

MINUTES OF MEETING
BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Park Community Development District was held on Wednesday, July 26, 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
Patricia Evert	Supervisor
Joan Nero	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan <i>by phone</i>	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order. There were three members of the Board present at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

There were no members of the public present.

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 26, 2023 Meeting

Ms. Giles presented the minutes of the April 26, 2023 Board of Supervisors meeting and asked for any comments, corrections, or questions. Hearing no comments, there was a motion of approval.

July 26, 2023

Bartram Park CDD

On MOTION by Ms. Evert, seconded by Mr. Griffith, with all in favor, the April 26, 2023 Board of Supervisors Meeting Minutes, were approved.

FOURTH ORDER OF BUSINESS Overview of Fiscal Year 2024 Approved Budget

Ms. Giles stated that today there will be a public hearing to consider both the annual appropriations and adopting the budget and then also consideration of imposing special assessments and certifying an assessment roll. Ms. Giles asked Ms. Buchanan for anything on the resolutions that she may want to go over. Ms. Buchanan stated essentially it is the appropriations resolution which adopts the budget and the assessment resolution which levies the operations and maintenance assessments and certifies a collection schedule. These are the same resolutions that have previously been adopted in prior fiscal years. Ms. Giles stated the budget is the same as last year and the year before with the assessments having no increase.

FIFTH ORDER OF BUSINESS Public Hearing

Ms. Giles stated there are no members of the public present at the time. She asked Ms. Buchanan if the public hearings could be combined into one. Ms. Buchanan stated yes.

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

Ms. Giles asked for a motion to close the public hearing as there were no members of the public present.

On MOTION by Mr. Griffith, seconded by Ms. Evert, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2023-05, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Ms. Giles stated this is the resolution of the annual appropriations of the community relating to the annual appropriations in adopting the budget for Fiscal Year 2024. She stated unless there are any concerns or questions about the resolution, she is looking for a motion to adopt it.

July 26, 2023

Bartram Park CDD

On MOTION by Mr. Griffith, seconded by Ms. Nero, with all in favor, Resolution 2023-05, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024, was adopted.

Consideration of Resolution 2023-06, Imposing Special Assessments and Certifying an Assessment Roll

Ms. Giles stated this resolution imposes special assessments and certifies an assessment roll, essentially this is how it gets on the property taxes. She noted unless there are any questions or comments, she is looking for a motion to adopt it.

On MOTION by Mr. Griffith, seconded by Ms. Evert, with all in favor, Resolution 2023-06, Imposing Special Assessments and Certifying an Assessment Roll, was adopted.

SIXTH ORDER OF BUSINESS

Other Business

Ms. Giles stated she took the note from the Chairman to move the location back to the ETM during the construction cycle. Ms. Giles noted that period of construction is public knowledge so she will get with Jim about moving the location of the meeting.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Buchanan stated she had nothing further to report.

B. Engineer

There being no comments, the next item followed.

C. Manager

1. Presentation of Report on Number of Registered Voters (6,024)

Ms. Giles stated Florida Statute 190 requires the number of registered voters in the community to be provided. She noted there are 6,024 registered voters in Bartram Park CDD.

July 26, 2023

Bartram Park CDD

Consideration of Proposed FY24 Meeting Schedule

Ms. Giles stated this is set for the fourth Wednesday of the month. She will get with Jim on the location.

On MOTION by Mr. Griffith, seconded by Ms. Evert, with all in favor, the Proposed Fiscal Year 2024 Meeting Schedule, was approved.

EIGHTH ORDER OF BUSINESS

Audience Comments

Ms. Giles stated there are no members of the public present today.

NINTH ORDER OF BUSINESS

Supervisor’s Requests

Ms. Evert stated that there was a situation a month ago whether or not water was being pumped from the new construction into our property that was invasive but does not know if the builder falls under their CDD. Mr. Griffith noted there was a connector built and capped off. When the apartments were built through the funneling system over, they tapped into that. This was the design all along to take their new lake and connect to our lake. The water is going into the ditch and flowing south towards Racetrack Road but there was a low point that allowed the flow into the neighbors back yard keeping it damp. He noted something has to be done about it. ETM came out and surveyed it last fall.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2023

Ms. Giles stated on page 40 of the agenda is the balance sheet and statement of revenues for the period ending June 30, 2023.

B. Assessment Receipt Schedules

Ms. Giles stated the Assessment Receipt Schedule shows they are 100% collected.

C. Approval of Check Register

Ms. Giles stated on page 52 of the agenda is the check register and there is a summary on that page that shows for the month of April nothing was paid out by invoice but in May \$8,838 was paid out and for the month of June invoices were paid out for a total of \$14,143.55.

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Bartram Park CDD

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

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting – TBD

Ms. Giles stated on approving next years schedule, our next meeting is scheduled for October 25, 2023 at 11:00 a.m. but again I will have a discussion with Jim about the location.

TWELFTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Griffith, seconded by Ms. Nero, 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