

**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 Wednesday, **November 17, 2021** at 10:00 a.m. at the Offices of GMS, 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
Scott Forshey-Friedman	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 10:10 a.m. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comment**

Mr. Oliver stated that there were no members of the public present for the meeting.

**THIRD ORDER OF BUSINESS**

**Minutes**

**A. Approval of Minutes of the August 18, 2021 Meeting**

Mr. Oliver presented the minutes of the August 18, 2021 meeting and there were no additions, corrections, or deletions.

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**B. Acceptance of the August 18, 2021 Audit Committee Meeting Minutes**

Mr. Oliver presented the minutes of the August 18, 2021 Audit Committee meeting and there were no additions, corrections, or deletions.

On MOTION by Ms. Rogers seconded by Mr. Panchula, with all in favor, Approval of the Minutes of the August 18, 2021 Board Meeting and Acceptance of the August 18, 2021 Audit Committee Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of Executed Engagement Letter for FY 2021 Audit Services**

Mr. Oliver noted that the Board had selected Grau & Associates for a fee of \$3,800 that is within budget.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, the Ratification of Executed Engagement Letter for FY 2021 Audit Services, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Lake Doctors, Inc Pond Maintenance Services Renewal**

Mr. Oliver provided an overview of the proposals for pond maintenance and maintenance of the fountains. The amounts are the same for FY21. For pond maintenance the total is \$1,670 a month and for fountain maintenance the total is \$350 per quarter. It was asked if these totals reflected the addition of the pond by the new phase that they previously were not maintaining. This proposal does not include that pond, but Mr. Oliver said he will look into the addition of that pond.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, the Lake Doctors, Inc Pond Maintenance Services Renewal, was approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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**SEVENTH ORDER OF BUSINESS****Staff Reports****A. Attorney****1. Discussion of Transfer of Client Matters to Kutak Rock LLP**

Mr. Haber reported that he is no longer with Hopping Green & Sams and that he is now with Kutak Rock LLP and insured the Board that they will have all the same resources plus additional resources with the new firm. In large, this is just a change in name for the firm and ultimately, they will need a new agreement with the new firm, but the Board should not experience any change. If there are no questions from Board members, he would be looking for a motion to authorize the signature of the transition letter with the option of choosing to move with the practice group to the new firm. The Board also has the option to seek new legal counsel.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Consideration of Transferring Legal Matters from Hopping Green & Sams to Kutak Rock LLP, was approved.

**2. Memo Regarding Publication of Legal Notices**

Mr. Haber stated that this law says that units of government including CDDs can use a newspaper's website to advertise meetings but if you do that you still need to publish a notice to let the public know that notice are on the website. He does not believe that this law is beneficial to the District at this time but will continue monitor the law to see if there is a way to utilize the service for cost savings purposes.

**3. Memo Regarding Stormwater Needs Analysis**

Mr. Haber reported that this law requires any unit of government that provides storm water to conduct an analysis and provide a report to the state by June of next year. The action needed from the Board at this time is direction for staff to reach out to ETM for a proposal to conduct the analysis. The Board may want to consider authorizing the Chair to review and approve the proposal with respect to the amount of time they may need to prepare the report. Mr. Oliver agreed with the approach because they do not know what the number will look like, and this is an unfunded mandate by the state so taking it one step at a time is best. He also believes there may even be an extension to the June date.

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On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, Authorizing Staff to Seek a Proposal from ETM and Authorizing the Chair to Review and Approve the Proposal, was approved.

**4. Memo Regarding Prompt Payment Requirements**

Mr. Haber stated that there have been some changes to the prompt payment law. Counsel has a form of resolution and form of amended policies for the District to consider that will be ready at a future meeting.

**5. Memo Regarding Public Records Exemptions**

Mr. Haber noted that certain people are exempt from public record, and this is to advise the Board and staff that the exemption is properly applied.

**B. Engineer**

Mr. Maggiore was not in attendance.

**C. Manager**

Mr. Oliver had nothing further for the Board.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Forshey-Friedman talked about the entry and exit of the community and brought up for Board discussion the open roadway with no striping down the middle. He would like to know what it would look like to stripe the road. There is also an issue with residents getting into the gate because there is no division between the visitor and residents' side of the entry. He would like to entertain reviewing what options they do have. Mr. Oliver spoke with the district engineer prior to the meeting, after hearing from Mr. Forshey-Friedman. The CDD, HOA, and St. Johns County would likely need to be involved in reviewing the matter.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

There being no public present, the next item followed.

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**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of September 30, 2021 and Statement of Revenues & Expenditures**

Mr. Oliver stated that included in the agenda package is a copy of the financial reports through September 31, 2021. The end of year financials are included and the Board did meet the budget.

**B. Assessment Receipt Schedule**

Mr. Oliver noted that the assessment receipt schedule shows they are 100% collected.

**C. Approval of Check Register**

Mr. Oliver stated that included in the agenda package is a check register. The Board had no questions.

On MOTION by Ms. Rogers seconded by Mr. Forshey-Friedman, with all in favor, the Check Register, was approved.

**D. Consideration of Funding Request No. 37**

Mr. Oliver stated that \$14,510 is the difference between what was collected in revenues and what the actual expenditures were.

On MOTION by Ms. Rogers seconded by Mr. Forshey-Friedman, with all in favor, Funding Request No. 37, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 16, 2021  
@ 10:00 a.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 16, 2022 at 10:00 a.m. at the Offices of GMS.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Rogers seconded by Mr. Forshey-Friedman, with all in favor, the Meeting was adjourned.

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Isles of Bartram Park CDD

DocuSigned by:

*James Oliver*

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Secretary / Assistant Secretary

DocuSigned by:

*Benzi Rogers*

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Chairperson / Vice Chairperson