

**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, **February 16, 2022** at 1:00 p.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
Michael Della Penta	Supervisor
Scott Forshey-Friedman	Supervisor

Also present were:

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 10:10 a.m. Five 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**

**Approval of Minutes of the November 17,  
2021 Meeting**

Mr. Oliver presented the minutes of the November 17, 2021 meeting and there were no additions, corrections, or deletions.

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On MOTION by Ms. Rogers seconded by Mr. Forshey-Friedman, with all in favor, the Minutes of the November 17, 2021 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Prompt Payment Policies Resolution 2022-01**

Mr. Oliver presented the resolution and noted that this is required by Florida statutes. The Board had no questions.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, the Prompt Payment Policies Resolution 2022-01, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Registered Agent and Registered Office Resolution 2022-02**

Mr. Oliver noted that Wes Haber would be designated as the registered agent and Kutak Rock Tallahassee office as the registered office for the District.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, the Registered Agent Designated as Wes Haber and Registered Office Designated as Kutak Rock, LLP Tallahassee office Resolution 2022-02, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Pond Maintenance Agreement with Lake Doctors, Inc.**

Mr. Oliver presented the pond maintenance agreement with Lake Doctors, Inc. for eleven ponds noting the total per month of \$1,670.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fountain Maintenance Agreement with Lake Doctors, Inc.**

Mr. Oliver reviewed the fountain maintenance agreement with Lake Doctors, Inc. for four pond fountains totaling \$350 per quarter.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Lake Doctors, Inc Pond Maintenance Agreement and Fountain Maintenance Agreement, was approved.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03,  
Authorizing St. Johns Supervisor of Elections  
to Conduct the 2022 General Election**

Mr. Oliver stated that this resolution authorizes St. Johns Supervisor of Elections to conduct the 2022 general election.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, Resolution 2022-03, Authorizing St. Johns Supervisor of Elections to Conduct the 2022 General Election, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposal for Road Striping**

Mr. Oliver presented the proposal for road striping of the CDD entry road from Rogers Pavement Maintenance, Inc for \$2,050.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, the Proposal for Road Striping, was approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing further to report.

**B. Engineer – Presentation of Proposal to Prepare Stormwater System Needs Analysis Report**

Mr. Maggiore presented the stormwater system needs analysis report proposal. After discussion between staff and the engineer, the Board decided on a not to exceed amount of \$15,000 for the report.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, the Proposal to Prepare Stormwater System Needs Analysis Report Not to Exceed \$15,000, was approved.

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**C. Manager**

Mr. Oliver had nothing further for the Board.

**TWELFTH ORDER OF BUSINESS      Supervisors' Requests**

The Board discussed the transfer of deeds for certain lands from the master Developer to either the HOA or CDD. There was a discussion of funding for the clean-up of construction debris in ponds.

**THIRTEENTH ORDER OF BUSINESS      Audience Comments**

There being no public present, the next item followed.

**FOURTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet as of December 31, 2021 and Statement of Revenues & Expenditures**

Mr. Oliver stated that included in the agenda package is a copy of the financial reports through December 31, 2021.

**B. Assessment Receipt Schedule**

Mr. Oliver noted that the assessment receipt schedule shows they are 97% 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.

**FIFTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – May 18, 2022 @ 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 May 18, 2021 at 10:00 a.m. at the offices of GMS.

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**SIXTEENTH ORDER OF BUSINESS    Adjournment**

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

DocuSigned by:  
*Jim Oliver*  
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Secretary / Assistant Secretary

DocuSigned by:  
*Erinji Rogers*  
635A71EC3371457  
Chairperson / Vice Chairperson