

# ***BARTRAM PARK***

*Community Development District*

*January 24, 2024*

## *AGENDA*

# *Bartram Park*

## *Community Development District*

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

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

January 18, 2024

Board of Supervisors  
Bartram Park Community Development District

Dear Board Members:

The Bartram Park Community Development District Board of Supervisors is scheduled for **Wednesday, January 24, 2024 at 11:00** a.m. at the offices of England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 32258.

Following is the advance agenda for this meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of Minutes of the October 25, 2023 Meeting
- IV. Other Business
- V. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
- VI. Audience Comments
- VII. Supervisor's Requests
- VIII. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2023
  - B. Assessment Receipt Schedules
  - C. Approval of Check Register

IX. Next Scheduled Meeting – April 24, 2024 at 11:00 a.m. @ England-Thims & Miller

X. Adjournment

### *THIRD ORDER OF BUSINESS*

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 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 |
| Patricia Evert | Supervisor    |
| Joan Nero      | Supervisor    |
| Don Smith      | Supervisor    |

Also present were:

|                           |                       |
|---------------------------|-----------------------|
| Jim Oliver                | District Manager, GMS |
| 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 five 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 26, 2023 Meeting**

Mr. Oliver presented the minutes of the July 26, 2023 Board of Supervisors meeting and asked for any comments, corrections, or questions. The Board had no changes to the minutes.

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

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2024-01,  
Amending the Budget**

Mr. Oliver stated as we prepare for the audit, we need to bring the budget into balance. He noted they moved \$60,000 from the general fund into the capital reserve fund and to do that they needed to bring some carry forward surplus into the budget to transfer it through.

On MOTION by Ms. Evert, seconded by Mr. Smith, with all in favor, Resolution 2024-01 Amending the Budget, was approved.

**FIFTH ORDER OF BUSINESS****Ratification of Audit Engagement Letter with  
Grau & Associates for Fiscal Year 2023**

Mr. Oliver stated the fiscal year was completed on September 30<sup>th</sup>. As a unit of government in Florida, the District is required to have a financial audit performed each year by an independent CPA firm. Grau & Associates is the firm selected by the Board through the RFP process and they have an engagement letter with a cost of \$3,700. He noted that is what was budgeted for FY24 to perform that audit.

On MOTION by Mr. Smith, seconded by Ms. Evert, with all in favor, the Audit Engagement Letter with Grau & Associates for Fiscal Year 2023, was ratified.

**SIXTH ORDER OF BUSINESS****Presentation of S&P Global Ratings Upgrade  
Documents**

Mr. Oliver stated this is in the agenda packet. It was a good score lifted from A- to A. No action by the Board is necessary.

**SEVENTH ORDER OF BUSINESS****Other Business**

Mr. Oliver stated that he had no other business. Ms. Evert stated she would like to acknowledge Trisston's term as President and thanked him for making them better as a Board. She thanked Mr. Oliver and the management company.

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

Ms. Haber stated he had no report unless there were any questions. A Board member stated that while reviewing the packet there was an invoice with a foreclosure issue worked back in June/July and asked for more information on that. Mr. Haber stated his guess is a homeowner within the community gets behind on their mortgage and the bank needs to foreclose, they will often wrongly have the CDD as a defendant in the foreclosure case. The CDD's assessments are superior to any mortgage regardless of timing. He stated the CDD was not pursuing any foreclosures.

**B. Engineer**

Mr. Maggiore stated he does not have a lot to report on the current development. He noted a Board member asked about the development in the vicinity of Bartram Blvd, he does not know or cannot share. He noted the big change is that Racetrack Road is about to go under construction to widen to a four-lane road, starts in St. Johns County and dips up into Duvall County then back down to St. Johns County back into a two-lane road. He noted that four lanes will serve the North side of the road in the crook between I-95, 9B, and Racetrack Rd. Separately under construction not a project of ours, but across the street East Peyton Parkway is being built to connect to Racetrack Rd. F-DOT has a project to significantly widen I-95, set to complete in 2030. The existing bridge over Racetrack Rd. will be replaced with Twin Span Bridges, as part of that the state DOT will be widening the four-lane at Racetrack down to East Peyton Pkwy to the West and to the East will come into the existing four lane near the Bartram Springs entrance, scheduled to be open in 2030. This piece of Racetrack between Bartram Park Blvd and East Peyton will go to construction in a month or two and will be a 12-month project. There will be a four-lane divided suburban roadway centered within the 200 ft. right of way. Mr. Brown asked if the road project will have bicycle lanes. Mr. Maggiore stated it will be similar to what is there to the West.

**C. Manager**

Mr. Oliver stated that he had nothing further to report.



**NINTH ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver stated there are no members of the public present today.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Oliver stated that there were no Supervisor's requests at this time.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

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

Mr. Oliver stated the financial reports are in the agenda through September 30<sup>th</sup>, unaudited. He noted they will begin the audit now that they have the engagement letter. No unusual variances. He noted on the balance sheet the capital reserve fund is at \$134,000. The general fund shows a total net deficit of \$11,970 but that includes transferring money in so there was \$60,000 in capital reserves. The actual general fund expenditures were less than budget.

**B. Assessment Receipt Schedules**

Mr. Oliver stated the Assessment Receipt Schedule shows they are 100% collected. The property tax bills for FY24 assessments will go out in a few days.

**C. Approval of Check Register**

Mr. Oliver stated the Check Register is in the agenda packet. He noted there was a question about the Kutak invoice.

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

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – TBD**

Mr. Oliver stated the next meeting will be next year January 24<sup>th</sup> at 11:00 at Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

**THIRTEENTH ORDER OF BUSINESS      Adjournment**

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

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Chairman/Vice Chairman

*EIGHTH ORDER OF BUSINESS*

*A.*

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

***Unaudited Financial Reporting***  
***December 31, 2023***



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**Bartram Park**  
**Community Development District**  
**Combined Balance Sheet**  
**December 31, 2023**

|   | <i>General<br/>Fund</i> | <i>Debt Service<br/>Fund</i> | <i>Capital Reserve<br/>Fund</i> | <i>Totals<br/>Governmental Funds</i> |
|---|-------------------------|------------------------------|---------------------------------|--------------------------------------|
| <b>Assets:</b>                              |                         |                              |                                 |                                      |
| <b>Cash:</b>                                |                         |                              |                                 |                                      |
| Operating Account                           | \$ 2,384,322            | \$ -                         | \$ 72,078                       | \$ 2,456,399                         |
| Assessments Receivable                      | -                       | -                            | -                               | -                                    |
| Due from Other                              | -                       | -                            | -                               | -                                    |
| Due from General Fund                       | -                       | 2,229,112                    | -                               | 2,229,112                            |
| Due from Capital Fund                       | -                       | -                            | .                               | -                                    |
| <b>Investments:</b>                         |                         |                              |                                 |                                      |
| State Board of Administration (SBA)         | 4,937                   | -                            | 61,928                          | 66,865                               |
| Custody US Bank Account                     | 130,275                 | -                            | -                               | 130,275                              |
| <b>Series 2015A1</b>                        |                         |                              |                                 |                                      |
| Reserve                                     | -                       | 516,131                      | -                               | 516,131                              |
| Revenue                                     | -                       | 3,075                        | -                               | 3,075                                |
| Interest                                    | -                       | -                            | -                               | -                                    |
| Sinking                                     | -                       | 68,221                       | -                               | 68,221                               |
| <b>Series 2015A2</b>                        |                         |                              |                                 |                                      |
| Reserve                                     | -                       | 131,050                      | -                               | 131,050                              |
| Interest                                    | -                       | -                            | -                               | -                                    |
| <b>Series 2022</b>                          |                         |                              |                                 |                                      |
| Reserve                                     | -                       | 52,103                       | -                               | 52,103                               |
| Revenue                                     | -                       | 53,483                       | -                               | 53,483                               |
| Interest                                    | -                       | 148                          | -                               | 148                                  |
| Prepayment                                  | -                       | 4                            | -                               | 4                                    |
| Sinking                                     | -                       | 2,309                        | -                               | 2,309                                |
| Prepaid Expenses                            | -                       | -                            | -                               | -                                    |
| Deposits                                    | -                       | -                            | -                               | -                                    |
| <b>Total Assets</b>                         | <b>\$ 2,519,534</b>     | <b>\$ 3,055,636</b>          | <b>\$ 134,005</b>               | <b>\$ 5,709,175</b>                  |
| <b>Liabilities:</b>                         |                         |                              |                                 |                                      |
| Accounts Payable                            | \$ -                    | \$ -                         | \$ -                            | \$ -                                 |
| Accrued Expenses                            | -                       | -                            | -                               | -                                    |
| FICA Payable                                | -                       | -                            | -                               | -                                    |
| Due to Debt Service - Series 2015           | 1,237,484               | -                            | -                               | 1,237,484                            |
| Due to Debt Service - Series 2022           | 991,628                 | -                            | -                               | 991,628                              |
| <b>Total Liabilities</b>                    | <b>\$ 2,229,112</b>     | <b>\$ -</b>                  | <b>\$ -</b>                     | <b>\$ 2,229,112</b>                  |
| <b>Fund Balance:</b>                        |                         |                              |                                 |                                      |
| <b>Nonspendable:</b>                        |                         |                              |                                 |                                      |
| Prepaid Items                               | \$ -                    | \$ -                         | \$ -                            | \$ -                                 |
| Deposits                                    | -                       | -                            | -                               | -                                    |
| <b>Restricted for:</b>                      |                         |                              |                                 |                                      |
| Debt Service                                | -                       | 3,055,636                    | -                               | 3,055,636                            |
| Capital Project                             | -                       | -                            | -                               | -                                    |
| <b>Assigned for:</b>                        |                         |                              |                                 |                                      |
| Capital Reserve Fund                        | -                       | -                            | 134,005                         | 134,005                              |
| Capital Reserves                            | -                       | -                            | -                               | -                                    |
| Unassigned                                  | 290,422                 | -                            | -                               | 290,422                              |
| <b>Total Fund Balances</b>                  | <b>\$ 290,422</b>       | <b>\$ 3,055,636</b>          | <b>\$ 134,005</b>               | <b>\$ 3,480,063</b>                  |
| <b>Total Liabilities &amp; Fund Balance</b> | <b>\$ 2,519,534</b>     | <b>\$ 3,055,636</b>          | <b>\$ 134,005</b>               | <b>\$ 5,709,175</b>                  |

**Bartram Park**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2023**

|  | Adopted           | Prorated Budget   | Actual            |                 |
|--|-------------------|-------------------|-------------------|-----------------|
|  | Budget            | Thru 12/31/23     | Thru 12/31/23     | Variance        |
| <b>Revenues:</b>   |                   |                   |                   |                 |
| Special Assessments - Tax Roll                           | \$ 129,495        | \$ 122,710        | \$ 122,710        | \$ -            |
| Interest   | 4,000             | 1,000             | 1,655             | 655             |
| <b>Total Revenues</b>                                    | <b>\$ 133,495</b> | <b>\$ 123,710</b> | <b>\$ 124,365</b> | <b>\$ 655</b>   |
| <b>Expenditures:</b>                                     |                   |                   |                   |                 |
| <b><u>General &amp; Administrative:</u></b>              |                   |                   |                   |                 |
| Supervisor Fees  | \$ 4,000          | \$ 1,000          | \$ 1,000          | \$ -            |
| PR-FICA  | 306               | 77                | 77                | -               |
| Engineering  | 8,500             | 2,125             | 193               | 1,932           |
| Attorney   | 20,000            | 5,000             | 455               | 4,545           |
| Annual Audit   | 3,700             | -                 | -                 | -               |
| Assessment Administration                                | 7,950             | 7,950             | 7,950             | -               |
| Arbitrage Rebate   | 1,200             | -                 | -                 | -               |
| Trustee Fees   | 10,000            | 5,833             | 5,833             | -               |
| Management Fees  | 47,700            | 11,925            | 11,925            | -               |
| Information Technology                                   | 1,625             | 406               | 406               | (0)             |
| Website Maintenance                                      | 1,050             | 263               | 263               | -               |
| Telephone  | 191               | 48                | 9                 | 39              |
| Postage & Delivery                                       | 400               | 100               | 20                | 80              |
| Insurance General Liability/Public Officials             | 7,960             | 7,960             | 7,526             | 434             |
| Printing & Binding                                       | 1,000             | 250               | 33                | 217             |
| Legal Advertising  | 800               | 200               | 80                | 120             |
| Other Current Charges                                    | 500               | 125               | -                 | 125             |
| Office Supplies  | 100               | 25                | 0                 | 24              |
| Dues, Licenses & Subscriptions                           | 175               | 175               | 175               | -               |
| Capital Reserves-Transfer out                            | 16,339            | -                 | -                 | -               |
| <b>Total General &amp; Administrative</b>                | <b>\$ 133,495</b> | <b>\$ 43,461</b>  | <b>\$ 35,944</b>  | <b>\$ 7,517</b> |
| <b>Total Expenditures</b>                                | <b>\$ 133,495</b> | <b>\$ 43,461</b>  | <b>\$ 35,944</b>  | <b>\$ 7,517</b> |
| <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>\$ -</b>       | <b>\$ 80,249</b>  | <b>\$ 88,421</b>  | <b>\$ 8,172</b> |
| <b>Net Change in Fund Balance</b>                        | <b>\$ -</b>       | <b>\$ 80,249</b>  | <b>\$ 88,421</b>  | <b>\$ 8,172</b> |
| <b>Fund Balance - Beginning</b>                          | <b>\$ -</b>       |                   | <b>\$ 202,001</b> |                 |
| <b>Fund Balance - Ending</b>                             | <b>\$ -</b>       |                   | <b>\$ 290,422</b> |                 |



**Bartram Park**  
Community Development District  
Month to Month

|  | Oct                | Nov               | Dec              | Jan         | Feb         | March       | April       | May         | June        | July        | Aug         | Sept        | Total             |
|--|--------------------|-------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| <b>Revenues:</b>   |                    |                   |                  |             |             |             |             |             |             |             |             |             |                   |
| Special Assessments - Tax Roll                           | \$ -               | \$ 109,488        | \$ 13,222        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | 122,710           |
| Interest   | 502                | 587               | 566              | -           | -           | -           | -           | -           | -           | -           | -           | -           | 1,655             |
| <b>Total Revenues</b>                                    | <b>\$ 502</b>      | <b>\$ 110,075</b> | <b>\$ 13,788</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 124,365</b> |
| <b>Expenditures:</b>                                     |                    |                   |                  |             |             |             |             |             |             |             |             |             |                   |
| <b><u>General &amp; Administrative:</u></b>              |                    |                   |                  |             |             |             |             |             |             |             |             |             |                   |
| Supervisor Fees  | \$ 1,000           | \$ -              | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | 1,000             |
| PR-FICA  | 77                 | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 77                |
| Engineering  | 193                | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 193               |
| Attorney   | 455                | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 455               |
| Annual Audit   | -                  | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -                 |
| Assessment Administration                                | 7,950              | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 7,950             |
| Arbitrage Rebate   | -                  | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -                 |
| Dissemination Agent                                      | -                  | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -                 |
| Trustee Fees   | 5,833              | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 5,833             |
| Management Fees  | 3,975              | 3,975             | 3,975            | -           | -           | -           | -           | -           | -           | -           | -           | -           | 11,925            |
| Information Technology                                   | 135                | 135               | 135              | -           | -           | -           | -           | -           | -           | -           | -           | -           | 406               |
| Website Maintenance                                      | 88                 | 88                | 88               | -           | -           | -           | -           | -           | -           | -           | -           | -           | 263               |
| Telephone  | -                  | -                 | 9                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 9                 |
| Postage & Delivery                                       | 2                  | 7                 | 10               | -           | -           | -           | -           | -           | -           | -           | -           | -           | 20                |
| Insurance General Liability/Public Officials             | 7,526              | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 7,526             |
| Printing & Binding                                       | 2                  | 6                 | 26               | -           | -           | -           | -           | -           | -           | -           | -           | -           | 33                |
| Legal Advertising  | 80                 | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 80                |
| Other Current Charges                                    | -                  | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -                 |
| Office Supplies  | 0                  | 0                 | 0                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 0                 |
| Dues, Licenses & Subscriptions                           | 175                | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | 175               |
| Capital Reserves-Transfer out                            | -                  | -                 | -                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -                 |
| <b>Total General &amp; Administrative</b>                | <b>\$ 27,490</b>   | <b>\$ 4,211</b>   | <b>\$ 4,243</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 35,944</b>  |
| <b>Total Expenditures</b>                                | <b>\$ 27,490</b>   | <b>\$ 4,211</b>   | <b>\$ 4,243</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 35,944</b>  |
| <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>\$ (26,989)</b> | <b>\$ 105,864</b> | <b>\$ 9,546</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 88,421</b>  |
| <b>Net Change in Fund Balance</b>                        | <b>\$ (26,989)</b> | <b>\$ 105,864</b> | <b>\$ 9,546</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 88,421</b>  |

**Bartram Park**  
**Community Development District**  
**Debt Service Fund Series 2015 A1&A2**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2023**

|  | Adopted             | Prorated Budget     | Actual              |                  |
|--|---------------------|---------------------|---------------------|------------------|
|  | Budget              | Thru 12/31/23       | Thru 12/31/23       | Variance         |
| <b>Revenues:</b>   |                     |                     |                     |                  |
| Special Assessments - Tax Roll                           | \$ 1,305,910        | \$ 1,237,484        | \$ 1,237,484        | \$ -             |
| Interest Income  | 4,000               | 1,000               | \$ 11,601           | 10,601           |
| <b>Total Revenues</b>                                    | <b>\$ 1,309,910</b> | <b>\$ 1,238,484</b> | <b>\$ 1,249,085</b> | <b>\$ 10,601</b> |
| <b>Expenditures:</b>                                     |                     |                     |                     |                  |
| <b>Series 2015A-1</b>                                    |                     |                     |                     |                  |
| Interest - 11/1  | \$ 210,344          | \$ 210,344          | \$ 210,344          | \$ -             |
| Interest - 5/1   | 210,344             | -                   | -                   | -                |
| Principal - 5/1  | 620,000             | -                   | -                   | -                |
| <b>Series 2015A-2</b>                                    |                     |                     |                     |                  |
| Interest 11/1  | \$ 57,738           | 57,738              | \$ 57,738           | \$ -             |
| Interest - 5/1   | 57,738              | -                   | -                   | -                |
| Principal - 5/1  | 150,000             | -                   | -                   | -                |
| <b>Total Expenditures</b>                                | <b>\$ 1,306,163</b> | <b>\$ 268,081</b>   | <b>\$ 268,081</b>   | <b>\$ -</b>      |
| <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>\$ 3,747</b>     | <b>\$ 970,403</b>   | <b>\$ 981,003</b>   | <b>\$ 10,601</b> |
| <b>Other Financing Sources/(Uses):</b>                   |                     |                     |                     |                  |
| Transfer In/(Out)  | \$ -                | \$ -                | \$ -                | \$ -             |
| <b>Total Other Financing Sources/(Uses)</b>              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>      |
| <b>Net Change in Fund Balance</b>                        | <b>\$ 3,747</b>     | <b>\$ 970,403</b>   | <b>\$ 981,003</b>   | <b>\$ 10,601</b> |
| <b>Fund Balance - Beginning</b>                          | <b>\$ 325,628</b>   |                     | <b>\$ 974,958</b>   |                  |
| <b>Fund Balance - Ending</b>                             | <b>\$ 329,376</b>   |                     | <b>\$ 1,955,961</b> |                  |

**Bartram Park**  
**Community Development District**  
**Debt Service Fund Series 2022**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2023**

|  | Adopted             | Prorated Budget   | Actual              |                   |
|--|---------------------|-------------------|---------------------|-------------------|
|  | Budget              | Thru 12/31/23     | Thru 12/31/23       | Variance          |
| <b>Revenues:</b>   |                     |                   |                     |                   |
| Special Assessments - Tax Roll                           | \$ 1,042,770        | \$ 991,628        | \$ 991,628          | \$ -              |
| Interest Income  | 7,000               | 1,750             | 2,899               | 1,149             |
| <b>Total Revenues</b>                                    | <b>\$ 1,049,770</b> | <b>\$ 993,378</b> | <b>\$ 994,526</b>   | <b>\$ 1,149</b>   |
| <b>Expenditures:</b>                                     |                     |                   |                     |                   |
| Interest - 11/1  | \$ 168,420          | \$ 168,420        | \$ 168,420          | \$ -              |
| Special Call - 11/1                                      | -                   | -                 | 5,000               | (5,000)           |
| Interest - 5/1   | 168,420             | -                 | -                   | -                 |
| Principal - 5/1  | 715,000             | -                 | -                   | -                 |
| <b>Total Expenditures</b>                                | <b>\$ 1,051,840</b> | <b>\$ 168,420</b> | <b>\$ 173,420</b>   | <b>\$ (5,000)</b> |
| <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>\$ (2,070)</b>   | <b>\$ 824,958</b> | <b>\$ 821,106</b>   | <b>\$ (3,851)</b> |
| <b>Other Financing Sources/(Uses):</b>                   |                     |                   |                     |                   |
| Transfer In/(Out)  | \$ -                | \$ -              | \$ -                | \$ -              |
| <b>Total Other Financing Sources/(Uses)</b>              | <b>\$ -</b>         | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>       |
| <b>Net Change in Fund Balance</b>                        | <b>\$ (2,070)</b>   | <b>\$ 824,958</b> | <b>\$ 821,106</b>   | <b>\$ (3,851)</b> |
| <b>Fund Balance - Beginning</b>                          | <b>\$ 226,002</b>   |                   | <b>\$ 278,568</b>   |                   |
| <b>Fund Balance - Ending</b>                             | <b>\$ 223,932</b>   |                   | <b>\$ 1,099,674</b> |                   |

**Bartram Park**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2023**

|  | Adopted          | Prorated Budget | Actual            |                 |
|--|------------------|-----------------|-------------------|-----------------|
|  | Budget           | Thru 12/31/23   | Thru 12/31/23     | Variance        |
| <b>Revenues</b>  |                  |                 |                   |                 |
| Capital Reserve Transfer In                              | \$ 16,339        | \$ -            | \$ -              | \$ -            |
| Interest   | 1,200            | 300             | -                 | (300)           |
| <b>Total Revenues</b>                                    | <b>\$ 17,539</b> | <b>\$ 300</b>   | <b>\$ -</b>       | <b>\$ (300)</b> |
| <b>Expenditures:</b>                                     |                  |                 |                   |                 |
| Capital Outlay   | \$ -             | \$ -            | \$ -              | \$ -            |
| Repair and Replacements                                  | -                | -               | -                 | -               |
| Other Service Charges                                    | 400              | 100             | -                 | 100             |
| <b>Total Expenditures</b>                                | <b>\$ 400</b>    | <b>\$ 100</b>   | <b>\$ -</b>       | <b>\$ 100</b>   |
| <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>\$ 17,139</b> |                 | <b>\$ -</b>       |                 |
| <b>Other Financing Sources/(Uses)</b>                    |                  |                 |                   |                 |
| Transfer In/(Out)  | \$ -             | \$ -            | \$ -              | \$ -            |
| <b>Total Other Financing Sources (Uses)</b>              | <b>\$ -</b>      | <b>\$ -</b>     | <b>\$ -</b>       | <b>\$ -</b>     |
| <b>Net Change in Fund Balance</b>                        | <b>\$ 17,139</b> |                 | <b>\$ -</b>       |                 |
| <b>Fund Balance - Beginning</b>                          | <b>\$ 62,159</b> |                 | <b>\$ 134,005</b> |                 |
| <b>Fund Balance - Ending</b>                             | <b>\$ 79,297</b> |                 | <b>\$ 134,005</b> |                 |

**Bartram Park**  
**Community Development District**  
**Long Term Debt Report**

| Series 2015-A1 Refunding Bonds   |                                    |
|----------------------------------|------------------------------------|
| Interest Rate:                   | 1.0%-4.65%                         |
| Maturity Date:                   | 5/1/2035                           |
| Reserve Fund Definition          | 50% of Maximum Annual Debt Service |
| Reserve Fund Requirement         | \$516,944                          |
| Reserve Fund Balance             | \$516,131                          |
| <br>                             |                                    |
| Bonds outstanding - 11/30/2020   | \$11,435,000                       |
| Less: May 1, 2021                | (\$570,000)                        |
| Less: May 1, 2021 (Prepayment)   | (\$80,000)                         |
| Less: May 1, 2022                | (\$580,000)                        |
| Less: May 1, 2022 (Prepayment)   | (\$5,000)                          |
| Less: May 1, 2023                | (\$600,000)                        |
| Less: May 1, 2023 (Prepayment)   | (\$20,000)                         |
| <b>Current Bonds Outstanding</b> | <b>\$9,580,000</b>                 |

| Series 2015-A2 Refunding Bonds   |                                    |
|----------------------------------|------------------------------------|
| Interest Rate:                   | 4.0%-5%                            |
| Maturity Date:                   | 5/1/2035                           |
| Reserve Fund Definition          | 50% of Maximum Annual Debt Service |
| Reserve Fund Requirement         | \$131,981                          |
| Reserve Fund Balance             | \$131,050                          |
| <br>                             |                                    |
| Bonds outstanding - 11/30/2020   | \$2,785,000                        |
| Less: May 1, 2021                | (\$135,000)                        |
| Less: May 1, 2021 (Prepayment)   | (\$20,000)                         |
| Less: May 1, 2022                | (\$135,000)                        |
| Less: May 1, 2022 (Prepayment)   | (\$5,000)                          |
| Less: May 1, 2023                | (\$145,000)                        |
| Less: May 1, 2023 (Prepayment)   | (\$5,000)                          |
| <b>Current Bonds Outstanding</b> | <b>\$2,340,000</b>                 |

| Series 2022 Revenue Refunding Note |                                    |
|------------------------------------|------------------------------------|
| Interest Rate:                     | 2.80%                              |
| Maturity Date:                     | 5/1/2037                           |
| Reserve Fund Definition            | 50% of Maximum Annual Debt Service |
| Reserve Fund Requirement           | \$52,323                           |
| Reserve Fund Balance               | \$52,103                           |
| <br>                               |                                    |
| Bonds outstanding - 3/15/22        | \$12,730,000                       |
| Less: November 1, 2022             | (\$5,000)                          |
| Less: May 1, 2023                  | (\$695,000)                        |
| Less: November 1, 2023             | (\$5,000)                          |
| <b>Current Bonds Outstanding</b>   | <b>\$12,025,000</b>                |
| <br>                               |                                    |
| <b>Total Bonds Outstanding</b>     | <b>\$23,945,000</b>                |

*B.*

**BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2024 Summary of Assessment Receipts**

| ASSESSED                        | UNITS | SERIES 2005 /<br>2015A1-2<br>ASSESSED DEBT | SERIES 2022-1<br>ASSESSED DEBT | SERIES 2022-3<br>ASSESSED DEBT | SERIES 2022-4<br>ASSESSED DEBT | SERIES 2022-5<br>ASSESSED DEBT | TOTAL SERIES<br>2022 | O&M<br>ASSESSED | TOTAL<br>ASSESSED |
|---------------------------------|-------|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------|-----------------|-------------------|
| TOTAL NET TAX ROLL ASSESSED NET | 4,148 | 1,305,909.89                               | 311,465.71                     | 305,570.95                     | 208,665.60                     | 220,756.63                     | 1,046,458.89         | 129,495.38      | 2,481,864.16      |

| SUMMARY TAX ROLL COLLECTIONS - SERIES 2015/2022 |            |                              |                                |                                |                                |                                |                               |                 |                            |
|---|------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------|-----------------|----------------------------|
| DUVAL COUNTY DISTRIBUTION                       | DATE       | SERIES 2015<br>DEBT RECEIVED | SERIES 2022-1<br>DEBT RECEIVED | SERIES 2022-3<br>DEBT RECEIVED | SERIES 2022-4<br>DEBT RECEIVED | SERIES 2022-5<br>DEBT RECEIVED | TOTAL SERIES<br>2022 RECEIVED | O&M<br>RECEIVED | TOTAL TAX ROLL<br>RECEIPTS |
| 1   | 11/3/2023  | 10,511.47                    | 2,507.04                       | 2,459.59                       | 1,679.58                       | 1,776.90                       | 8,423.11                      | 1,042.33        | 19,976.91                  |
| 2   | 11/14/2023 | 40,017.17                    | 9,544.28                       | 9,363.65                       | 6,394.17                       | 6,764.67                       | 32,066.78                     | 3,968.14        | 76,052.09                  |
| 3   | 11/21/2023 | 52,974.80                    | 12,634.74                      | 12,395.62                      | 8,464.61                       | 8,955.09                       | 42,450.06                     | 5,253.04        | 100,677.89                 |
| 4   | 11/28/2023 | 110,852.78                   | 26,438.91                      | 25,938.54                      | 17,712.68                      | 18,739.03                      | 88,829.16                     | 10,992.28       | 210,674.22                 |
| 5   | 11/30/2023 | 889,786.59                   | 212,218.33                     | 208,201.91                     | 142,175.09                     | 150,413.36                     | 713,008.68                    | 88,232.16       | 1,691,027.43               |
| 6   | 12/6/2023  | 103,130.91                   | 24,597.21                      | 24,131.69                      | 16,478.83                      | 17,433.69                      | 82,641.43                     | 10,226.57       | 195,998.90                 |
| 7   | 12/14/2023 | 24,932.83                    | 5,946.60                       | 5,834.05                       | 3,983.91                       | 4,214.75                       | 19,979.31                     | 2,472.36        | 47,384.50                  |
| 8   | 12/22/2023 | 5,277.57                     | 1,258.73                       | 1,234.90                       | 843.28                         | 892.14                         | 4,229.06                      | 523.33          | 10,029.96                  |
| 9   | 01/9/2024  | 16,671.38                    | 3,976.20                       | 3,900.95                       | 2,663.85                       | 2,818.20                       | 13,359.20                     | 1,653.15        | 31,683.74                  |
|   |            | -                            | -                              | -                              | -                              | -                              | -                             | -               | -                          |
|   |            | -                            | -                              | -                              | -                              | -                              | -                             | -               | -                          |
|   |            | -                            | -                              | -                              | -                              | -                              | -                             | -               | -                          |
|   |            | -                            | -                              | -                              | -                              | -                              | -                             | -               | -                          |
|   |            | -                            | -                              | -                              | -                              | -                              | -                             | -               | -                          |
| TOTAL TAX ROLL RECEIPTS                         |            | 1,254,155.50                 | 299,122.04                     | 293,460.90                     | 200,395.99                     | 212,007.85                     | 1,004,986.78                  | 124,363.36      | 2,383,505.64               |
| BALANCE DUE TAX ROLL                            |            | 51,754.39                    | 12,343.67                      | 12,110.05                      | 8,269.61                       | 8,748.78                       | 41,472.11                     | 5,132.02        | 98,358.52                  |
| PERCENT COLLECTED TAX ROLL                      |            | 96%                          | 96%                            | 96%                            | 96%                            | 96%                            | 96%                           | 96%             | 96%                        |

*C.*



**Bartram Park**  
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024  
Check Register

| <i>Fund</i>  | <i>Date</i>            | <i>check #'s</i> | <i>Amount</i> |
|--------------|------------------------|------------------|---------------|
| General Fund |                        |                  |               |
|              | 10/1/2023 - 10/31/2023 | 1318-1321        | \$12,331.96   |
|              | 11/1/2023 - 11/30/2023 | 1322-1323        | 4,385.64      |
|              | 12/1/2023 - 12/31/2024 | 1324-1326        | 4,890.41      |
| TOTAL        |                        |                  | \$21,608.01   |

\* Fedex Invoices available upon request



| CHECK<br>DATE                    | VEND# | .....INVOICE.....<br>DATE INVOICE | ...EXPENSED TO...<br>YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT    | ....CHECK.....<br>AMOUNT # |
|----------------------------------|-------|-----------------------------------|--|-------------|--------|-----------|----------------------------|
| 12/12/23                         | 00012 | 12/01/23 258                      | 202312 310-51300-34000                           |             | *      | 3,975.00  |                            |
|                                  |       |                                   | DEC MANAGEMENT FEES                              |             |        |           |                            |
|                                  |       | 12/01/23 258                      | 202312 310-51300-35110                           |             | *      | 87.50     |                            |
|                                  |       |                                   | DEC WEBSITE ADMIN                                |             |        |           |                            |
|                                  |       | 12/01/23 258                      | 202312 310-51300-35100                           |             | *      | 135.42    |                            |
|                                  |       |                                   | DEC INFO TECH                                    |             |        |           |                            |
|                                  |       | 12/01/23 258                      | 202312 310-51300-51000                           |             | *      | .18       |                            |
|                                  |       |                                   | OFFICE SUPPLIES                                  |             |        |           |                            |
|                                  |       | 12/01/23 258                      | 202312 310-51300-42000                           |             | *      | 10.18     |                            |
|                                  |       |                                   | POSTAGE  |             |        |           |                            |
|                                  |       | 12/01/23 258                      | 202312 310-51300-42500                           |             | *      | 25.65     |                            |
|                                  |       |                                   | COPIES   |             |        |           |                            |
|                                  |       | 12/01/23 258                      | 202312 310-51300-41000                           |             | *      | 8.73      |                            |
|                                  |       |                                   | TELEPHONE  |             |        |           |                            |
| GOVERNMENTAL MANAGEMENT SERVICES |       |                                   |  |             |        |           | 4,242.66 001325            |
| 12/12/23                         | 00073 | 12/06/23 3323205                  | 202310 310-51300-31500                           |             | *      | 455.00    |                            |
|                                  |       |                                   | OCT GENERAL COUNSEL                              |             |        |           |                            |
| KUTAK ROCK LLP                   |       |                                   |  |             |        |           | 455.00 001326              |
| TOTAL FOR BANK A                 |       |                                   |  |             |        | 21,608.01 |                            |
| TOTAL FOR REGISTER               |       |                                   |  |             |        | 21,608.01 |                            |

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

**Invoice**

**Invoice #:** 255  
**Invoice Date:** 9/30/23  
**Due Date:** 9/30/23  
**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 2024                                       |           | 7,950.00 | 7,950.00   |
| Assessment Administration -<br>1.310.51300.31400<br>FY24 Assessment Roll Cert |           |          |            |
| Total   |           |          | \$7,950.00 |
| Payments/Credits  |           |          | \$0.00     |
| Balance Due   |           |          | \$7,950.00 |

1001 Bradford Way  
Kingston, TN 37763

**Invoice #:** 254  
**Invoice Date:** 10/1/23  
**Due Date:** 10/1/23  
**Case:**  
**P.O. Number:**

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

| Description                           | Hours/Qty             | Rate     | Amount            |
|---------------------------------------|-----------------------|----------|-------------------|
| Management Fees - October 2023        | 001-310-51300-34000   | 3,975.00 | 3,975.00          |
| Website Administration - October 2023 | 001-310-51300 - 35110 | 87.50    | 87.50             |
| Information Technology - October 2023 | 001-310-51300- 35100  | 135.42   | 135.42            |
| Office Supplies                       | 001-310-51300-51000   | 0.09     | 0.09              |
| Postage                               | 001-310-51300-42000   | 2.37     | 2.37              |
| Copies                                | 001-310-51300-42500   | 1.95     | 1.95              |
| <b>Total</b>                          |                       |          | <b>\$4,202.33</b> |
| <b>Payments/Credits</b>               |                       |          | <b>\$0.00</b>     |
| <b>Balance Due</b>                    |                       |          | <b>\$4,202.33</b> |

1005 Bradford Way  
Kingston, TN 37763

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 9/29/2023 | 12        |

|                                  |
|----------------------------------|
| Bill To                          |
| Bartram Park CDD<br>c/o GMS, LLC |

|        |            |
|--------|------------|
| Terms  | Due Date   |
| Net 30 | 10/29/2023 |

| Description   | Amount |
|---|--------|
| Amortization Schedule<br>Series 2022 11-1-23 Prepay 5,000 | 100.00 |
| 0013105130049000<br>AMRT SCHED SE22 PREPAY \$5K           |        |

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

|              |
|--------------|
| Phone #      |
| 865-717-0976 |

|                                 |
|---------------------------------|
| E-mail                          |
| tcarter@disclosureservices.info |

# Jacksonville Daily Record

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

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

## INVOICE

October 12, 2023

Date

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

0013105130048000  
NOTICE OF MEETING 10/25

---

|                   |   |           |  |                        |
|-------------------|---|-----------|--|------------------------|
| Serial #          | 23-06719D                                   | PO/File # |  | \$79.63                |
|                   |   |           |  | <b>Payment Due</b>     |
|                   | Notice of Meeting                           |           |  |                        |
|                   |   |           |  | \$79.63                |
|                   | Bartram Park Community Development District |           |  | <b>Publication Fee</b> |
|                   |   |           |  |                        |
| Case Number       |   |           |  | <b>Amount Paid</b>     |
|                   |   |           |  |                        |
| Publication Dates | 10/12                                       |           |  |                        |
| County            | Duval                                       |           |  |                        |

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

**Payment Due Upon Receipt**  
For your convenience, you  
may remit payment online at  
[www.jaxdailyrecord.com/  
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being  
mailed, please reference  
**Serial # 23-06719D** on your  
check or remittance advice.

**Your notice was published on both [jaxdailyrecord.com](http://jaxdailyrecord.com) and [floridapublicnotices.com](http://floridapublicnotices.com).**

**Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.  
Please remit any payment due upon receipt of this invoice.**

**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 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 25, 2023 at 11:00 a.m. at England-Thims & Miller, Inc., 14775 Old St. Augustine Road, Jacksonville, Florida 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. 12                      00 (23-06719D)



# Florida Department of Economic Opportunity, Special District Accountability Program

## Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

|                           |                      |                      |                  |  |
|---------------------------|----------------------|----------------------|------------------|--|
| Date Invoiced: 10/02/2023 |                      |                      |                  | Invoice No: 88792                                |
| Annual Fee: \$175.00      | 1st Late Fee: \$0.00 | 2nd Late Fee: \$0.00 | Received: \$0.00 | Total Due, Postmarked by 12/01/2023:<br>\$175.00 |

STEP 1: Review the following profile and make any needed changes.

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

000077

**Bartram Park Community Development District**

Mr. Wesley Haber

Kutak Rock LLP

107 West College Avenue

Tallahassee, Florida 32301



2. Telephone: 850-692-7300 Ext:
3. Fax: 850-692-7319
4. Email: Wesley.Haber@KutakRock.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: bartramparkcdd.com
8. County(ies): Duval
9. Special Purpose(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

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: Wesley Haber Date 10.30.2023

STEP 3: Pay the annual state fee or certify eligibility for zero annual 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 Florida Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1.    This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2.    This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved:    Denied:    Reason:   

STEP 4: Make a copy of this document for your records.

STEP 5: Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 257**Invoice Date:** 11/1/23**Due Date:** 11/1/23**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 - November 2023        | 0013105130034000 |           | 3,975.00 | 3,975.00 |
| Website Administration - November 2023 | 0013105130035110 |           | 87.50    | 87.50    |
| Information Technology - November 2023 | 0013105130035110 |           | 135.42   | 135.42   |
| Office Supplies                        | 0013105130035100 |           | 0.18     | 0.18     |
| Postage                                | 0013105130051000 |           | 6.99     | 6.99     |
| Copies                                 | 0013105130042000 |           | 5.55     | 5.55     |
|  | 0013105130042500 |           |          |          |

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**Total** \$4,210.64

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**Payments/Credits** \$0.00

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**Balance Due** \$4,210.64

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ENGLAND-THIMS &amp; MILLER

14775 Old St. Augustine Road, Jacksonville, FL 32258

etmnc.com | 904.642.8990

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

November 01, 2023

Invoice No: 210825

|                           |                 |
|---------------------------|-----------------|
| <b>Total This Invoice</b> | <b>\$192.75</b> |
|---------------------------|-----------------|

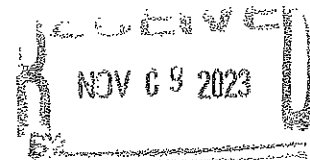
Project 00236.50001 Bartram Park CDD-Interim Engineer.Serv.  
CDD Meeting Requisitions/Invoices

**Professional Services rendered through October 28, 2023**

**Labor**

|                              |            | Hours | Rate   | Amount          |
|------------------------------|------------|-------|--------|-----------------|
| Vice President               |            |       |        |                 |
| Maggiore, Matthew            | 10/28/2023 | .75   | 257.00 | 192.75          |
| BOS Mtg attendance and prep. |            |       |        |                 |
| Totals                       |            | .75   |        | 192.75          |
| <b>Total Labor</b>           |            |       |        | <b>192.75</b>   |
| <b>Total This Invoice</b>    |            |       |        | <b>\$192.75</b> |

|                         | Current       | Prior            | Total            |
|-------------------------|---------------|------------------|------------------|
| <b>Billings to Date</b> | <b>192.75</b> | <b>63,427.10</b> | <b>63,619.85</b> |



0013105130031100  
Oct Professional Srvs

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 258**Invoice Date:** 12/1/23**Due Date:** 12/1/23**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 2023        | 0013105130034000 |           | 3,975.00 | 3,975.00 |
| Website Administration - December 2023 | 0013105130035110 |           | 87.50    | 87.50    |
| Information Technology - December 2023 | 0013105130035100 |           | 135.42   | 135.42   |
| Office Supplies                        | 0013105130051000 |           | 0.18     | 0.18     |
| Postage                                | 0013105130051000 |           | 10.18    | 10.18    |
| Copies                                 | 0013105130042000 |           | 25.65    | 25.65    |
| Telephone                              | 0013105130042500 |           | 8.73     | 8.73     |
|  | 0013105130041000 |           |          |          |

**Total** \$4,242.66**Payments/Credits** \$0.00**Balance Due** \$4,242.66

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

December 6, 2023

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. Jim Oliver  
Bartram Park CDD  
Governmental Management Services – St. Augustine  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3323205  
3223-1

Re: Bartram Park CDD - General Counsel

For Professional Legal Services Rendered

|          |          |      |        |   |
|----------|----------|------|--------|---|
| 10/18/23 | W. Haber | 0.30 | 105.00 | Review agenda for October meeting;<br>confer with Oliver regarding rating |
| 10/24/23 | W. Haber | 0.20 | 70.00  | Prepare for Board meeting   |
| 10/25/23 | W. Haber | 0.80 | 280.00 | Prepare for and participate in Board<br>meeting                           |

TOTAL HOURS 1.30

TOTAL FOR SERVICES RENDERED \$455.00

TOTAL CURRENT AMOUNT DUE \$455.00

0013105130031500  
Oct General Counsel