

**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, **April 27, 2022** 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
Joan Nero	Supervisor
Don Smith	Supervisor
Patricia Evert (<i>by phone</i>)	Supervisor

Also present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order. There were three members of the Board present at the meeting constituting a quorum. One member participated by phone.

SECOND ORDER OF BUSINESS

Public Comment

There were no members of the public present.

THIRD ORDER OF BUSINESS

Approval of Minutes

- A. January 26, 2022 Meeting**
- B. February 24, 2022 Special Meeting**

April 27, 2022

Bartram Park CDD

Mr. Oliver presented the minutes of the January 26, 2022 meeting and the February 24, 2022 Special Meeting. He asked if there were any corrections to the minutes. The Board had no changes.

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, the January 26, 2022 and February 24 Meeting Minutes, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Ratifying Board & Staff Actions Related to Series 2022 Note

Mr. Haber presented Resolution 2022-04. He noted at the last meeting the Board adopted a resolution which reallocates assessments and delegated authority to the Chairman and staff to review and execute those documents. This ratifies all the actions of the previous meeting.

On MOTION by Mr. Smith, seconded by Ms. Nero, with all in favor, Resolution 2022-04, Ratifying Board & Staff Actions Related to Series 2022 Note, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-05, Approving FY 2023 Budget & Setting a Public Hearing Date for Adoption

Mr. Oliver stated this is the process of adopting next year’s budget. This is a required approval and setting a public hearing date is also required. This approved budget will be sent to the city of Jacksonville. He suggested the public hearing date of July 27, 2022 at 11:00 a.m. He noted that this includes the general fund and the service funds and the capital reserve fund. Transfers were discussed. Mr. Oliver noted that they are proposing to bring management fees to a minimum of \$45,000. Mr. Oliver asked for a motion.

On MOTION by Mr. Brown, seconded by Ms. Nero, with all in favor, Resolution 2022-05, Approving FY 2023 Budget and Setting the Public Hearing Date for Adoption on July 27, 2022 at 11:00 a.m., was approved.

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SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-06, Prompt Payment Policies

Mr. Haber stated this resolution is required by Florida law and ensures the timing of payment to any company providing materials or services to the CDD. This will update their current polices to align with Florida law. He further explained the changes and specifics as to how a contractor deals with payments.

On MOTION by Mr. Brown, seconded by Ms. Evert, with all in favor, Resolution 2022-06, Prompt Payment Policies, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Authorizing the Duval County Supervisor of Elections to Conduct the 2022 General Election

Mr. Oliver stated this year seats #2 and #4 are up for election. This resolution authorizes Duval County to conduct this election.

On MOTION by Mr. Brown, seconded by Ms. Nero, with all in favor, Resolution 2022-07, Authorizing the Duval County Supervisor of Elections to Conduct the 2022 General Election, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-08, Amending Resolution 2022-03

Mr. Haber noted this resolution amends the approved resolution on the debt service payments on the notes that were issued. He stated that there was a miscalculation on what the assessment would be and the principal amount of the note. He added that \$12,730,000 is the amount of the refunding note. The original resolution that was adopted was \$12,735,000 or was a small amount higher than the actual issuance of the note.

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, Resolution 2022-08, Amending Resolution 2022-03, was approved.

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NINTH ORDER OF BUSINESS

Consideration of Seconded Amended Disclosure of Public Financing and Maintenance of Improvements to Real Property

Mr. Haber noted the District is required to record in the public records a disclosure clause that will describes what the District’s project is, and what the District has done to finance the project. This is an updated version of the document and under the amenity fees and charges that clarifies the notes replace the current version.

On MOTION by Ms. Evert, seconded by Ms. Nero, with all in favor, the Seconded Amended Disclosure of Public Financing and Maintenance of Improvements to Real Property, was approved.

TENTH ORDER OF BUSINESS

Discussion of Flooding in Montevilla

Mr. Oliver noted the Chairman, the engineer, and the attorney will lead this discussion. It was noted there were two homes that had flooding in the back yard and destroyed the grass and back of property. He added the HOA is in process of filing a lawsuit against the contractor. The CDD Attorney investigated the easements. Discussion ensued on the specifics of the easements and the effects on the CDD.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted there was no further report.

B. Engineer

Mr. Maggiore had no further report.

C. Manager

Mr. Oliver had nothing further to report.

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THIRTEENTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Supervisor’s Requests

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2022

Mr. Oliver noted the financial reports are available in the agenda package and they are through March 31, 2022. Mr. Oliver discussed the general fund and the reserve fund balance at \$9800. He noted that future projects could impact this balance. He noted \$10,000 in capital reserve and the cost of operations for this year will be \$65,000. This leaves about \$220,000 - \$225,000 in the unassigned reserves for a rainy-day fund. He added they were in good shape with the reserves. The Board had no questions. He noted they are fully funded with a surplus of about \$100,000 and that will be transferred into capital reserves at the end of the year.

B. Assessment Receipt Schedules

Mr. Oliver noted the CDD was 98% collected.

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. He discussed the checks included.

On MOTION by Mr. Smith, seconded by Ms. Nero, with all in favor, the Financial Reports, were approved.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – July 27, 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 July 27, 2022 at 11:00 a.m. at the same location. This meeting will include the budget hearing. He added the assessments will stay the same for this year, and there will be no increase in assessments.

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SEVENTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
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Chairman/Vice Chairman