

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 24, 2024, at 11:00 a.m. at the Offices of England-Thims & Miller on 14775 Old St. Augustine Rd. in 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

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 October 25, 2023 Meeting

Mr. Oliver presented the minutes of the October 25, 2023 Board of Supervisors meeting and asked for any comments, corrections, or questions. A Board member stated one change under eighth order of business for attorney Mr. Haber.

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Bartram Park CDD

On MOTION by Ms. Evert, seconded by Ms. Nero, with all in favor, the October 25, 2023 Board of Supervisors Meeting Minutes, were approved.

FOURTH ORDER OF BUSINESS**Other Business**

Mr. Oliver stated he received a resignation letter dated January 23rd from Patricia Evert, effective January 25, 2024 as she is relocating to Virginia. He noted he has appreciated her leadership. A motion will be taken to accept the resignation and will discuss the process to fill the vacancy. The next meeting isn't until April so there is some time to work on this. When there is a vacancy on the Board, the remaining Board members will fill that vacancy. They will put it on the website.

On MOTION by Mr. Griffith, seconded by Mr. Brown, with all in favor, Acceptance of Patricia Evert's Resignation, was approved.

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

Mr. Oliver stated Sarah Sweeting did send the Kutak Rock memo out regarding the ethics training requirements. Mr. Haber noted that Ms. Evert would not need to worry about the 4 hours of training but would need to fill out the 1F form for outgoing Board members. Starting this year there is an obligation to complete training by December 31, 2024 which is an ongoing requirement. You should be receiving an email from the Florida Commission on Ethics with a link to fill out the Form 1 and file it electronically. Check the box indicating your completion of ethics training. He noted the Board is not required to complete Form 6. Mr. Griffith asked if the four hours of training is paid. Mr. Haber noted Board members do not get paid. He asked what the penalty would be if they didn't complete the training. Mr. Haber noted he is not entirely sure but would look into it and let him know. A Board member asked who the certificate of completion goes to? Mr. Haber noted the way you let the Commission on Ethics know you completed the training is when completing Form 1 check the box for ethics requirements for 2024. A Board member asked when doing the 4 hours of training, does it have to be by one of the designated resource providers/courses. Mr. Haber noted it needs to be a specifically identified course that meets the requirements for public officials.

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B. Engineer

Mr. Oliver noted Matt could not be in attendance today.

C. Manager

Mr. Oliver stated they will start the budget process at the next meeting.

SIXTH ORDER OF BUSINESS

Audience Comments

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

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests

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

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2023

Mr. Oliver stated the financial reports are in the agenda through December 31, three months into the fiscal year. No usual variances and the Capital Reserve Fund is at \$134,000.

B. Assessment Receipt Schedules

Mr. Oliver stated the Assessment Receipt Schedule shows they are 96% collected.

C. Approval of Check Register

Mr. Oliver stated the check register is in the agenda packet for review.

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

NINTH ORDER OF BUSINESS

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

Mr. Oliver stated the next meeting will be April 24, 2024 at 11:00 at the offices of England-Thims & Miller on 14775 Old St. Augustine Rd, in Jacksonville, Florida.

TENTH ORDER OF BUSINESS

Adjournment

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