

**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, **January 25, 2023** at 11:00 a.m. at the Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

Present and constituting a quorum were:

James Griffith	Chairman
Trisston Brown	Vice Chairman
Don Smith	Assistant Secretary
Patricia Evert	Assistant Secretary

Also present were:

Jim Oliver	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel

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 October 26, 2022 Meeting

Mr. Oliver presented the minutes of the October 26, 2022 Board of Supervisors meeting. He asked if there were any corrections to the minutes.

Mr. Griffith stated that in the sixth order of business, in paragraphs 3 and 4, the minutes needed to be corrected to say that Mr. Griffith was the one speaking as opposed to Mr. Brown.

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On MOTION by Ms. Evert, seconded by Mr. Griffith, with all in favor, the October 26, 2022, 2022 Board of Supervisors Meeting Minutes, were approved.

FOURTH ORDER OF BUSINESS Organizational Matters

A. Consideration of Supervisors to Fill Seat 2 & 4 Vacancies

Mr. Oliver noted that Mr. Smith and Ms. Evert had not qualified during the June qualifying period, therefore they needed to get through the general election before they could fill the vacancies. He added that the Board had the ability to fill the vacancies if they chose.

Mr. Brown nominated Mr. Smith and Ms. Evert to fill the Seat 2 & 4 vacancies. Mr. Oliver asked for a motion to approve.

On MOTION by Mr. Brown, seconded by Mr. Griffith, with all in favor, Appointing Supervisors Don Smith and Pat Evert to Fill Seat 2 & 4 Vacancies, was approved.

B. Oath of Office for Newly Appointed Supervisors

Mr. Oliver presented the oath of office to Mr. Smith and Ms. Evert, and they were sworn in.

C. Consideration of Resolution 2023-02, Election of Officers

Mr. Oliver noted that Mr. Brown had been serving as Chairman, Mr. Griffith as Vice Chair, and the other Supervisors as Assistant Secretaries, as well as staff at Mr. Oliver's office serving as Assistant Secretary, Assistant Treasurer, and Mr. Oliver himself as the Secretary and Treasurer. The Board decided to appoint Mr. Griffith as the Chairman and Mr. Brown as Vice Chair, with the remaining Supervisors and staff left as is.

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, Resolution 2023-02, Election of Officers, with Mr. Griffith as Chair, Mr. Brown as Vice Chair, and Ms. Evert and Mr. Smith as Assistant Secretaries, was approved.

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FIFTH ORDER OF BUSINESS**Consideration of Records Retention Policy,
Resolution 2023-03**

Mr. Haber presented the resolution, noting that it updated the prior records retention policy to address two issues that the prior resolution did not address, including electronic records and transitory records and whether or not they needed to be retained. He added that the resolution stated that electronic copies of documents would serve as the formal record of the District, as well as to provide that when transitory messages no longer served the District, they did not need to be retained. He stated that the Board had two options, one being that the District could keep documents until they were otherwise able to be disposed of. The second option was for the District to keep all of the records regardless of the guidelines, with the understanding that, in the future, they could delete certain records if wanted. The Board chose the second option, and Mr. Oliver asked for a motion to approve.

On MOTION by Mr. Brown, seconded by Mr. Griffith, with all in favor, the Records Retention Policy, Resolution 2023-03 Option 2, was approved.

SIXTH ORDER OF BUSINESS**Other Business**

Mr. Oliver noted that Shelby was the recording secretary for the District and was currently on maternity leave but would be returning on February 6th.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Haber updated the Board, noting that the legislative session had started in Tallahassee where a bill that was trying to put training requirements on CDD Board members, was in the process of being passed or not passed. He added that if it did end up passing, he would inform the Board of what they would need to do to comply with the requirements. There was also different legislation regarding property insurance that passed in a special session. He added that the goal of it was to try and prevent the increase in insurance rates. The last legislation that he discussed regarded attorney's fees, where if the District sued an insurance company, each party was required to pay their own fees in order to have less liability on the insurance company.

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B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver noted that they would start the budget process at the April meeting, in which Mr. Oliver would bring a proposed budget to the Board and they would discuss and approve it before setting a hearing date.

EIGHTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Brown noted that the city had posted the requested "no parking" signs north of the fire station.

TENTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver noted the financial reports are available in the agenda package and they are through December 31, 2022.

B. Assessment Receipt Schedules

Mr. Oliver noted that the District was 95% collected on the assessment receipt schedules.

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 in the summary.

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

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ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 26, 2023 @
11:00 a.m. at the Bartram Springs Amenity
Center, 14530 East Cherry Lake Dr.,
Jacksonville, Florida 32258**

Mr. Oliver stated the next scheduled meeting was to be on April 26, 2023 at 11:00 a.m. at the same location.

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Griffith, 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:
James Griffith
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Chairman/Vice Chairman