MINUTES OF MEETING ISLES OF BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District was held on Tuesday, December 5, 2018 at 1:30 p.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092.

Present and constituting a quorum were:

Zenzi Rogers

Chairperson

Chris Mayo

Supervisor

Joe Panchula

Supervisor

Also present were:

Jim Oliver

District Manager

Wes Haber

District Counsel (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 1:30 p.m.

Mr. Oliver administered an oath of office to Mr. Chris Mayo prior to the Audit Committee Meeting held prior to the regular meeting on December 5, 2018.

SECOND ORDER OF BUSINESS

Audience Comment

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Approval of Minutes from the September 11, 2018 Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the September 11, 2018 meeting. Are there any additions, corrections or deletions?

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor the Minutes of the September 11, 2018 Meeting were approved.

FOURTH ORDER OF BUSINESS

Acceptance of Minutes of the September 11, 2018 Audit Committee Meeting

Mr. Oliver stated included in your agenda package is a copy of the minutes of the September 11, 2018 Audit Committee Meeting. Are there any additions, corrections or deletions?

On MOTION by Ms. Rogers seconded by Mr. Panchula with all in favor the Minutes of the September 11, 2018 Audit Committee Meeting were accepted.

FIFTH ORDER OF BUSINESS

Acceptance of Audit Committee Recommendations

Mr. Oliver stated earlier today the audit committee met and they ranked the proposals received from Grau & Associates and Berger, Toombs, Elam, Gaines & Frank. The audit committee ranked Grau & Associates as the top ranked audit firm and Berger, Toombs was second ranked.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor to Rank Grau & Associates as the #1 Ranked Audit Firm & Direct Staff to Obtain an Engagement Letter was approved.

SIXTH ORDER OF BUSINESS

Organizational Matters

- A. Oaths of Office for Newly Elected Supervisors
- B. Resolution 2019-01, Canvassing & Certifying the Results of the Landowners Election
- C. General Information for Supervisors
- D. Consideration of Resolution 2019-02, Election of Officer
- Mr. Oliver stated a landowner's election was held in November. Mr. Mayo and Ms. Feiner both received 100 votes and Mr. Della Penta received 50 votes. Mr. Mayo and Ms. Feiner will serve four-year terms and Mr. Della Penta will serve a two year term.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor Resolution 2019-01 Canvassing & Certifying the Results of the Landowners Election was approved.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor Resolution 2019-02 Election of Officers Ms. Rogers as Chairperson & Mr. Mayo as Vice Chairman was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal from VGlobalTech for ADA Website

Mr. Oliver stated included in your agenda package is a proposal from VGlobalTech to bring the CDD website up to be compliant with ADA requirements. The proposal to bring the website into compliance is at a one time fee of \$1,750.

On MOTION by Ms. Rogers seconded by Mr. Panchula with all in favor the Proposal from VGlobalTech for ADA Website Accessibility was approved.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors' Requests and Audience

Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of October 31, 2018 and Statement of Revenues & Expenditures

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement.

B. Assessment Receipt Schedule

Mr. Oliver stated included in your agenda package is an assessment receipt schedule.

C. Approval of Check Register

Mr. Oliver stated included in your agenda package is a check register.

On MOTION by Ms. Rogers seconded by Mr. Panchula with all in favor the Check Register was approved.

D. Approval of Funding Request No. 33 & 34

Mr. Oliver stated included in your agenda package is Funding Request No. 32.

On MOTION by Ms. Rogers seconded by Mr. Panchula with all in favor Funding Request Nos. 33 & 34 were approved.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – February 20, 2019 at 11:00 a.m. at the Offices of GMS

Mr. Oliver stated the next scheduled meeting is February 20, 2019 at 11:00 a.m. at this office.

THIRTEENTH

Adjournment

On MOTION by Ms. Rogers seconded by Mr. Panchula with all in favor the Meeting was adjourned.

Secretary / Assistant Secretary

Chairperson Vice Chairperson