

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 Friday, November 17, 2023 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:

Scott Forshey-Friedman	Chairman
Joseph Zemel	Vice Chairman
Delton Stuck	Supervisor
Nancy Brown	Supervisor
Zenzi Rogers	Supervisor

Also present were:

Jim Oliver	District Manager
Matt Maggiore	District Engineer
Joseph Brown <i>by phone</i>	Kutak Rock

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 10:05 a.m. Five Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comment**

Mr. Oliver stated this is the public's opportunity to make comment on today's agenda, any items about the CDD.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 11, 2023 Meeting**

Mr. Oliver presented the minutes of the August 11, 2023 meeting and asked if there were any additions, corrections, or deletions. The Board had no changes.

November 17, 2023

Isles of Bartram Park CDD

On MOTION by Mr. Forshey-Friedman seconded by Ms. Rogers, with all in favor, the Minutes of the August 11, 2023 Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with  
Grau & Associates for Fiscal Year 2023**

Mr. Oliver stated this is the firm selected through the RFP process. The engagement is at a fee of \$4,000 which is what was budgeted.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Audit Engagement Letter with Grau & Associates for Fiscal Year 2023, was ratified.

**FIFTH ORDER OF BUSINESS**

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

Mr. Oliver stated this is from November 1, 2023 through September 30, 2024 so it will be on the fiscal year cycle. That is in the amount of \$2,100 per month or \$25,200 for the year. The budgeted amount was \$25,800.

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

**SIXTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver stated there is a letter of resignation from Matt Maggiore, District Engineer with ETM. He asked for any comments. Mr. Maggiore stated its bitter sweet for them to have to resign due to time demands on business requiring them to step down. He thanked them for the opportunity they have had with Bartram Park over the years.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Resignation Letter from Matt Maggiore, District Engineer with ETM, was approved.

November 17, 2023

Isles of Bartram Park CDD

Mr. Oliver asked for a motion to add to the agenda authorization for staff to issue RFQ for Engineering services.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Authorization for Staff to Issue RFQ for Engineering Services to be Added to the Agenda, was approved.

Mr. Oliver stated now that has been added to the agenda, looking for a motion directing staff to issue an RFQ.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, Directing Staff to Issue RFQ for Engineering Services, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Brown stated that he had nothing to report.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager**

Mr. Oliver stated the audit engagement letter was ratified so that will be started soon and they will bring back the audit during the Spring. The deadline for the audit is June 30<sup>th</sup>.

**D. First Choice Aquatics - Pond Service Report**

Mr. Oliver stated there has been a positive change since switching maintenance companies about a year ago. Mr. Forshey-Friedman stated pond 4 the fountain issue is something with the surge which is electrical so they are waiting on an electrician to get the part in. The fountain comes on but then hits the breaker so fixing it has been approved just waiting on the part. He noted at a future meeting they have requested something to maintain pond 6 that continues to have sludge and issues.

November 17, 2023

Isles of Bartram Park CDD

**EIGHTH ORDER OF BUSINESS                      Supervisors' Requests**

Mr. Oliver stated he had received calls from people asking how to get on the Board. He noted that he told them about the qualification process which will be in June and the election is in November.

**NINTH ORDER OF BUSINESS                      Audience Comments**

There being no comments, the next item followed.

**THIRTEENTH ORDER OF BUSINESS              Financial Reports**

**A.    Balance Sheet and Statement of Revenues & Expenditures**

Mr. Oliver stated these are through September 30<sup>th</sup> and are in the process of being audited. He noted key things to point out is the Capital Reserve Fund shows \$50,000 in the balance. The admin was under budget by \$16,000 and field expenses by \$36,000 with a carry forward surplus of \$52,000.

**B.    Assessment Receipt Schedule**

Mr. Oliver noted the Assessment Receipt Schedule for FY23 is 100% collected. Tax bills went out the first of November and you will start receiving assessments from the tax collector over the next couple of weeks and should be fully collected by about the end of March.

**C.    Approval of Check Register**

Mr. Oliver reviewed the check register.

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

**ELEVENTH ORDER OF BUSINESS              Next Scheduled Meeting – February 16, 2024**

Ms. Brown stated she would be gone February 6<sup>th</sup> through 28<sup>th</sup>. She noted if the meeting could be held before the 6<sup>th</sup> she could be present. Mr. Forshey-Friedman asked about February 2<sup>nd</sup>. Mr. Oliver stated he would need to check with Wes Haber and his calendar.

November 17, 2023

Isles of Bartram Park CDD

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

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*Jim Oliver*  
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Secretary / Assistant Secretary

DocuSigned by:  
*[Signature]*  
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Chairperson / Vice Chairperson