

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 22, 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
Matt Biagetto	GMS
Kyle Magee <i>by phone</i>	District Counsel

**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 July 23, 2025 Meeting**

Mr. Oliver presented the minutes of the July 23, 2025 meeting and asked for any questions, comments or revisions.

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

#### **FOURTH ORDER OF BUSINESS**

#### **Acceptance of Audit Committee's Recommendation and Approval of Audit Criteria**

Mr. Oliver noted the next item is acceptance of the Audit Committee's recommendation and approval of audit criteria. He noted that they were looking for ratification of the audit criteria used for the audit RFP process.

On MOTION by Mr. Griffith, seconded by Mr. Lokey with all in favor, the Audit Committee's Recommendation of Audit Criteria, was ratified.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2025**

Mr. Oliver noted the consideration of the committee's rankings of appropriate proposals to perform the audit for fiscal year 2025. The committee met and selected the only vendor, which was Grau and Associates.

On MOTION by Mr. Griffith, seconded by Mr. Lokey with all in favor, the Audit Committee's Rankings for Grau & Associates to Perform Audit for Fiscal Year 2025, was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Other Business**

There being no comments, the next item followed.

#### **SEVENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

Mr. Magee had nothing to report and offered to answer any Board questions.

##### **B. Engineer**

There being no comments, the next item followed.

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**C. Manager**

**1. Ratification of Fiscal Year 2026 Goals & Objectives**

Mr. Oliver stated under the management report they have ratification of Fiscal Year 2026 goals and objectives, and that will be followed by the review of Fiscal Year 2025 goals and objectives.

On MOTION by Mr. Brown, seconded by Mr. Griffith with all in favor, the Fiscal Year 2026 Goals and Objectives, was ratified.

**2. Review of Fiscal Year 2025 Goals & Objectives**

Mr. Oliver reminded the Board that during the 2024 legislative session, Florida required all Special Districts to adopt annual goals and objectives and evaluate performance by December 1<sup>st</sup> after each fiscal year. At this meeting, the Board was asked to ratify the FY2026 goals, which mirror the FY2025 goals and take effect October 1. These goals are primarily for compliance with Florida statutes, not aspirational targets. The District met all prior requirements, including holding required board meetings, providing proper public notices, and completing budget approvals on time.

On MOTION by Mr. Griffith, seconded by Mr. Lokey with all in favor, the Fiscal Year 2025 Goals and Objective, 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 stated the HOA will be performing an extensive lift to the tree limbs along the main Boulevard in November.

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**TENTH ORDER OF BUSINESS**

**Financial Reports**

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

Mr. Oliver presented the financials through September 30, 2025. Mr. Oliver stated the Capital Reserve account has a balance of \$180,000 and excess revenues over expenditures is \$19,402.

**B. Assessment Receipt Schedule**

Mr. Oliver noted the District is 100% collected.

**C. Approval of Check Register**

Mr. Oliver presented the check register totaling \$31,079. 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 Ms. Learn with all in favor, the Check Register, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Regular Scheduled Meeting –  
Wednesday, January 28, 2026 at 11:00 a.m.**

Mr. Oliver stated the next regular scheduled meeting will be January 28, 2026 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

Secretary/Assistant Secretary

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Signed by:

 James Griffith

Chairman/Vice Chairman

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