

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, April 23, 2025 at 11:00 a.m. at the offices of England-Thims & Miller, Inc, 14775 Old St. Augustine Road, Jacksonville, Florida.

Present and constituting a quorum were:

James Griffith	Chairman
Trisston Brown	Vice Chairman
Joan Nero	Supervisor
Larry Lokey	Supervisor
Lynda Learn	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Matt Biagetti	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. and called roll. Five Supervisors were present 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 February 5, 2025 Meeting

Mr. Oliver presented the minutes of the February 5, 2025 meeting and asked for any questions, comments or revisions. The Board had no changes to the minutes.

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Bartram Park CDD

On MOTION by Mr. Griffith, seconded by Ms. Learn, with all in favor, the Minutes of the February 5, 2025 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Appointment of Audit Committee

Mr. Oliver noted Florida statutes require the District to go through the RFP process to select an audit firm to perform the annual audit. He added they will be appointing the audit committee to issue the criteria and RFP for the FY25 audit. He noted they typically use the Board of Supervisors as the Audit Committee and asked if the Board had any objections to this. The Board had no objections.

On MOTION by Mr. Griffith, seconded by Mr. Brown, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

FIFTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2024 Audit Report

Mr. Oliver presented the Fiscal Year 2024 audit report on page 11 of the agenda package. He stated the audit contained no findings and is considered a clean audit. He noted the audit found they are in accordance with the statutes.

On MOTION by Mr. Griffith, seconded by Mr. Lokey, with all in favor, the Fiscal Year 2024 Audit Report, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date to Adopt (*a copy of the proposed budget will be sent under separate cover*)

Mr. Oliver presented the budget on page 44 of the agenda package. He stated there is no change in assessments and the per unit assessments remain the same. He noted they are proposing to hold the public hearing on July 23, 2025 at the Bartram Springs Amenity Center.

On MOTION by Mr. Griffith, seconded by Mr. Brown, with all in favor, Resolution 2025-02 Approving the Proposed Budget for

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Fiscal Year 2026 and Setting a Public Hearing Date to Adopt on July 23, 2025, was approved.

SEVENTH ORDER OF BUSINESS**Discussion of Transferring CDD Files from Previous Engineer Firm**

Mr. Oliver stated they are in the process of switching engineering companies and if the new vendor ever needs communication with the old company, he will help with the communication. He added they feel confident with leaving the records where they are, and if they ever need to pull a document they can do so. The previous vendor will be keeping the documents, however they will make them available for the District for whenever they need them.

EIGHTH ORDER OF BUSINESS**Ratification of Second Addendum to Property Interest Exchange, Construction, Maintenance & Joint Use Agreement**

Mr. Haber stated the District is already a part of this agreement because in the event of an emergency, the CDD has a backup maintenance entity for the stormwater system for the HOA. He noted the HOA owns this system and if there are problems with it, they will fix it, however, if it is needed, the CDD can step in.

Mr. Griffith asked how to change this to another entity. Mr. Haber stated that part of the agreement does not include the CDD. He added this document does not hold any liability to the District.

On MOTION by Mr. Griffith, seconded by Mr. Brown, with all in favor, the Second Addendum to Property Interest Exchange, Construction, Maintenance & Joint Use Agreement, was ratified.

NINTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

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

Mr. Haber had nothing specific to report.

B. Engineer

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The Board had nothing for the engineer.

C. Manager

1. Report on the Number of Registered Voters

Mr. Oliver stated they do not currently have the number of registered voters yet. He noted they are required to report on the number of voters in the District according to the Florida Statutes.

2. Form 1 Filing and Annual Ethics Training

Mr. Oliver reminded the Board to file their Form 1 documents by the July 1, 2025 deadline and to complete the required four hours of ethics training.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Mr. Oliver noted no members of the public were present.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Griffith stated he has been in communication with the city councilman because they paved the first 2/3rds of Bartram Park, but not the last third. He was told they will not pave the last third of the road because it was rated below a 60%. He added the councilman is advising the city to conduct more surveys on the roads.

THIRTEENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2025

Mr. Oliver presented the financials through March 31st. The District is currently operating under budget.

B. Assessment Receipt Schedules

Mr. Oliver noted the District is 99% collected.

C. Approval of Check Register

Mr. Oliver presented the check register totaling \$115,020.34. He asked for any questions, comments, or concerns. Hearing no questions, he asked for a motion to approve.

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

FOURTEENTH ORDER OF BUSINESS Next Regular Scheduled Meeting – July 23, 2025 at 11:00 a.m.

Mr. Oliver stated the next regular scheduled meeting will be July 23, 2025 at 11:00 a.m. at Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

FIFTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

Signed by:

[Signature]

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Chairman/Vice Chairman