

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, August 8, 2025, at 12:00 p.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	Supervisor
Scott Kelley	Supervisor

Also present were:

Marilee Giles	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Sarah Sweeting	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 12:00 p.m. Five Board members were in attendance, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comment**

Ms. Giles noted that two members of the public were present but had no questions.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the May 9, 2025, and  
June 6, 2025, Meetings**

Ms. Giles presented the minutes of May 9, 2025, and June 6, 2025 meetings and asked for comments, corrections, or changes. The Board had no changes to the minutes.

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On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, the Minutes of the May 9, 2025, and June 6, 2024 Meetings were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Proposals:**

##### **A. Lake Maintenance Services with Frist Coast Aquatics**

Ms. Giles presented the First Coast Aquatics proposal for FY26 lake maintenance covering all 11 ponds. She said the initial treatment was \$2,205, with the same monthly rate, and that grass carp stocking was priced at \$10 per fish. Staff explained that the number of fish added depends on pond size and regulatory limits, and that stocking is done only when needed based on pond conditions. They compared it to last year's budget, noting lake maintenance increased from about \$64,972 to \$68,884, which was in line with other service increases. It was clarified that the fish are triploid grass carp and that not all ponds are restocked each year. Pond 6 already has new fountains, so they expect to monitor results there first, while Pond 7 might need attention next if conditions worsen. After discussion, the Board approved the proposal for lake maintenance services.

On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Kelley, with all in favor, the Lake Maintenance Services with Frist Coast Aquatic was approved.

##### **B. Pond Bank Inspection Report (*will be sent under separate cover*)**

Ms. Giles stated that the inspection report had not been completed. The Board agreed to table the item and have staff follow up with the engineer for an update.

#### **FIFTH ORDER OF BUSINESS**

#### **Public Hearing Adopting the Budget for Fiscal Year 2026**

Ms. Giles discussed the budget overview. She noted that the table of contents was helpful because it showed the District's fund types — the general fund, the 2015 and 2017 debt service funds, and the capital reserve fund. She added that although there were some line-item adjustments, the FY26 budget remained flat overall, with no change in resident assessments. The O&M assessment stayed at \$533 per lot. Ms. Giles also referred to a comparison chart showing FY25 and FY26 side by side. Ms. Sweeting said she had no further comments, and Ms. Giles added that the narrative pages were useful since they included monthly and annual costs and contingencies

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based on past invoices. Ms. Giles noted that any unused funds stayed with the District and helped cover first-quarter expenses before tax revenues were received. Ms. Giles asked for a motion to open public comments.

On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, Opening the Public Hearing, was approved.

Ms. Giles stated looking for a motion to close the public hearing.

On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Kelley, with all in favor, Closing the Public Hearing, was approved.

**A. Consideration of Resolution 2025-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026**

Mr. Haber explained that both resolutions were part of the budget process. Resolution 2025-04 officially adopted the District's final budget for Fiscal Year 2025-2026 and authorized the use of funds as outlined. He added that the Board had already approved a proposed budget earlier, which was sent to St. Johns County for the required 60-day review period before final adoption. Mr. Haber added that Resolution 2025-05 was the formal assessment levy resolution, which allowed the District to collect both the operations and maintenance assessments and the debt assessments to fund the budget. He noted that it authorized GMS to send the assessment roll to the tax collector so the amounts would appear on residents' annual tax bills. Mr. Haber stated that he was happy to answer any questions about either resolution.

The Board discussed the FY26 budget and whether any changes were needed before adoption. A Board member raised concerns about the capital reserves. He stated that some stormwater assets had initially been included in the HOA's reserve study, and the CDD hadn't increased its funding to cover them. Ms. Giles added that the CDD didn't have its own reserve study, but the current budget included a capital transfer of about \$55,600, which was slightly higher than last year's \$50,000. The Board had reviewed how carry-forward balances and reserve contributions worked. They confirmed that unspent funds rolled over each year and that upcoming expenses would draw from the reserve. They discussed the long-term need to plan for stormwater repairs anticipated around 2031. They agreed it would be beneficial to get proposals for a formal

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capital reserve study to project future funding needs. Ms. Giles asked for a motion to approve Resolution 2025-04, which approved the FY26 budget.

On MOTION by Mr. Kelley, and seconded by Ms. Brown, with all in favor, Resolution 2025-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026, was approved.

**B. Consideration of Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026**

Ms. Giles stated that Mr. Haber had explained that it was the one who allowed the county to place the assessments on the tax rolls. There were no questions or comments, and a motion to adopt the resolution was made.

On MOTION by Ms. Brown, and seconded by Mr. Pudner, with all in favor, Resolution 2025-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026, was approved.

**SIXTH ORDER OF BUSINESS**

**Innovative Maintenance Report**

Ms. Giles stated that the Board had reviewed the Innovative maintenance report for the front entrance fountain. She added that it included before-and-after photos showing the treatment results. Ms. Sweeting confirmed that it referred to the front fountain. She said that the chlorine inner drain valve had been dripping, but that part was replaced earlier in June after the fountain went dry. The repair was minor. Ms. Giles noted that no motion was needed; it was for Board discussion only.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Ms. Giles presented that a Board member had asked for an update on the two fountains being installed. Ms. Giles said the electrical work was finished and that, weather permitting, installation was expected that Friday. The Board discussed how to communicate the update to residents. Ms. Giles stated that CDD-related updates are usually shared in the newsletter rather than through HOA e-blasts to keep the two separate. They also wanted to avoid stirring up complaints from residents who might question why only certain ponds were getting fountains. The Board agreed to keep the communication low-key or skip it from the newsletter, since people

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would notice once the fountains were installed. Ms. Giles added that they were aware of the reason behind the two selected ponds and that the CDD had documentation to support the decision. Ms. Giles noted that the two fountains were being installed as a test before considering additional ones. The discussion ended with some light joking about not wanting assessments to increase if more fountains were added.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

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

#### **B. Engineer**

Ms. Giles stated that the District engineer was not present, but offered to take any questions or comments on his behalf.

#### **C. Manager**

##### **1. Discussion of Fiscal Year 2026 Meeting Schedule**

Ms. Giles stated that the next meeting would be on November 14, 2025, at 10:00 am., February 20, 2026, May 15, 2026, and August 21, 2026,

On MOTION by Mr. Kelley, and seconded by Ms. Brown, with all in favor, the Fiscal Year 2026 Meeting Schedule was approved.

##### **2. Goals & Objectives**

Ms. Sweeting and Mr. Pudner reviewed the statutory requirements and developed the FY25 goals and objectives for the District. The Board discussed that these needed to be measured by December 1 and posted on the website. The goals were kept simple since the District was already meeting its administrative obligations effectively. During the review, they focused on the goal of holding at least 5 Board meetings. Since the District typically held four meetings, the Board decided to revise that language to say “at least two meetings” per year to reflect the minimum required for budget adoption and approval. The Board agreed that the goals could be adjusted each year as needed. The Board then made and approved a motion to adopt the FY25 goals and objectives as amended.

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On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Kelley, with all in favor, the Goals and Objectives were approved.

**D. First Choice Aquatics**

Ms. Giles and Ms. Sweeting had nothing to report.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

There being no members of the public present, there were no comments; the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet as of June 30, 2025, and Statement of Revenues & Expenditures**

Ms. Giles noted the financials are through June 30, 2025. She stated they are in good financial shape.

**B. Assessment Receipt Schedule**

Ms. Giles stated that the District is 100% collected.

**C. Approval of Check Register**

Ms. Giles stated that the check register for the months of April, May, and June in the amount of \$60,634.92 is in the agenda package for Board consideration. She stated that she could answer any questions, then asked for a motion to approve.

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

**TWELFTH ORDER OF BUSINESS**

**Next Scheduled Meeting, November 14, 2025**

Ms. Giles stated the next scheduled meeting is November 14, 2025, at 10:00 a.m.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:

*Jim Oliver*

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Secretary / Assistant Secretary

Signed by:

*Scott Forshey-Friedman*

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Chairperson / Vice Chairperson