

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 28, 2026 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:

Trisston Brown	Vice Chairman
Larry Lokey	Supervisor
Lynda Learn	Supervisor
Joan Nero <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber (phone)	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. and called roll. Three Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver noted for the record that there were no members of the public present.

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 22, 2025 Meeting

Mr. Oliver presented the minutes of the October 22, 2025 meeting and asked for any questions, comments or revisions. A correction was noted to correct the spelling of Mr. Lokey's name. With no additional corrections, a motion was made and seconded.

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On MOTION by Mr. Lokey, seconded by Ms. Learn, with all in favor, the Minutes of the October 22, 2025 Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS

Acceptance of the Minutes of the October 22, 2025 Audit Committee Meeting

Mr. Oliver reviewed the minutes of the 2025 Audit Committee meeting and asked for any questions, comments or revisions. There were no changes to the minutes.

On MOTION by Mr. Brown, seconded by Mr. Lokey with all in favor, Acceptance of the Minutes of the October 22, 2025 Audit Committee Meeting, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter with Grau & Associates

Mr. Oliver reviewed the ratification of the audit engagement letter with Grau & Associates for the FY25 audit. As required by Chapter 218, Florida Statutes, the District completed the RFP process to select an independent CPA firm. The engagement amount is \$3,200, consistent with the current budget.

On MOTION by Mr. Brown, seconded by Mr. Lokey with all in favor, the Audit Engagement Letter with Grau & Associates, was ratified.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

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

B. Engineer

There being no engineer present, the next item followed.

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C. Manager

Mr. Oliver advised that the proposed budget will be presented at the April 22, 2026 meeting to begin the FY27 budget process. In accordance with statutory requirements, the Board will approve a proposed budget by June 15, 2026 followed by a refinement period of at least 60 days. A public hearing will be scheduled thereafter, and upon adoption, the assessment rolls will be submitted to the Duval County Tax Collector by July 31, 2026. The early start to the budget process is required due to Duval County timelines.

Mr. Oliver also noted that the 2026 election cycle is approaching. The terms of Mr. Lokey and Ms. Learn expire in November 2026, while the remaining Supervisor’s terms expire in November 2028. The formal candidate qualifying period is the second week of June 2026 through the Supervisor of Elections, with an option to pre-qualify. Additional information on the qualifying process will be provided as needed.

EIGHTH ORDER OF BUSINESS

Audience Comments

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

NINTH ORDER OF BUSINESS

Supervisor’s Requests

There were no Supervisor’s Requests.

TENTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver Reviewed the financials through December 31, 2025.

B. Assessment Receipt Schedule

Mr. Oliver noted the District is 96% collected and explained is typical at year-end, with remaining collections expected in January.

C. Approval of Check Register

Mr. Oliver presented the check register. 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. Brown, seconded by Mr. Lokey, with all in favor, the Check Register, was approved.

**ELEVENTH ORDER OF BUSINESS Next Regular Scheduled Meeting –
Wednesday, April 22, 2026 at 11:00 a.m.**

Mr. Oliver stated the next regular scheduled meeting will be April 22, 2026 at 11:00 a.m. at the Hampton Inn & Suites, Jacksonville South – Bartram Park.

TWELFTH ORDER OF BUSINESS Adjournment

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

Signed by:
Matt Baggett
EB6F00213966403
Secretary/Assistant Secretary

Signed by:
James Griffith
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Chairman/Vice Chairman