

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, May 9, 2025 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
Nancy Brown	Supervisor
James Pudner <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Sarah Sweeting	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comment**

Mr. Oliver noted no members of the public were present today.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Board Member**

Mr. Oliver stated the oath will be administered to Scott Kelly at a convenient time outside of the meeting.

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**FOURTH ORDER OF BUSINESS****Approval of Minutes of the February 21, 2025 Meeting**

Mr. Oliver presented the minutes of the February 21, 2025 meeting and asked if there were comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Forshey-Friedman, seconded by Mr. Zemel, with all in favor, the Minutes of the February 21, 2025 Meeting, were approved.

**FIFTH ORDER OF BUSINESS****Acceptance of Fiscal Year 2024 Financial Audit**

Mr. Oliver presented the Fiscal Year 2024 Financial Audit on Page 13 of the agenda package. He stated as a unit of government, they are required to go through the RFP process to choose an auditor to perform an annual audit and this is the audit from the chosen vendor, Grau & Associates. He added it is a clean audit with no findings or recommendations.

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, with all in favor, the Fiscal Year 2024 Financial Audit, was approved.

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2025-03, Approving the Fiscal Year 2026 Proposed Budget & Setting a Public Hearing Date for Adoption (*proposed budget will be sent under separate cover*)**

Mr. Oliver presented the resolution and the proposed budget to the Board. He stated they are required to approve a proposed budget and set a public hearing by June 15<sup>th</sup> of each year. The public hearing must be at least 60 days after they approved the budget. He added they are looking to have August 15, 2025 as the date for the public hearing.

Mr. Forshey-Friedman asked if they could change the date to August 8<sup>th</sup> or August 22<sup>nd</sup> because he will be out of town. The Board decided to change the date of the public hearing to August 8, 2025.

Mr. Oliver proceeded with the budget. He stated the assessments are proposed to stay the same. Mr. Pudner asked if they have increased the budget for the drainage spillage. Mr. Oliver stated they have not, however they are increasing their Capital Reserve Fund from \$50,000 to

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\$55,000 and believes they will generate a \$46,000 surplus. He noted they have switched engineering companies, and the new company will conduct reports with what needs to be fixed.

Mr. Forshey-Friedman sated they can use some of the surplus to repair some of the ponds and fountains. Mr. Oliver stated once this budget is approved, they will be able to change the budget, however they cannot increase the budget.

On MOTION by Mr. Forshey-Friedman, seconded by Mr. Zemel, with all in favor, Resolution 2025-03 Approving the Fiscal Year 2026 Proposed Budget and Setting the Public Hearing Date for Adoption on August 8, 2025, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Innovative Maintenance Report**

Mr. Forshey-Friedman presented the Maintenance report on page 45 of the agenda package. He stated there was a break in the fountain that trained it and they fixed the issue.

## **EIGHTH ORDER OF BUSINESS**

### **Other Business**

Mr. Oliver asked if there was any other business.

Mr. Forshey-Friedman stated the ponds are seeing bad erosion because there is not enough movement in the water. He added it was recommended to add an aeration system to move the water many years ago He believes they should start looking at this as they are in a fiscally better place. He noted First Choice Aquatics has been very helpful.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber had nothing further to report. He offered to take questions.

#### **B. Engineer**

Mr. Schaefer was not on the line.

#### **C. Manager**

##### **1. Report on the Number of Registered Voters (1,148)**

Mr. Oliver stated there were currently 1,148 registered voters in the District.

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## **2. Annual Form 1 Filing & Annual Ethics Training**

Mr. Oliver reminded the Board to fill out the annual Form 1 by July 1, 2025 and complete the four hours of ethics training by the end of the year. He added the Form 1 will be filed electronically through the Division of Ethics.

Ms. Brown asked if she has to file a Form 1 for another agency, does she have to twice. Mr. Oliver stated to save the form and email it to them.

### **D. First Choice Aquatics**

Mr. Oliver noted this was talked about earlier in the meeting.

## **TENTH ORDER OF BUSINESS**

### **Supervisors' Requests**

There being no comments, the next item followed.

## **ELEVENTH ORDER OF BUSINESS**

### **Audience Comments**

There being no comments, the next item followed.

## **TWELFTH ORDER OF BUSINESS**

### **Financial Reports**

#### **A. Balance Sheet as of March 31, 2025 and Statement of Revenues & Expenditures**

Mr. Oliver noted the financials are through March 31, 2025. He stated they are in good shape with their financials.

#### **B. Assessment Receipt Schedule**

Mr. Oliver stated the District is 100% collected.

#### **C. Approval of Check Register**

Mr. Oliver stated the check register is in the agenda package for Board consideration. He asked for a motion to approve.

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

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**THIRTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – August 8, 2025 @  
10:00 a.m.**

Mr. Oliver stated the next scheduled meeting is August 8, 2025, at 10:00 a.m. at the World Golf Village Renaissance.

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

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

Signed by:  
  
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Chairperson / Vice Chairperson