

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 30th. 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**

Mr. 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 30th, 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 24th at 11:00 at Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

October 25, 2023

Bartram Park CDD

THIRTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Jim Oliver
Secretary/Assistant Secretary

DocuSigned by:
James Griffith
Chairman/Vice Chairman