

**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, **November 18, 2020** at 2:00 p.m. 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Joe Panchula	Supervisor
Mike Della Penta	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>via phone</i>	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 2:00 p.m. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comment

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Affidavits of Publication

The meeting was advertised on October 26, 2020 and November 2, 2020 in the St. Augustine Record.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the July 22, 2020 Meeting

Mr. Oliver presented the minutes of the July 22, 2020 meeting and there were no additions, corrections or deletions.

On MOTION by Ms. Rogers seconded by Mr. Panchula, with all in favor, the Minutes of the July 22, 2020 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisor

Mr. Oliver stated Ms. Zenzi Rogers was elected and the oath was administered.

B. Consideration of Resolution 2021-01, Canvassing & Certifying the Results of the Landowners Election

Mr. Oliver stated the Landowners meeting was held prior to this meeting and Ms. Rogers was nominated and received 50 votes, and she will serve a 4 year term.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, Resolution 2021-01 Canvassing and Certifying the Results of the Landowners Election, was approved.

C. Consideration of Resolution 2021-02, Election of Officers

Mr. Oliver stated Ms. Rogers would serve as Chair, Mr. Mayo serves as Vice-Chair, and the other members, Mr. Panchula, Ms. Feiner and Mr. Della Penta will serve as Assistant Secretaries.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, Resolution 2021-02 Election of Officers with Ms. Rogers as Chair, Mr. Mayo as Vice Chair and Mr. Panchula, Ms. Feiner, and Mr. Della Penta as Assistant Secretaries, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-03, Declaring Vacancy in Seats 3 & 5

Mr. Haber stated this Resolution addresses the fact that two seats that expired and should be filled with a resident of the CDD. No one qualified for either seat, so both seats were deemed vacant as of November 17th. However, the individuals that were in those seats will remain. The District needs to make every effort to fill those seats within a 90-day period in accordance with Chapter 190. As of now those seats will be filled with Mr. Panchula and Mr. Mayo.

On MOTION by Ms. Rogers seconded by Mr. Della Penta, with all in favor Resolution 2021-03, Declaring Vacancy in Seats 3 & 5, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Landscape Maintenance

Mr. Oliver stated currently the budget was at \$45,000. Yellowstone submitted a proposal for Landscaping Services. The Board agreed to allow Counsel to draft agreement.

On MOTION by Ms. Rogers seconded by Mr. Della Penta, with all in favor, the Proposal for Yellowstone to Provide Landscaping Maintenance, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Memo of Understanding with the St. Johns Property Appraiser

Mr. Oliver stated this was for all St. Johns County Districts and the agreement to be judicious with the access and disclosure of any information.

On MOTION by Ms. Rogers seconded by Mr. Della Penta, with all in favor, the Memo of Understanding with the St. Johns Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Ratification of FY 20 Audit Engagement Letter with Grau & Associates

Mr. Oliver stated the firm selected was Grau & Associates for \$4,000.

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor, the FY 20 Audit Engagement Letter with Grau & Associates, was ratified.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated the Governor’s Executive Order expired, and there was an extension of a State of Emergency order and does not impact the Executive Order regarding virtual meetings.

Virtual meetings are not currently authorized. There is lobbying for a new Executive Order to allow virtual meetings. Mr. Haber will keep the Board informed.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

TWELTH ORDER OF BUSINESS Supervisors' Requests

Ms. Rogers asked about discussion of Wetlands that are still owned by the Developer. Mr. Haber stated they could be conveyed to the District and could be brought to the next meeting. Ms. Rogers asked that it be on the next meeting agenda. The Board will authorize the Chair to accept the Wetlands preservation conservation property from the Developer and make the determination if the CDD would accept these properties. This would be brought to the Board for ratification.

On MOTION by Ms. Rogers seconded by Mr. Della Penta, with all in favor, Authorizing the Chair to Review and Approve a Deed for the Wetlands/Conservation Properties for the Community with the understanding that such property may be deeded to the HOA instead of the CDD, was approved.

THIRTEENTH ORDER OF BUSINESS Audience Comments

No audience members were present.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of September 30, 2020 and Statement of Revenues & Expenditures

Mr. Oliver stated included in your agenda package is a copy of the unaudited balance sheet and income statement as of September 30th.

B. Assessment Receipt Schedule

Mr. Oliver stated the schedule shows the CDD is fully collected for 2020.

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. Mayo with all in favor, the Check Register was approved.

FIFTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 17, 2021
at 2:00 p.m. at the offices of GMS, 475 West
Town Place, Suite 114, St. Augustine, FL
32092**

Mr. Oliver stated the next scheduled meeting is February 17, 2021 at 2:00 p.m. at this location.

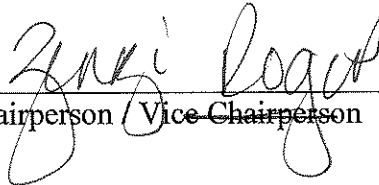
SIXTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary / ~~Assistant Secretary~~



Chairperson / ~~Vice-Chairperson~~