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, July 23, 2025 at 11:00 a.m. at the Hampton Inn & Suites Jacksonville South – Bartram Park, 13950 Village Lake Cir, Jacksonville, Florida.

Present and constituting a quorum were:

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

Also present were:

Jim Oliver	District Manager
Katie Buchanan *by phone*	District Counsel
David Landing	District Engineer
Matt Biagetti	GMS
Andrew Mansen	Alliant Engineering

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Oliver called the meeting to order at 11:00 a.m. and called roll. Four 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 April 23, 2025 Meeting**

Mr. Oliver presented the minutes of the April 23, 2025 meeting and asked for any questions, comments or revisions. Mr. Griffith noted in the 12th order of business it should be my name instead of Larry Lokey's name. Mr. Oliver noted that they would incorporate that change into the minutes.

> On MOTION by Mr. Griffith, seconded by Mr. Lakey, with all in favor, the Minutes of the April 23, 2025 Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2025-03, Resetting Public Hearing Location**

Mr. Oliver noted that they had originally set the meeting location at Bartram Springs but that meeting location was unavailable. We selected this site so we just need a motion to approve that resolution.

> On MOTION by Mr. Griffith, seconded by Ms. Learn, with all in favor, Resolution 2025-03, Resetting Public Hearing Location, was approved.

FIFTH ORDER OF BUSINESS **Public Hearing Adopting the Budget for Fiscal Year 2026**

Mr. Oliver provided an overview of the Fiscal Year 2026 budget and noted that there was no increase in the budget. The assessments are staying the same and the O&M assessment for the units remain at the same cost.

Mr. Oliver asked for a motion to open the public hearing.

> On MOTION by Mr. Griffith, seconded by Ms. Learn, with all in favor, Opening the Public Hearing, was approved.

Mr. Oliver asked for a motion to close the public hearing.

> On MOTION by Mr. Griffith, seconded by Mr. Lokey, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2025-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026

Ms. Buchanan noted that this resolution will finalize the budget for Fiscal Year 2026. This resolution adopts the budget that Mr. Oliver reviewed and authorizes District staff to incorporate that into the District's official records. Ms. Buchanan noted the resolution includes a provision that allows for line-item amendments up to $15,000 or 15% of a line item without coming back to the Board. If they exceed that amount they'll adopt an amended budget at the end of the fiscal year to true up the numbers.

On MOTION by Mr. Griffith, seconded by Ms. Learn, with all in favor, Resolution 2025-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026, was approved.

B. Consideration of Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026

Ms. Buchanan stated this resolution sets in place the assessment lien necessary to provide the revenues for the budget the Board just adopted. It also specifies the method of collection and allows for the District Manager to provide the assessment rolls for the tax collector.

On MOTION by Mr. Griffith, seconded by Mr. Lokey, with all in favor, Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026, was approved.

SIXTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Ms. Buchanan had nothing to additional to report to the Board.

B. Engineer

Mr. Landing and Mr. Mansen with Alliant Engineering introduced themselves to the Board.

C. Manager

1. Report on the Number of Registered Voters (5,779)

Mr. Oliver stated that they have a letter from the Supervisor of Elections for Duval County showing that they have 5,779 registered voters living in the District.

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.

3. Discussion of Fiscal Year 2026 Meeting Schedule

Mr. Oliver reviewed the proposed Fiscal Year 2026 meeting schedule. He noted that they will meet quarterly on the 4th Wednesday. They will meet in October, January, April, and July.

> On MOTION by Mr. Griffith, seconded by Ms. Learn, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

EIGHTH ORDER OF BUSINESS Audience Comments

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

NINTH ORDER OF BUSINESS Supervisor's Requests

Mr. Griffith asked staff if they had any knowledge about what is going in on the corner of Bartram and Racetrac intersection. He asked staff to find out what was being built there.

Mr. Brown stated that he loved the Hampton Inn for the meeting location.

TENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2025

Mr. Oliver presented the financials through June 30th. He noted that it looks like they will end the year with a positive variance of $15,000.

B. Assessment Receipt Schedules

Mr. Oliver noted the District is 100% collected.

C. Approval of Check Register

Mr. Oliver presented the check register totaling $59,937.19 for the months of April, May, and June. He asked for any questions, comments, or concerns. Hearing no questions, he asked for a motion to approve.

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

ELEVENTH ORDER OF BUSINESS **Next Regular Scheduled Meeting – To Be Determined**

Mr. Oliver stated the next regular scheduled meeting will be October 22, 2025 at 11:00 a.m. at the Hampton Inn & Suites, Jacksonville South – Bartram Park.

TWELFTH ORDER OF BUSINESS **Adjournment**

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

Signed by:
4063C39AF3334DD...
Chairman/Vice Chairman