	SERIES 2012-5	O&M ASSESSED	TOTAL ASSESSED
ASSESSED	UNITES	ASSESSED DEBT	ASSESSED DEBT	ASSESSED DEBT	ASSESSED DEBT	ASSESSED DEBT		
TOTAL NET TAX ROLL ASSESSED NET	4,148	1,305,909.89	397,923.88	-	388,838.61	265,528.23	129,495.38	2,768,609.67

## SUMMARY TAX ROLL COLLECTIONS - SERIES 2015/2012

[illegible]