

BARTRAM PARK
Community Development District

April 24, 2024

AGENDA

Bartram Park

Community Development District

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

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

April 17, 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, April 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. Organizational Matters
 - A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/2026)
 - B. Oath of Office for Newly Appointed Supervisor
 - C. Election of Officers, Resolution 2024-02
- IV. Approval of Minutes of the January 24, 2024 Meeting
- V. Memorandum Regarding Annual Ethics Training & Annual Form 1 Filing
- VI. Presentation of Fiscal Year 2025 Proposed Budget(*a copy of the proposed budget will be sent under separate cover*)
- VII. Consideration of Resolution 2024-03, Approving the Fiscal Year 2025 Proposed Budget and Setting a Public Hearing Date for Adoption
- VIII. Other Business
- IX. Staff Reports
 - A. Attorney
 - B. Engineer

- C. Manager – 2024 General Elections
- X. Audience Comments
- XI. Supervisor’s Requests
- XII. Financial Reports
 - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2024
 - B. Assessment Receipt Schedules
 - C. Approval of Check Register
- XIII. Next Scheduled Meeting – July 24, 2024 at 11:00 a.m. @ England-Thims & Miller
- XIV. Adjournment

THIRD ORDER OF BUSINESS

C.

RESOLUTION 2024-02

**A RESOLUTION DESIGNATING OFFICERS OF THE
BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Bartram Park Community Development District at a regular business meeting held on April 24, 2024 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE BARTRAM PARK COMMUNITY
DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>James Oliver</u>	Secretary
<u>James Oliver</u>	Treasurer
<u>Darrin Mossing</u>	Assistant Treasurer
<u>Daniel Laughlin</u>	Assistant Treasurer
<u>Marilee Giles</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
<u>Darrin Mossing</u>	Assistant Secretary
<u>Daniel Laughlin</u>	Assistant Secretary
<u>Marilee Giles</u>	Assistant Secretary

PASSED AND ADOPTED THIS 24TH DAY OF APRIL, 2024.

Chairman / Vice Chairman

Secretary / Assistant Secretary

FOURTH 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, 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.

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.

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

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS



District Managers,

As of January 1, 2024, all Board Supervisors of Florida Community special districts are required to complete four (4) hours of ethics training each year that addresses at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida. The purpose of this email is to notify you of free, on-demand resources available to Board Supervisors to satisfy this requirement. Further information regarding the requisite training is available on the [Florida Commission on Ethics' \("COE"\) website](#).

Please share this information with Board Supervisors or include in the next available agenda package. As always, if you have any questions, please do not hesitate to reach out to your Kutak Rock attorney.

Free Training Resources

The COE has produced several free, online training tutorials that will satisfy the ethics component of the annual training. The on-demand videos are available at the link below. Further, the website provides additional links to resources that Supervisors can access to complete the training requirements.

[Florida Commission on Ethics Training Resources](#)

Please note that the COE-produced content only provides free training for the ethics component of the annual training. However, the Office of the Attorney General of the State of Florida offers a free, two-hour online audio course that covers the Sunshine Law and Public Records Act components of the requisite training. The on-demand audio course is available at the link below.

[Office of the Attorney General Training Resources](#)

Compliance

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the ethics training requirements. At this time there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

We have received multiple inquiries as to whether Board Supervisors are required to annually file Form 6 in addition to Form 1. Currently, Board Supervisors continue to be exempt from the requirement to file

In addition to Form 1, currently, Board Supervisors continue to be exempt from the requirement to file Form 6.

Finally, with respect to the annual filing of Form 1, beginning this year the Commission on Ethics will be requiring electronic submission of Form 1. Filers, including Board Supervisors, should be receiving an email directly from the Commission on Ethics, providing detailed information about the electronic filing process and the upcoming deadline of July 1, 2024. Note the submission of the forms will no longer be handled through county Supervisor of Election's offices.

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SEVENTH ORDER OF BUSINESS

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Bartram Park Community Development District (“**District**”) prior to June 15, 2024, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:

HOUR:

LOCATION:

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville and Duval County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 24th DAY OF APRIL, 2024.

ATTEST:

**BARTRAM PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Approved Budget

TWELFTH ORDER OF BUSINESS

A.

Bartram Park
Community Development District

Unaudited Financial Reporting
March 31, 2024



Table of Contents

1	<hr/>	<u>Balance Sheet</u>
2	<hr/>	<u>General Fund</u>
3	<hr/>	<u>Month to Month</u>
4	<hr/>	<u>Debt Service Fund Series 2015</u>
5	<hr/>	<u>Debt Service Fund Series 2022</u>
6	<hr/>	<u>Capital Reserve Fund</u>
7	<hr/>	<u>Long Term Debt Report</u>
8	<hr/>	<u>Assessment Receipt Schedule</u>
9	<hr/>	<u>Check Register Summary</u>

Bartram Park
Community Development District
Combined Balance Sheet
March 31, 2024

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 78,300	\$ -	\$ 72,078	\$ 150,378
Due from General Fund-2015	-	6,718	-	6,718
Due from General Fund-2022	-	5,383	-	5,383
Investments:				
State Board of Administration (SBA)	80,336	-	62,511	142,846
Custody US Bank Account	131,988	-	-	131,988
Series 2015A1				
Reserve	-	516,131	-	516,131
Revenue	-	1,292,718	-	1,292,718
Interest	-	-	-	-
Sinking	-	70,000	-	70,000
Series 2015A2				
Reserve	-	131,050	-	131,050
Interest	-	-	-	-
Series 2022				
Reserve	-	52,103	-	52,103
Revenue	-	1,082,203	-	1,082,203
Interest	-	149	-	149
Prepayment	-	4	-	4
Sinking	-	2,339	-	2,339
Prepaid Expenses	1,667	-	-	1,667
Total Assets	\$ 292,291	\$ 3,158,798	\$ 134,588	\$ 3,585,677
Liabilities:				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Expenses	-	-	-	-
FICA Payable	-	-	-	-
Due to Debt Service - Series 2015	6,718	-	-	6,718
Due to Debt Service - Series 2022	5,383	-	-	5,383
Total Liabilities	\$ 12,101	\$ -	\$ -	\$ 12,101
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 1,667	\$ -	\$ -	\$ 1,667
Restricted for:				
Debt Service	-	3,158,798	-	3,158,798
Assigned for:				
Capital Reserve Fund	-	-	134,588	134,588
Unassigned	278,523	-	-	278,523
Total Fund Balances	\$ 280,190	\$ 3,158,798	\$ 134,588	\$ 3,573,576
Total Liabilities & Fund Balance	\$ 292,291	\$ 3,158,798	\$ 134,588	\$ 3,585,677

Bartram Park
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 129,495	\$ 129,495	\$ 127,140	\$ (2,356)
Interest	4,000	2,000	3,744	1,744
Total Revenues	\$ 133,495	\$ 131,495	\$ 130,883	\$ (612)
Expenditures:				
<i>General & Administrative:</i>				
Supervisor Fees	\$ 4,000	\$ 2,000	\$ 2,000	\$ -
PR-FICA	306	153	153	-
Engineering	8,500	4,250	193	4,057
Attorney	20,000	10,000	1,018	8,983
Annual Audit	3,700	-	-	-
Assessment Administration	7,950	7,950	7,950	-
Arbitrage Rebate	1,200	-	-	-
Trustee Fees	10,000	8,267	8,267	-
Management Fees	47,700	23,850	23,850	-
Information Technology	1,625	813	813	(0)
Website Maintenance	1,050	525	525	-
Telephone	191	96	15	81
Postage & Delivery	400	200	65	135
Insurance General Liability/Public Officials	7,960	7,960	7,526	434
Printing & Binding	1,000	500	88	412
Legal Advertising	800	400	80	320
Other Current Charges	500	250	-	250
Office Supplies	100	50	1	49
Dues, Licenses & Subscriptions	175	175	175	-
Capital Reserves-Transfer out	16,339	-	-	-
Total General & Administrative	\$ 133,495	\$ 67,438	\$ 52,717	\$ 14,720
Total Expenditures	\$ 133,495	\$ 67,438	\$ 52,717	\$ 14,720
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 64,058	\$ 78,166	\$ 14,108
Net Change in Fund Balance	\$ -	\$ 64,058	\$ 78,166	\$ 14,108
Fund Balance - Beginning	\$ -		\$ 202,024	
Fund Balance - Ending	\$ -		\$ 280,190	

Bartram Park
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 109,488	\$ 13,222	\$ 2,394	\$ 937	\$ 1,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,140
Interest	502	587	566	584	582	923	-	-	-	-	-	-	3,744
Total Revenues	\$ 502	\$ 110,075	\$ 13,788	\$ 2,979	\$ 1,518	\$ 2,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,883
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
PR-FICA	77	-	-	77	-	-	-	-	-	-	-	-	153
Engineering	193	-	-	-	-	-	-	-	-	-	-	-	193
Attorney	455	-	193	370	-	-	-	-	-	-	-	-	1,018
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	7,950	-	-	-	-	-	-	-	-	-	-	-	7,950
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	5,833	-	-	-	-	2,433	-	-	-	-	-	-	8,267
Management Fees	3,975	3,975	3,975	3,975	3,975	3,975	-	-	-	-	-	-	23,850
Information Technology	135	135	135	135	135	135	-	-	-	-	-	-	813
Website Maintenance	88	88	88	88	88	88	-	-	-	-	-	-	525
Telephone	-	-	9	-	-	6	-	-	-	-	-	-	15
Postage & Delivery	2	7	10	1	7	37	-	-	-	-	-	-	65
Insurance General Liability/Public Officials	7,526	-	-	-	-	-	-	-	-	-	-	-	7,526
Printing & Binding	2	6	26	1	23	31	-	-	-	-	-	-	88
Legal Advertising	80	-	-	-	-	-	-	-	-	-	-	-	80
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	0	0	0	0	0	0	-	-	-	-	-	-	1
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Capital Reserves-Transfer out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative	\$ 27,490	\$ 4,211	\$ 4,435	\$ 5,647	\$ 4,228	\$ 6,706	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,717
Total Expenditures	\$ 27,490	\$ 4,211	\$ 4,435	\$ 5,647	\$ 4,228	\$ 6,706	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,717
Excess (Deficiency) of Revenues over Expenditures	\$ (26,989)	\$ 105,864	\$ 9,353	\$ (2,668)	\$ (2,710)	\$ (4,685)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,166
Net Change in Fund Balance	\$ (26,989)	\$ 105,864	\$ 9,353	\$ (2,668)	\$ (2,710)	\$ (4,685)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,166

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 March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,305,910	\$ 1,282,155	\$ 1,282,155	\$ -
Interest Income	4,000	2,000	\$ 27,585	25,585
Total Revenues	\$ 1,309,910	\$ 1,284,155	\$ 1,309,740	\$ 25,585
Expenditures:				
Series 2015A-1				
Interest - 11/1	\$ 210,344	\$ 210,344	\$ 210,344	\$ -
Interest - 5/1	210,344	-	-	-
Principal - 5/1	620,000	-	-	-
Series 2015A-2				
Interest 11/1	\$ 57,738	57,738	\$ 57,738	\$ -
Interest - 5/1	57,738	-	-	-
Principal - 5/1	150,000	-	-	-
Total Expenditures	\$ 1,306,163	\$ 268,081	\$ 268,081	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 3,747	\$ 1,016,074	\$ 1,041,659	\$ 25,585
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 3,747	\$ 1,016,074	\$ 1,041,659	\$ 25,585
Fund Balance - Beginning	\$ 325,628		\$ 974,958	
Fund Balance - Ending	\$ 329,376		\$ 2,016,617	

Bartram Park
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,042,770	\$ 1,027,424	\$ 1,027,424	\$ -
Interest Income	7,000	3,500	9,609	6,109
Total Revenues	\$ 1,049,770	\$ 1,030,924	\$ 1,037,033	\$ 6,109
Expenditures:				
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	-	-	-
Total Expenditures	\$ 1,051,840	\$ 168,420	\$ 173,420	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ (2,070)	\$ 862,504	\$ 863,613	\$ 1,109
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (2,070)	\$ 862,504	\$ 863,613	\$ 1,109
Fund Balance - Beginning	\$ 226,002		\$ 278,568	
Fund Balance - Ending	\$ 223,932		\$ 1,142,181	

Bartram Park
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/24	Thru 03/31/24	Variance
Revenues				
Capital Reserve Transfer In	\$ 16,339	\$ -	\$ -	\$ -
Interest	1,200	600	299	(301)
Total Revenues	\$ 17,539	\$ 600	\$ 299	\$ (301)
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Repair and Replacements	-	-	-	-
Other Service Charges	400	200	-	200
Total Expenditures	\$ 400	\$ 200	\$ -	\$ 200
Excess (Deficiency) of Revenues over Expenditures	\$ 17,139		\$ 299	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 17,139		\$ 299	
Fund Balance - Beginning	\$ 62,159		\$ 134,290	
Fund Balance - Ending	\$ 79,297		\$ 134,588	

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
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)
Current Bonds Outstanding	\$9,580,000

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
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)
Current Bonds Outstanding	\$2,340,000

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
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)
Current Bonds Outstanding	\$12,025,000
Total Bonds Outstanding	\$23,945,000

B.

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

ASSESSED	UNITS	SERIES 2005 / 2015A1-2 ASSESSED DEBT	SERIES 2022-1 ASSESSED DEBT	SERIES 2022-3 ASSESSED DEBT	SERIES 2022-4 ASSESSED DEBT	SERIES 2022-5 ASSESSED DEBT	TOTAL SERIES 2022	O&M ASSESSED	TOTAL 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 DEBT RECEIVED	SERIES 2022-1 DEBT RECEIVED	SERIES 2022-3 DEBT RECEIVED	SERIES 2022-4 DEBT RECEIVED	SERIES 2022-5 DEBT RECEIVED	TOTAL SERIES 2022 RECEIVED	O&M RECEIVED	TOTAL TAX ROLL 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
10	01/19/2024	7,475.52	1,782.95	1,749.20	1,194.48	1,263.69	5,990.32	741.28	14,207.12
11	02/5/2024	5,688.67	1,356.78	1,331.10	908.97	961.64	4,558.48	564.09	10,811.25
12	02/20/2024	3,756.61	895.97	879.01	600.25	635.03	3,010.27	372.51	7,139.39
13	03/6/2024	4,361.49	1,040.24	1,020.55	696.90	737.29	3,494.98	432.49	8,288.96
14	03/20/2024	6,717.66	1,602.19	1,571.87	1,073.39	1,135.58	5,383.04	666.13	12,766.83
15	04/5/2024	7,219.08	1,721.78	1,689.20	1,153.50	1,220.34	5,784.83	715.85	13,719.76
		-	-	-	-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		1,289,374.54	307,521.95	301,701.83	206,023.49	217,961.42	1,033,208.69	127,855.72	2,450,438.95
BALANCE DUE TAX ROLL		16,535.35	3,943.76	3,869.12	2,642.11	2,795.21	13,250.20	1,639.66	31,425.21
PERCENT COLLECTED TAX ROLL		99%	99%	99%	99%	99%	99%	99%	99%

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			
	1/1/2024 - 1/31/2024	1327-1329	\$2,263,342.58
	2/1/2024 - 2/29/2024	1330-1332	79,420.47
	3/1/2024 - 3/31/2024	1333-1357	47,078.90
TOTAL			\$2,389,841.95

* Fedex Invoices available upon request

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/19/24	00012	1/01/24	259	202401	310	51300	34000		JAN MANAGEMENT FEES	*	3,975.00		
1/01/24		259		202401	310	51300	35110		JAN WEBSITE ADMIN	*	87.50		
1/01/24		259		202401	310	51300	35100		JAN INFO TECH	*	135.42		
1/01/24		259		202401	310	51300	51000		OFFICE SUPPLIES	*	.06		
1/01/24		259		202401	310	51300	42000		POSTAGE	*	1.26		
1/01/24		259		202401	310	51300	42500		COPIES	*	1.05		
GOVERNMENTAL MANAGEMENT SERVICES											4,200.29	001327	
1/19/24	00074	1/18/24	01182024	202401	300	20700	11000		11/3 DUVAL TAX DIST 1	*	8,423.11		
1/18/24		01182024		202401	300	20700	11000		11/14 DUVAL TAX DIST 2	*	32,066.78		
1/18/24		01182024		202401	300	20700	11000		11/21 DUVAL TAX DIST 3	*	42,450.06		
1/18/24		01182024		202401	300	20700	11000		11/28 DUVAL TAX DIST 4	*	88,829.16		
1/18/24		01182024		202401	300	20700	11000		11/30 DUVAL TAX DIST 5	*	713,008.68		
1/18/24		01182024		202401	300	20700	11000		12/6 DUVAL TAX DIST 6	*	82,641.43		
1/18/24		01182024		202401	300	20700	11000		12/14 DUVAL TAX DIST 7	*	19,979.31		
1/18/24		01182024		202401	300	20700	11000		12/22 DUVAL TAX DIST 8	*	4,229.06		
1/18/24		01182024		202401	300	20700	11000		1/9 DUVAL TAX DIST 9	*	13,359.20		
THE BANK OF NEW YORK MELLON NA											1,004,986.79	001328	
1/19/24	00057	1/18/24	01182024	202401	300	20700	10500		11/3 DUVAL TAX DIST 1	*	10,511.47		
1/18/24		01182024		202401	300	20700	10500		11/14 DUVAL TAX DIST 2	*	40,017.17		
1/18/24		01182024		202401	300	20700	10500		11/21 DUVAL TAX DIST 3	*	52,974.80		
1/18/24		01182024		202401	300	20700	10500		11/28 DUVAL TAX DIST 4	*	110,852.78		
1/18/24		01182024		202401	300	20700	10500		11/30 DUVAL TAX DIST 5	*	889,786.59		
1/18/24		01182024		202401	300	20700	10500		12/6 DUVAL TAX DIST 6	*	103,130.91		

BPAR BARTRAM PARK BPEREGRINO

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/18/24		01182024	202401	300	-20700	-10500				*	24,932.83		
		12/14	DUVAL TAX DIST 7										
1/18/24		01182024	202401	300	-20700	-10500				*	5,277.57		
		12/22	DUVAL TAX DIST 8										
1/18/24		01182024	202401	300	-20700	-10500				*	16,671.38		
		1/9	DUVAL TAX DIST 9										
THE BANK OF NEW YORK MELLON, N.A.											1,254,155.50	001329	
2/15/24	00012	2/01/24	260	202402	310	-51300	-34000			*	3,975.00		
			FEB MANAGEMENT FEES										
2/01/24		260	202402	310	-51300	-35110				*	87.50		
			FEB WEBSITE ADMIN										
2/01/24		260	202402	310	-51300	-35100				*	135.42		
			FEB INFO TECH										
2/01/24		260	202402	310	-51300	-51000				*	.33		
			OFFICE SUPPLIES										
2/01/24		260	202402	310	-51300	-42000				*	7.04		
			POSTAGE										
2/01/24		260	202402	310	-51300	-42500				*	22.95		
			COPIES										
GOVERNMENTAL MANAGEMENT SERVICES											4,228.24	001330	
2/15/24	00073	2/06/24	3351215	202312	310	-51300	-31500			*	192.50		
			DEC GENERAL COUNSEL										
KUTAK ROCK LLP											192.50	001331	
2/15/24	00022	2/14/24	02142024	202402	300	-15100	-10000			*	75,000.00		
			GF EXCESS TRANSFER										
STATE BOARD ADMINISTRATION OF FLA											75,000.00	001332	
3/14/24	00012	3/01/24	261	202403	310	-51300	-34000			*	3,975.00		
			MAR MANAGEMENT FEES										
3/01/24		261	202403	310	-51300	-35110				*	87.50		
			MAR WEBSITE ADMIN										
3/01/24		261	202403	310	-51300	-35100				*	135.42		
			MAR INFO TECH										
3/01/24		261	202403	310	-51300	-51000				*	.21		
			OFFICE SUPPLIES										
3/01/24		261	202403	310	-51300	-42000				*	37.33		
			POSTAGE										
3/01/24		261	202403	310	-51300	-42500				*	30.90		
			COPIES										
3/01/24		261	202403	310	-51300	-41000				*	6.20		
			TELEPHONE										
GOVERNMENTAL MANAGEMENT SERVICES											4,272.56	001333	
BPAR BARTRAM PARK BPEREGRINO													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/14/24	00073	3/13/24 3366013	202401 310-51300-31500	JAN GENERAL COUNSEL KUTAK ROCK LLP	*	370.00	370.00 001334
3/14/24	00074	3/13/24 03132024	202403 300-20700-11000	1/19/24 DUVAL TAX DIST 10	*	5,990.32	
		3/13/24 03132024	202403 300-20700-11000	2/5/24 DUVAL TAX DIST 11	*	4,558.48	
		3/13/24 03132024	202403 300-20700-11000	2/20/24 DUVAL TAX DIST 12	*	3,010.27	
		3/13/24 03132024	202403 300-20700-11000	3/6/24 DUVAL TAX DIST 13	*	3,494.98	
				THE BANK OF NEW YORK MELLON NA			17,054.05 001335
3/14/24	00056	3/08/24 252-2617	202403 300-15500-10000	FY25 TRUSTEE FEE	*	1,666.62	
		3/08/24 252-2617	202403 310-51300-32300	FY24 TRUSTEE FEE	*	2,333.38	
		3/08/24 252-2617	202403 310-51300-32300	REDEMPTION NOTICE FEE	*	100.00	
				THE BANK OF NEW YORK MELLON			4,100.00 001336
3/14/24	00057	3/13/24 03132024	202403 300-20700-10500	1/19/24 DUVAL TAX DIST 10	*	7,475.52	
		3/13/24 03132024	202403 300-20700-10500	2/5/24 DUVAL TAX DIST 11	*	5,688.67	
		3/13/24 03132024	202403 300-20700-10500	2/20/24 DUVAL TAX DIST 12	*	3,756.61	
		3/13/24 03132024	202403 300-20700-10500	3/6/24 DUVAL TAX DIST 13	*	4,361.49	
				THE BANK OF NEW YORK MELLON, N.A.			21,282.29 001337
TOTAL FOR BANK A						2,389,842.22	
TOTAL FOR REGISTER						2,389,842.22	

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 259
Invoice Date: 1/1/24
Due Date: 1/1/24
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 - January 2024	0013105130034000	3,975.00	3,975.00
Website Administration - January 2024	0013105130035110	87.50	87.50
Information Technology - January 2024	0013105130035100	135.42	135.42
Office Supplies	0013105130035100	0.06	0.06
Postage	0013105130051000	1.26	1.26
Copies	0013105130042000	1.05	1.05
	0013105130042500		
Total			\$4,200.29
Payments/Credits			\$0.00
Balance Due			\$4,200.29

Bartram Park CDD

GENERAL FUND

Check Request

Date	Amount	Authorized By
January 18, 2024	\$1,004,986.79	Bernadette Peregrino

Payable to:

Vendor #74 - BNY MELLON C/O Bartram Park - Series 2022

Date Check Needed:

Budget Category:

1/18/24	001.300.20700.11000
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Intended Use of Funds Requested:

DUVAL COUNTY TAXES		
11/3/23	\$8,423.11	Duval Tax Dist 1
11/14/23	\$32,066.78	Duval Tax Dist 2
11/21/23	\$42,450.06	Duval Tax Dist 3
11/28/23	\$88,829.16	Duval Tax Dist 4
11/30/23	\$713,008.68	Duval Tax Dist 5
12/6/23	\$82,641.43	Duval Tax Dist 6
12/14/23	\$19,979.31	Duval Tax Dist 7
12/22/23	\$4,229.06	Duval Tax Dist 8
1/9/24	\$13,359.20	Duval Tax Dist 9
	<u>\$1,004,986.79</u>	
<i>(Attach supporting documentation for request.)</i>		

Bartram Park CDD

GENERAL FUND

Check Request

Date	Amount	Authorized By
January 18, 2024	\$1,254,155.50	Bernadette Peregrino

Payable to:

Vendor #57 - BNY MELLON C/O Bartram Park - Series 2015
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Date Check Needed:

Budget Category:

1/18/24	001.300.20700.10500
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Intended Use of Funds Requested:

DUVAL COUNTY TAXES		
11/3/23	\$10,511.47	Duval Tax Dist 1
11/14/23	\$40,017.17	Duval Tax Dist 2
11/21/23	\$52,974.80	Duval Tax Dist 3
11/28/23	\$110,852.78	Duval Tax Dist 4
11/30/23	\$889,786.59	Duval Tax Dist 5
12/6/23	\$103,130.91	Duval Tax Dist 6
12/14/23	\$24,932.83	Duval Tax Dist 7
12/22/23	\$5,277.57	Duval Tax Dist 8
1/9/24	\$16,671.38	Duval Tax Dist 9
	<u>\$1,254,155.50</u>	
<i>(Attach supporting documentation for request.)</i>		

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 260
Invoice Date: 2/1/24
Due Date: 2/1/24
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 - February 2024	0013105130034000	3,975.00	3,975.00
Website Administration - February 2024	0013105130035110	87.50	87.50
Information Technology - February 2024	0013105130035100	135.42	135.42
Office Supplies	0013105130035100	0.33	0.33
Postage	0013105130051000	7.04	7.04
Copies	0013105130042000	22.95	22.95
	0013105130042500		

Total \$4,228.24

Payments/Credits \$0.00

Balance Due \$4,228.24

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 6, 2024

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3351215
Client Matter No. 3223-1
Notification Email: eftgroup@kutakrock.com

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

Invoice No. 3351215
3223-1

Re: Bartram Park CDD - General Counsel

For Professional Legal Services Rendered

12/02/23	L. Whelan	0.50	192.50	Monitor legislative session for CDD related matters
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TOTAL HOURS	0.50		
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TOTAL FOR SERVICES RENDERED			\$192.50
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TOTAL CURRENT AMOUNT DUE			<u>\$192.50</u>
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0013105130031500
Dec General Counsel

Bartram Park CDD

GENERAL FUND

Check Request

Date	Amount	Authorized By
February 14, 2024	\$75,000.00	Darrin Mossing

Payable to:

Vendor #22 - State Board Administration of FL #112131

Date Check Needed:

Budget Category:

2/14/24	1.300.15100.10000
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Intended Use of Funds Requested:

General Fund Excess Transfer
<i>(Attach supporting documentation for request.)</i>

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice****Invoice #:** 261**Invoice Date:** 3/1/24**Due Date:** 3/1/24**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 - March 2024	0013105130034000	3,975.00	3,975.00
Website Administration - March 2024	0013105130035110	87.50	87.50
Information Technology - March 2024	0013105130035100	135.42	135.42
Office Supplies	0013105130051000	0.21	0.21
Postage	0013105130051000	37.33	37.33
Copies	0013105130042000	30.90	30.90
Telephone	0013105130042500	6.20	6.20
	0013105130041000		
Total			\$4,272.56
Payments/Credits			\$0.00
Balance Due			\$4,272.56

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 13, 2024

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157



Client Matter No. 3223-1

Notification Email: eftgroup@kutakrock.com

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

Invoice No. 3366013
3223-1

Re: Bartram Park CDD - General Counsel

For Professional Legal Services Rendered

01/11/24	W. Haber	0.20	70.00	Review agenda for January meeting
01/14/24	G. Lovett	0.50	125.00	Monitor legislative process relating to matters impacting special districts
01/24/24	W. Haber	0.50	175.00	Prepare for and participate in Board meeting

TOTAL HOURS 1.20

TOTAL FOR SERVICES RENDERED \$370.00

TOTAL CURRENT AMOUNT DUE \$370.00

0013105130031500
Jan General Counsel



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

BARTRAM PARK COMMUNITY DEVELOPMENT DISTR
ATTN: Jim Oliver
475 West Town Place Ste 114
St Augustine, FL 32092

000002

Invoice Number: 252-2617789
Account Number: TXN2228958
Invoice Date: 08-Mar-24
Cycle Date: 01-Mar-24
Administrator: Caroline Cowart
Phone Number: 904-645-1919
Currency: USD

Bartram Park Community Development District Series 2022

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Trustee Fee					4,000.00
For the period: March 01, 2024 to February 28, 2025					
One Time Charges					
Redemption Notice Fee					100.00

Invoice Total:	4,100.00
Satisfied To Date:	0.00
Balance Due:	4,100.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance. Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576. The Bank of New York Mellon Trust Company, N.A is located at 333 South Hope Street - Suite 2525, Los Angeles, CA 90071

Check Payment Instructions:
The Bank of New York Mellon
Corporate Trust Department
P.O. Box 392013
Pittsburgh, PA 15251-9013
Please enclose billing stub.



Account Name: BNY Mellon - Fee Billing Wire Fees
Please reference Invoice Number: 252-2617789

Billing Stub

Bartram Park Community Development District Series 2022

4000/12 x 7= \$2333.38 FY24 Trustee Fee
\$1666.62 = FY25 Trustee Fee (code to
Prepaid) 0013001550010000
\$100 Redemption Notice Fee (code to
Trustee Fee) 0013105130032300

Invoice Number: 252-2617789
Account Number: TXN2228958
Invoice Date: 08-Mar-24
Cycle Date: 01-Mar-24
Administrator: Caroline Cowart
Phone Number: 904-645-1919
Amount: 4,100.00 USD

000000682781252D26177890000000000004100008

