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 15, 2026, 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	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Harber *by phone*	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 that two members of the public were present but had no questions.

THIRD ORDER OF BUSINESS **Approval of Minutes of the February 10, 2026 Meeting**

Mr. Oliver presented the minutes of February 10, 2026 meeting and asked for comments, corrections, or changes. The Board had no changes to the minutes.

> On MOTION by Ms. Brown, and seconded by Mr. Pudner, with all in favor, the Minutes of the February 10, 2026 Meeting, were approved.

FOURTH ORDER OF BUSINESS **Acceptance Of. Audit Committee's Recommendation; Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services**

Mr. Oliver stated that Item 4 concerned the Audit Committee's earlier approval of the evaluation criteria. He asked the Board to approve that audit criteria and direct staff to issue an RFP for audit services.

> On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Pudner, Acceptance Of Audit Committee's Recommendation of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services, were approved.

FIFTH ORDER OF BUSINESS **Consideration of Proposals**

A. Pond Bank Inspection Report

1. **DCCM**
2. **Dominion Engineering Group**
3. **Yuro & Associates**

Mr. Oliver stated that the next agenda item was consideration of proposals for a required biannual pond bank inspection report. He explained that the inspection is required by the St. Johns Water Management District permit and state requirements. Three qualified engineering firms submitted proposals: DCCM at about $8,000, Dominion Engineering Group at $5,500, and Yuro & Associates at $4,200. He noted that the work is essentially a compliance requirement, that all three firms were qualified, and that any issues found during the inspection would be brought back to the Board for appropriate action.

> On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Pudner, with all in favor Pond Bank Inspection Report with Yuro & Associates, were approved.

B. Yellowstone for Fiscal Year 2027

Mr. Oliver reviewed the Yellowstone renewal agreement for Fiscal Year 2027. Yellowstone's annual fee was $40,872, which was within the budgeted amount of $68,894 for the contracted landscaping amount plus contingency. When asked about the prior year, he noted that Yellowstone's annual amount last year was about $40,092.

> On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Pudner, with all in favor, Yellowstone for Fiscal Year 2027, were approved.

C. First Choice Aquatics for Fiscal Year 2027

Mr. Oliver returned to the First Choice Aquatics agenda item and identified the proposal amount as $2,400 per month.

Mr. Forshey-Friedman explained the background, including the idea of moving both pond maintenance and fountain-related work to Innovative if Innovative matched the $2,400 monthly cost, Mr. Oliver clarified the procedural steps once Innovative agreed to match that price. He asked which company was the current provider and then explained that the Board should first make a motion to terminate the existing vendor, First Choice Aquatics, and issue the required 30-day notice. He also noted that the Board could set a clean transition date, as long as it was at least 30 days out. When July 1 was suggested as the transition date, he agreed that would work. Mr. Oliver asked for the motion and vote to terminate the First Choice agreement, issue the notice, and transition effective July 1.

> On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, Terminating the First Choice agreement, issue the notice, and transition effective July 1, were approved.

After the motion passed, Mr. Oliver asked for a separate motion to approve an agreement with Innovative to perform pond maintenance services. That motion was also made, seconded, and approved.

> On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, the Agreement with Innovative Fountain Service for Lake Maintenance, were approved.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2026-04, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Mr. Oliver stated that the next item was consideration of Resolution 2026-04, which would set a public hearing date to adopt revised Rules of Procedure. He proposed holding the public hearing at the August 28, 2026 meeting at 11:00 a.m. He explained that the District's Rules of Procedure follow Florida statutes and are periodically updated by the attorney's office to stay consistent with state law. He then requested a motion to adopt the resolution setting the public hearing for August 28.

> On MOTION by Ms. Brown, and seconded by Mr. Pudner, with all in favor, Resolution 2026-04, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure on August 28, 2026 at 11:00 a.m., were approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2026-05, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (proposed budget/will be sent under separate cover)**

Mr. Oliver stated that the Board needed to choose a date and time for the budget public hearing. After discussion about room availability and moving the meeting time, the meeting date was set for August 28 at 11:00 a.m.

Mr. Oliver reviewed the proposed Fiscal Year 2027 budget. He explained that the District is required to approve a proposed budget by the end of the year, then hold a public hearing no sooner than 60 days later so the public can comment before final adoption. In this case, the hearing would be roughly 90 days later. Because the proposed budget does not increase assessments, mailed notice would not be required. He said the assessment would stay flat, helped in part by the landscaping line item having a strong contingency and other budgeted amounts remaining stable.

He also discussed the District's capital reserves. Mr. Oliver stated the capital reserve contribution in the budget matches the commissioned reserve study, and the District already has a strong reserve position: about $97,000 currently in capital reserves, plus $55,000 being added during the fiscal year. He also stated that excess funds from the 2015 and 2017 bond debt service revenue accounts were being transferred to the general fund and could be placed into capital reserves, bringing the total to about $293,000. He emphasized that while this seems like a large amount, pond-related issues can consume funds quickly.

When concerns were raised about whether stormwater drainage should be included in the reserve study, Mr. Oliver noted he would speak with the District engineer and also consider any findings from the pond inspection report by Uran Associates. He noted that not all capital reserve reports include ponds, and that erosion is often a larger pond-related issue than storm drains. He asked for a copy of the HOA reserve study information so it could be reviewed by the District engineer. He also reminded the Board that the proposed budget could still be changed before final adoption and could even be amended afterward if needed.

Mr. Oliver asked whether there were any additional budget comments and called for a motion to adopt the resolution approving the proposed budget and setting the public hearing for August 28 at 11:00 a.m.

On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Zemel, with all in favor, Resolution 2026-05, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption on August 28, 2026 at 11:00 a.m., were approved.

EIGHTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber had nothing further to report.

B. Engineer

Mr. Oliver stated that the District engineer was not present and had no report at this time.

c. Manager

1. 2026 General Election

Mr. Oliver noted that, according to the Supervisor of Elections website, both Mr. Zemel and Ms. Brown had qualified, and he mentioned receiving the election packet by mail. He asked about the qualification process, including whether they had gone in person. The discussion covered needing to complete paperwork between May 26 and June 8, including notarization, payment, and providing a copy of Form 1.

2. Report on the Number of Registered Voters (1,083)

Mr. Oliver reported that there were 1,083 registered voters living within the District, explaining that Chapter 190 of the Florida Statutes requires the District to place that number on the record each year.

3. Annual Ethics Training & Annual Form I Filing

Mr. Oliver reminded the Board members to complete their annual ethics training for calendar year 2026 by December 31 and to check the appropriate box on Form 1 indicating completion of the training. When asked whether the certificate needed to be sent to Sarah, he noted they could send it, but it was not required.

TENTH ORDER OF BUSINESS Supervisors' Requests

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS Audience Comments

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

TWELTH ORDER OF BUSINESS Financial Reports

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

Mr. Oliver reviewed the financials through April 30th. He stated that the financial reports showed no unusual variances and that the District was projected to end the fiscal year with a positive variance of approximately $40,000 to $45,000. He explained that any positive variance would remain with the District and could either stay in the general fund or be moved into capital reserves.

When asked about capital reserve investments, he explained that the District generally cannot use CDs because of liquidity requirements. Instead, the general fund is typically kept in a low-interest governmental checking account, while excess funds are moved to the State Board of

Administration, which invests funds for public agencies. He said those funds were earning interest, likely around 4.5% at the time, though he noted interest rates were uncertain and had recently been adjusted in the budget assumptions.

B. Assessment Receipt Schedule

Mr. Oliver reviewed the assessment receipt schedule. He stated that the assessment receipt schedule was 99% collected and added that the District is typically fully collected each year.

C. Approval of Check Register

Mr. Oliver presented the check register.

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

EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting – August 28, 2026 at 11:00 a.m.

Mr. Oliver stated the next scheduled meeting is August 28, 2026, at 11:00 a.m.

NINTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Forshey-Friedman, seconded by Mr. Zemel, 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