

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, May 15, 2019 at 11:00 a.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
Joe Panchula	Supervisor
Ginny Feiner	Supervisor
Mike Della Penta	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 11:00 a.m.

**SECOND ORDER OF BUSINESS**

**Audience Comment**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes from the February 20, 2018 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the February 20, 2019 meeting. Are there any additions, corrections or deletions?

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor the Minutes of the February 20, 2019 Meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-03, Approving Fiscal Year 2019 Proposed Budget & Setting a Date for Public Hearing for Adoption**

Mr. Oliver stated the general fund budget is essentially the same. I am proposing a budget with no increase in assessments.

Mr. Haber stated there was a time when the District needed more attorney services but you could probably knock that \$20,000 in half.

Mr. Oliver stated so then you just have a \$5,000 deficit, which I think we can find \$5,000 worth of savings, so then we wouldn't have an increase in assessments or Developer contribution.

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor Resolution 2019-03 Approving the Fiscal Year 2019 Proposed Budget & Setting a Public Hearing for August 21, 2019 at 11:00 a.m. at the Office of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-04, Implementing Florida Statutes and Instructing the St. Johns County Supervisor of Elections to Conduct the District's General Election**

Mr. Oliver stated beginning next year, we will have general elections to fill seats on the board. Two seats will be filled by resident electors in November of 2020.

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor Resolution 2019-04 Implementing Florida Statutes and Instructing the St. Johns County Supervisor of Elections to Conduct the District's General Election was approved.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2018 Financial Audit**

Mr. Oliver stated included in your agenda package is a copy of the Fiscal Year 2018 Financial Audit. It is a clean audit.

*Ms. Rogers joined the meeting in person.*

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor the Fiscal Year 2018 Financial Audit was accepted.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Conveyance of Property to CDD**

Mr. Haber stated the CDD really owns a limited amount of property, which is largely some common areas in the front by the gate and behind the gate it is the stormwater improvements. There are some stormwater improvements that the CDD already owns and there are others that still need to be conveyed. There are certain stormwater improvements that have not yet been conveyed to the CDD within Phases 3A, 3B and 4C. I have prepared a bill of sale, a special warranty deed and an engineer certificate for the conveyance of those improvements by the Developer to the CDD. I have shared those documents with Zenzi and Matt Maggiore with ETM. Matt reviewed them and he is still waiting on asbuilts and final signoffs, so he was not able to sign the document I am handing out now, which is a certificate from the engineer saying that the improvements were built in accordance with plans and specs and are ready to be conveyed to the CDD.

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor the Conveyance of Property to CDD was approved, subject to the District Engineer Signing the Certification & Authorizing the Chairperson for final signoff of the conveyance documents.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated I will be leaving for sixth months on June 1<sup>st</sup>.

**B. Engineer**

There being none, the next item followed.

**C. Manager – Report on Number of Registered Voters**

Mr. Oliver stated there are 361 registered voters in the District as of April 15, 2019.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

Ms. Rogers asked because the District owns so little what if we wanted to unravel the District, what do we want to do?

Mr. Haber responded probably the biggest impediment to doing that is outstanding bonds. As long as the District has outstanding debt, it can't be unraveled or dissolved. I think we have also discussed if there is a way to further limit the CDDs role. As long as those bonds are outstanding, the CDD is going to need to exist but sometimes you will see CDDs enter into contracts with an HOA and the HOA would maintain things on the CDDs behalf then that would limit the involvement of the CDD.

Ms. Rogers stated we are doing a second entrance off of Race Track Road and will be gated. Would that be a District asset or is that HOA?

Mr. Oliver responded I could see it being District owned and maintained up the gate.

Ms. Rogers stated the difference is with the other entrance there is a strip of land prior to the gate.

Mr. Haber stated I think it is your best bet to have it HOA. If it has security powers, it probably has the authority to own it. We may be able to get there if you really want to consider the District owning it but I think it would be easier for the HOA to own it.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of March 31, 2019 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. Della Penta with all in favor the Check Register was approved.

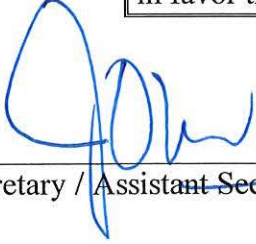
**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 21, 2019 at 11:00 a.m. at the Offices of GMS**

Mr. Oliver stated the next scheduled meeting is August 21, 2019 at 11:00 a.m. at this office.

**THIRTEENTH ORDER OF BUSINESS      Adjournment**

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



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Secretary / ~~Assistant Secretary~~



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Chairperson / ~~Vice Chairperson~~