

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 16, 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
Scott Forshey-Friedman	Supervisor
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

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND 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.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 17, 2022 Meeting**

Mr. Oliver presented the minutes of the August 17, 2022 meeting and there were no additions, corrections, or deletions.

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On MOTION by Mr. Forshey-Friedman seconded by Ms. Rogers, with all in favor, the Minutes of the August 17, 2022 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of Agreement with First Choice Aquatics for Pond Maintenance Services**

Mr. Oliver stated that at the last meeting they selected First Choice Aquatics for pond maintenance services, adding that the agreement with Lake Doctors had been terminated. He asked for a motion to ratify.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Rogers, with all in favor, the Agreement with First Choice Aquatics for Pond Maintenance Services, was ratified.

**FIFTH ORDER OF BUSINESS**

**Ratification of Agreement with First Choice Aquatics for Fountain Maintenance Services**

Mr. Oliver stated that it made more sense to have First Choice Aquatics replace Lake Doctors in doing the fountain maintenance services, and therefore asked for a motion to ratify.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, the Agreement with First Choice Aquatics for Fountain Maintenance Services, was ratified.

**SIXTH ORDER OF BUSINESS**

**Ratification of Engagement Letter for FY 22 Audit Services with Grau & Associates**

Mr. Oliver noted that Grau & Associates was selected through the RFP process as required by Chapter 218 of Florida statutes. He asked for a motion to ratify.

On MOTION by Ms. Rogers, seconded by Mr. Forshey-Friedman, with all in favor, the Engagement Letter for Fiscal Year 2022 Audit Services with Grau & Associates, was ratified.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

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**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing further to report.

**B. Engineer**

There being none, the next item followed.

**C. Manager – Election Results**

Mr. Oliver stated that Joe and Nancy would be joining the Board, adding that two years ago when the seats were open, they had no qualified applicants. He noted that the Board would need to fill one of those seats and that way there would be four residents on the Board. He also added that in 2024 the Board would have general elections again.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

The Board had no Supervisor requests.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

There being no public present, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of September 30, 2022 and Statement of Revenues & Expenditures**

Mr. Oliver stated that included in the agenda package is a copy of the financial reports through September 30, 2022. He noted that these were through the end of the fiscal year. He added that there were no unusual variances on there, other than positive ones in both revenues and expenditures.

**B. Assessment Receipt Schedule**

Mr. Oliver noted that the assessment receipt schedule shows they are 100% collected for Fiscal Year 2022. He added that property tax notices would go out at the beginning of November, and that the collections would start coming in for the District within the next couple weeks.

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**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. 38**

Mr. Oliver stated that the funding request was for the Lake Doctors' clean-up of a lake, adding that the invoice for \$900 was attached. He added that he had coordinated it with the Chair before it occurred and asked for a motion to approve.

On MOTION by Ms. Rogers seconded by Mr. Forshey-Friedman, with all in favor, Funding Request No. 38, was approved.

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 15, 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 will be February 15, 2023 at 10:00 a.m. at the offices of GMS.

**THIRTEENTH 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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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson