

**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, **August 17, 2022** at 10:00 a.m. at the Renaissance World Golf Village Hotel, St. Augustine, Florida.

Present and constituting a quorum were:

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

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Nancy Brown	Supervisor-elect
Joe Zemel	Supervisor-elect

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 10:00 a.m. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Affidavit of Publication**

Mr. Oliver stated the meeting was advertised in the St. Augustine Record on July 22<sup>nd</sup> and July 29<sup>th</sup>. He noted that mailed notices were sent to notify residents of the budget hearing today.

**THIRD ORDER OF BUSINESS**

**Audience Comment**

Mr. Oliver stated that this was the time for any audience members to comment on anything within the agenda and also for the budget hearing. Hearing none, the next item was followed.

August 17, 2022

Isles of Bartram Park CDD

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 18, 2022 Meeting**

Mr. Oliver presented the minutes of the May 18, 2022 meeting and there were no additions, corrections, or deletions.

On MOTION by Ms. Rogers seconded by Mr. Mayo, with all in favor, the Minutes of the May 18, 2022 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05, Amending the Location of Public Hearing to Adopt FY 2023 Budget**

Mr. Oliver stated the resolution is for amending the budget hearing for a new location. He added it was moved to this meeting date and location for providing for a larger venue to accommodate a larger audience.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2022-05, Amending the Location of Public Hearing to Adopt the FY 2023 Budget, was approved.

**SIXTH ORDER OF BUSINESS**

**Overview of Approved Fiscal Year 2023**

Mr. Oliver presented an overview of the Fiscal Year 2023 budget. He noted it is not a significant budget change. He pointed out the capital reserve fund contribution is budgeted at \$50,000. Growing the capital fund will provide for the next Board to have funds available for repair and replacement of capital assets needed such as irrigation, pumps and fountains. He stated the assessment table reflects 635 units are all assessed the same. The gross annual assessment increase is \$84. He added if residents pay their tax bill by November 30<sup>th</sup>, there is a 4% discount.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing**

**A. Consideration of Resolution 2022-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023**

Mr. Oliver asked for a motion to open the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Opening the Public Hearing, was approved.

August 17, 2022

Isles of Bartram Park CDD

Mr. Oliver asked for questions from the public on the budget. One member of the audience asked about specifics of lake maintenance being covered in the budget increase. Mr. Oliver responded that yes and that two proposals fall within the budget and the other is almost twice the budget available.

Mr. Oliver asked for a motion to close the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Closing the Public Hearing, was approved.

Mr. Haber reviewed Resolution 2022-06 that formally adopts the budget. He noted the Board had previously adopted a resolution approving a proposed budget, St. Johns County reviewed the resolution, and notices were published in the paper on the hearing. He added the budget was provided to the Board for review. This will adopt the fiscal year 2022/2023 budget in final form. The 2022/2023 budget year is October 1, 2022 – September 30, 2023. He explained what is included in the budget and that amendments are included in the approval.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2022-06, Relating to Annual Appropriations and Adopting the Budget for the Fiscal Year 2023, was approved.

**B. Consideration of Resolution 2022-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023**

Mr. Haber presented the next resolution. He noted the method of funding is the allocation of O&M assessments. He noted the adoption will levy the assessments and will certify assessment for collection. He added these will be forwarded to St. Johns County and the combined amount will be included on each homeowner's tax bill they will receive in November.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2022-07, Imposing Special Assessment and Certifying an Assessment Roll for Fiscal Year 2023, was approved.

August 17, 2022

Isles of Bartram Park CDD

**EIGHTH ORDER OF BUSINESS**

**Consideration of Lake Maintenance Proposals**

Mr. Oliver stated the current provider is Lake Doctors with an annual cost of \$20,000/year that doesn't include contingencies. He added \$25,800 was budgeted for this cost. He reviewed the proposals noting they were from First Choice Aquatics for \$14,160/year, Solitude Lake Management for \$24,637/year, and Charles Aquatics for \$48,372/year. The proposals were reviewed by Scott Forshey-Friedman, and rankings were provided with a first choice of First Choice Aquatics, second choice for Solitude and third choice at Charles Aquatics. Mr. Oliver stated the Board could continue with Lake Doctors or select one of the vendor proposals. Ms. Rogers asked if Mr. Oliver had worked with First Choice. He responded he had not.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Proposal for First Choice Aquatics, was approved.

Mr. Oliver stated a motion was needed to terminate the agreement with Lake Doctors.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, to Terminate the Agreement with Lake Doctors, was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing further to report.

**B. Engineer – Presentation of Annual Engineers' Report**

Mr. Oliver presented the Annual Engineer's Report that is required by state statutes. He noted the report stated the inspection was conducted and found them in good repair and working conditions and there was no recommendation for maintenance or repair. He added this will be filed with the State of Florida.

August 17, 2022

Isles of Bartram Park CDD

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Engineer’s Report, was approved.

**C. Manager – Consideration of Proposed FY 23 Meeting Schedule**

Mr. Oliver stated an annual meeting schedule is required each year for adoption. He suggested the current schedule which is the 3<sup>rd</sup> Wednesday at 10:00 on the following months: November 16<sup>th</sup>, February 15<sup>th</sup>, May 17<sup>th</sup>, and August 16<sup>th</sup>.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Proposal for the FY 23 Meeting Schedule, was approved.

**ELEVENTH ORDER OF BUSINESS                      Supervisors’ Requests**

The Board had no Supervisor requests.

**TWELFTH ORDER OF BUSINESS                      Audience Comments**

There being no public present, the next item followed.

**THIRTEENTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of July 31, 2022 and Statement of Revenues & Expenditures**

Mr. Oliver stated that included in the agenda package is a copy of the financial reports through July 31, 2022. He noted the end of the fiscal year will end on September 30<sup>th</sup> and they will start the process of having the audit conducted which is required.

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

August 17, 2022

Isles of Bartram Park CDD

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – TBD**

Mr. Oliver stated the next scheduled meeting will be November 16, 2022 at 10:00 a.m. at the offices of GMS.

**FIFTEENTH ORDER OF BUSINESS      Adjournment**

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

DocuSigned by:  
*Jim Oliver*  
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Secretary / Assistant Secretary

DocuSigned by:  
*Benji Rogers*  
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Chairperson / Vice Chairperson