Rizzetta & Company

# Bainebridge
# Community Development District

## Board of Supervisors'
## Special Meeting
## May 21, 2020

**District Office:**
**2806 N. Fifth Street**
**Unit 403**
**St. Augustine, FL 32084**

**www.bainebridgecdd.org**

Professionals in Community Management

# BAINEBRIDGE
# COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St Augustine, FL 32094

| | | |
|---|---|---|
| **Board of Supervisors** | William Huff | Chairman |
| | LaKeshia Jones | Vice Chairman |
| | Sarah Morris | Assistant Secretary |
| | Charles Straw | Assistant Secretary |
| | Alton Mabb | Assistant Secretary |
| **District Manager** | Lesley Gallagher | Rizzetta & Company, Inc. |
| **District Counsel** | Sarah Warren | Hopping Green & Sams, P.A. |
| | Katie Buchanan | Hopping Green & Sams, P.A. |
| **District Engineer** | Vince Dunn | Dunn & Associates |
| | David Taylor | Dunn & Associates |

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH AVENUE, UNIT 403 · ST. AUGUSTINE, FLORIDA 32084 · (904) 436-6270

**Board of Supervisors**
**Bainebridge Community**
**Development District**

**May 14, 2020**

**AGENDA**

Dear Board Members:

The **special** meeting of the Bainebridge Community Development District will be held on **Thursday, May 21, 2020 at 6:00 p.m.** via teleconference at 1-929-205-6099 meeting ID 680 626 4765, pursuant to Executive Orders 20-52, 20-69 and 20-114 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020 and May 8, 2020 respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the agenda for this meeting.

**1. CALL TO ORDER/ROLL CALL**
**2. PLEDGE OF ALLEGIANCE**
**3. PUBLIC COMMENTS**
**4. BUSINESS ADMINISTRATION**
- A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held February 20, 2020……**Tab 1**
- B. Ratification of the Operation and Maintenance Expenditures for February 2020, March 2020 and April 2020……**Tab 2**
- C. Consideration of Resolution 2020-04, Re-Designating a Secretary……**Tab 3**
- D. Consideration of Resolution 2020-05, Amending Bank Signatories……**Tab 4**
- E. Ratification of Acceptance of Audit Report for Period Ending September 30, 2019……**Tab 5**

**5. STAFF REPORTS**
- A. District Counsel
- B. District Engineer
- C. Amenity Manager
  - 1.) First Coast CMS Report, May 2020……**Tab 6**
- D. Field Inspection Report
  - 1.) Field Inspection Report, February 2020……**Tab 7**
- E. Landscape Manager
- F. District Manager

**6. BUSINESS ITEMS**
- A. Consideration of Window Repair/Replacement Proposals……**Tab 8**
- B. Consideration of Entry Lighting Proposal(s)……**Tab 9**
- C. Consideration of Entry Monument Alterations……**Tab 10**
- D. Consideration of Additional Pond Maintenance Proposal……**Tab 11**
- E. Consideration of Erosion Repair Proposal from Charles Aquatics……**Tab 12**
- F. Presentation of Registered Voters……**Tab 13**
- G. Consideration of Revisions to Amenity Rental Policies……**Tab 14**
- H. Consideration of Resolution 2020-06, Adopting Internal Controls Policy……**Tab 15**
- I. Consideration of Resolution 2020-07, Approving Proposed Fiscal Year 2020/2021 Budget and Setting Public Hearing……**Tab 16**
- J. Discussion Regarding Re-opening of Amenities Due to COVID-19

**7. SUPERVISOR REQUESTS**
**8. ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,
***Lesley Gallagher***
District Manager
Bainebridge Community Development District

# CALL TO ORDER / ROLL CALL

# PLEDGE OF ALLEGIANCE

# PUBLIC COMMENTS

# BUSINESS ADMINISTRATION

# Tab 1

## MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**BAINEBRIDGE**
**COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Bainebridge Community Development District was held on **Thursday February 20, 2020 at 6:00 p.m.** at the Bainebridge Amenity Center located at 15855 Twin Creek Drive, Jacksonville, FL. 32218. The following was the agenda for the meeting.

Present and constituting a quorum:

| | |
|---|---|
| William Huff II | **Board Supervisor, Chairman** |
| LaKesha Jones | **Board Supervisor, Vice Chairman** |
| Charles Straw | **Board Supervisor, Assistant Secretary** |
| Sarah Morris | **Board Supervisor, Assistant Secretary** |
| Alton Mabb | **Board Supervisor, Assistant Secretary** |

Also present were:

| | |
|---|---|
| Lesley Gallagher | **District Manager, Rizzetta & Company, Inc.** |
| Sarah Warren | **District Counsel, Hopping Green & Sams** |
| Tony Shiver | **President, First Coast CMS** |

Audience members present

**FIRST ORDER OF BUSINESS** **Call to Order**

Mr. Huff called the meeting to order at 6:02 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

Mr. Mabb led the pledge of allegiance.

**THIRD ORDER OF BUSINESS** **Audience Comments on Agenda Items**

No audience comments on agenda items.

DRAFT

**FOURTH ORDER OF BUSINESS** **Consideration of the Minutes of the Board of Supervisors' Regular Meeting held December 19, 2019**

> On a motion by Mr. Straw, seconded by Mr. Mabb, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held December 19, 2019 for Bainebridge Community Development District.

**FIFTH ORDER OF BUSINESS** **Consideration of the Operation and Maintenance Expenditures for November 2019, December 2019 and January 2020**

> On a motion by Mr. Straw, seconded by Mr. Mabb, with all in favor, the Board ratified the Operation and Maintenance Expenditures for November 2019 in the amount of $21,872.58, December 2019 in the amount of $19,771.65 and January 2020 in the amount $44,935.42 for Bainebridge Community Development District.

**SIXTH ORDER OF BUSINESS** **Staff Reports**

A. District Counsel
Ms. Warren had no report but was available to answer any questions.

B. District Engineer
1. Acceptance of Annual Engineer's Report
i. Review of Report Repair Memorandum

> On a motion by Mr. Straw, seconded by Mr. Mabb, with all in favor, the Board approved the installation of replacement fish barriers at a cost not to exceed $1,362.50 for Bainebridge Community Development District.

> On a motion by Mr. Straw, seconded by Mr. Mabb, with all in favor, the Board accepted the Annual Engineer's report for Bainebridge Community Development District.

C. Amenity Report
1.) First Coast CMS Field Report, February 9, 2020
Mr. Shiver reviewed is report found under Tab 5 of the agenda. He also updated the Board that the pool chemical costs due appear to be coming in lower since the agreement with Poolsure was terminated and that he had the lifting sidewalks noted on the District Engineer's Repair Memorandum ground down.

DRAFT

i. Discussion Regarding Fitness Room Water Intrusion Proposal(s)
The Board reviewed a proposal for water testing from CCS and a repair proposal from RJM.

> On a motion by Mr. Straw, seconded by Mr. Mabb, with all in favor, the Board approved the water testing in the not to exceed amount of $1,250.00 and requested additional repair proposals for the next meeting for Bainebridge Community Development District.

D. Landscape Report
Mr. Jernigan was not present but Lesley noted that she would relay any questions or concerns outside of the meeting, there were none.

E. District Manager
1.) Charles Aquatics Service Report, January 31, 2020
2.) Update on Entry Monument
Ms. Gallagher noted that the contractor expects the permit to be approved by the end of the week and he would then schedule locates and footing installation. She also noted that she was told that the contractor expects to be 100% complete by April 15, 2020 but will know more once the permit is in hand. The final budget for the work (Exhibit A) has come in below the approved amount of $44,007.50.

Ms. Gallagher updated the Board that the next meeting will be held on April 16, 2020 at 6:00 p.m.

**SEVENTH ORDER OF BUSINESS Public Hearing on Amended Rules of Procedure**

1.) Consideration of Resolution 2020-02, Adopting Amended Rules of Procedure

> On a motion by Mr. Straw, seconded by Ms. Jones, with all in favor, the Board opened the Public Hearing for Bainebridge Community Development District.

Ms. Warren reviewed that the revised rules are a reflection of recent legislative changes. There were no public comments.

> On a motion by Mr. Straw seconded by Mrs. Jones, with all in favor, the Board closed the Public Hearing for Bainebridge Community Development District.

> On a motion by Mr. Mabb, seconded by Ms. Jones, with all in favor, the Board adopted Resolution 2020-02 and the Revised Rules of Procedure for Bainebridge Community Development District.

DRAFT

**EIGHTH ORDER OF BUSINESS** **Consideration of Resolution 2020-03, Conducting the General Election**

| |
|---|
| On a motion by Mr. Mabb, seconded by Ms. Jones, with all in favor, the Board adopted Resolution 2020-03, Conducting the General Election for Bainebridge Community Development District. |

**NINTH ORDER OF BUSINESS** **Consideration of WebWatchDogs Extended Warranty Proposal**

| |
|---|
| On a motion by Mr. Straw, seconded by Ms. Jones, with all in favor, the Board approved the extended warranty with WebWatchDogs in the amount of $225.00 for Bainebridge Community Development District. |

**TENTH ORDER OF BUSINESS** **Supervisor Requests**

No Supervisor comments

**ELEVENTH ORDER OF BUSINESS** **Audience Comments**

Audience member had a question about the pond that has not been conveyed to the CDD.

Audience member had a question regarding the election.

An audience member had a request to amend the amenity room rental policies and it was noted this would be added to the next agenda for further discussion.

**TWELFTH ORDER OF BUSINESS** **Adjournment**

| |
|---|
| On a motion by Ms. Jones, seconded by Ms. Morris, with all in favor, the Board adjourned the meeting at 6:53 p.m. for Bainebridge Community Development District. |

DRAFT

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

# Exhibit A

BENT CONSTRUCTION

February 17, 2020

Lesley Gallagher
Bainebridge CDD

RE: Bainebridge Estates - Hardscape Proposal

Dear Ms Galllagher

Thank you for the opportunity to present our proposal for the referenced Hardscape. Please find the details of our proposal enclosed.

| Executive Summary | |
|---|---|
| **Project Area** | NA |
| **Duration** | 4-6 Weeks from Receipt of Permit |
| **Project Description** | Main entry signage<br>Signage design included<br>Landscape design included |
| | |
| **Project Total** | **$39,066** |

The following pages outline the details and assumptions for this proposal. We would love the opportunity to perform this work for you. Please let me know if we can get started!

Regards

Ben Bradley
Owner/Founder
Bent Construction LLC

Hardscape Proposal
Bainebridge Estates
2/17/20

## Clarifications and Assumptions

### General

- We have based this budget on the approved plans attached to this proposal.
- We have **not** included a Payment & Performance Bond.
- This budget does **not** include impact or meter fees.
- We have **not** included testing, surveying, sampling, removal, or disposal of any hazardous materials including asbestos, mold, etc.
- We have included permitting costs.
- We have included right-of-way permit.
- We have included surveying for our work.

### Design Scope

- We have completed design scope of work inclusive of original $5,000 for hardscape design options which were approved.
- We have completed the landscaping design add for $3,250.

### Hardscape

- We have included survey layout for the sign.
- We have assumed masonry sign structure clad with stucco and attached 2-sided HDU sign.
- We have assumed a letter B on 3 sides of column per the approved design.
- We have not included lighting in the base estimate. Depending upon the design of the sign and availability of power, **we would recommend carrying an allowance of $5,000 for two LED 4' strip lights.**
- We have not included any landscaping. It is understood that landscaping around the sign will be performed by the CDD's landscape contractor.

BENT CONSTRUCTION

**Bainebridge Estates**

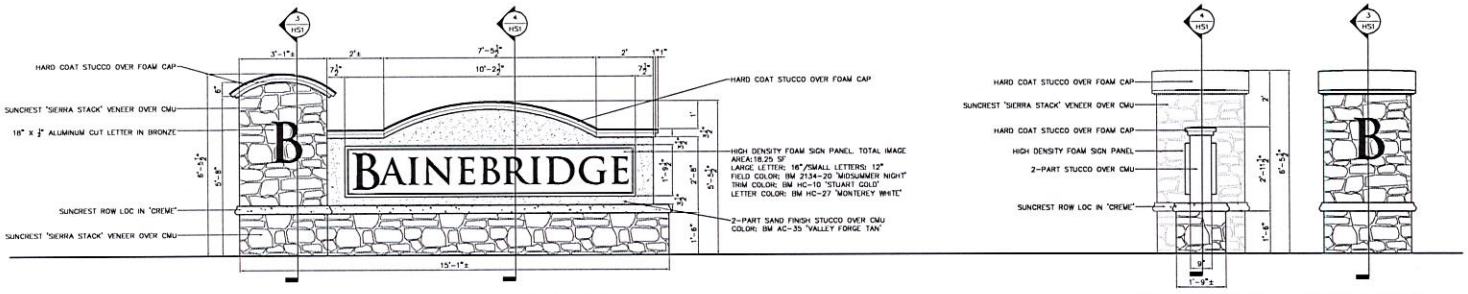
February 17, 2020

# SCHEDULE OF VALUES

**1.0** **AC**

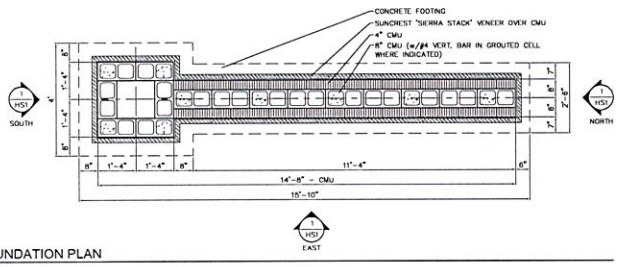
**Budget 1**

| Category | Description | Cost | Cost/AC |
|---|---|---|---|
| 01000 | Landscape & Irrigation | $ - | $ - |
| 01100 | Sitework | $ - | $ - |
| 01200 | Fencing | $ - | $ - |
| 01100 | Hardscape | $ 25,080.00 | $ 25,080.00 |
| 01599 | Equipment | $ - | $ - |
| | | | |
| 99000 | Contingency | $ - | $ - |
| | | | $ - |
| | **Direct Work Subtotal** | **$25,080** | **$25,080.00** |
| | General Conditions | $ 1,500 | $ 1,500.00 |
| | Permits | $ 375 | $ 375.00 |
| | Insurance | $ 310 | $ 309.98 |
| | Bond | $ - | $ - |
| | Design Services | $ 8,250.00 | $ 8,250.00 |
| | **Indirects Subtotal** | **$10,435** | **$10,434.98** |
| | Fee | $ 3,551 | $ 3,551.50 |
| | **Construction Total** | **$39,066** | **$39,066.48** |



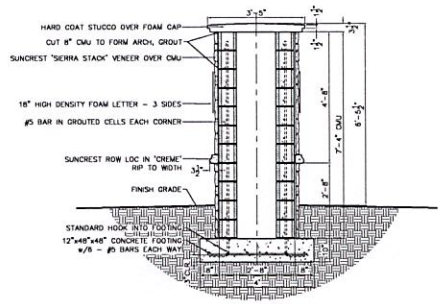

1 HS1 ENTRY SIGN ELEVATIONS — EAST ELEVATION (West elevation similar) — NORTH ELEVATION — SOUTH ELEVATION

SCALE: 1/2" = 1'-0"



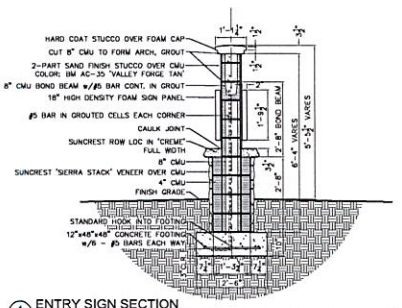

2 HS1 ENTRY SIGN FOUNDATION PLAN

SCALE: 1/2" = 1'-0"



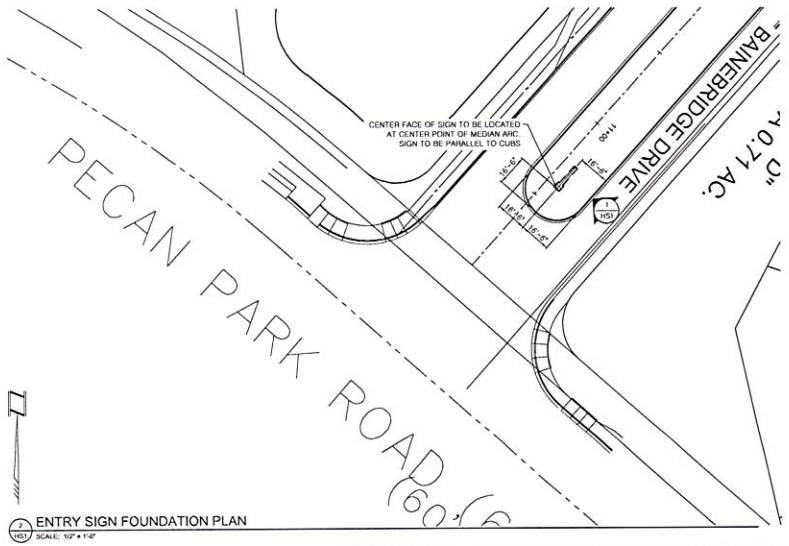

1 HS1 ENTRY SIGN COLUMN SECTION

SCALE: 1/2" = 1'-0"




1 HS1 ENTRY SIGN SECTION

SCALE: 1/2" = 1'-0"




1 HS1 ENTRY SIGN FOUNDATION PLAN

SCALE: 1/2" = 1'-0"

STRUCTURAL NOTES:

DESIGN CRITERIA (All design per "Florida Building Code 2007", unless otherwise noted).

1. WIND LOADS
Basic Wind Speed ——— 120 MPH
Exposure "B"
Importance Factor ——— I=1.0
(GCf) ——— 1.063
Wind Pressure on wall: ± 24 PSF

2. ALLOWABLE UNITS STRESSES
Concrete (Design Per Current Edition A.C.I.)
All Concrete ——— fc = 3,000 PSI

GENERAL STRUCTURAL NOTES & SPECIFICATIONS

A. EARTHWORK

1. Compact top 12 inches of subgrade below slabs and foundation areas to a minimum of 95 percent of maximum density.

2. All fill and backfill shall be compacted to 95 percent maximum density in accordance with ASTM D1557. All fill and back fill shall be clean, free draining sand with a maximum of 10 percent passing the No. 200 mesh, free from organic material, unless otherwise noted.

3. Dewatering: Prevent surface water and subsurface or groundwater from flowing into the Excavations and flooding the project site. Do not allow water to accumulate in excavations. Remove water from excavations to prevent softening foundation bottoms, under-cutting footings, and soil changes detrimental to the stability of the subgrade and foundations. Provide dewatering systems as required conveying water away from excavations.

4. If footing elevations should occur in a disturbed, unstable or unsuitable soil, the Architect/ Engineer shall be notified.

B. CONCRETE

1. Design, place and cure all concrete in accordance with ACI 318, ACI 304 and ACI 347, latest Editions, publications of the American Concrete Institute.

2. Detail, fabricate and place all reinforcing bars and welded wire fabric in accordance with the Concrete Reinforcing Steel Institute's "Manual of Standard Practice".

3. All reinforcing shall conform to ASTM A615, or A616, grade 60.

4. Submit shop drawings of all reinforcing for approval.

5. Design of formwork is the Contractor's responsibility.

6. All concrete shall be 3,000 PSI at 28 days in accordance with ASTM C31 and C39. All cement shall be Portland Cement Type I, conforming to ASTM C150. All aggregates shall conform to ASTM C33. Maximum slump shall be five inches. Use air-entraining admix per ASTM C260 (5-8% air). All concrete shall contain a minimum of 5-bags of cement per cubic yard.

7. All reinforcing shall be held securely in position with standard accessories during placing of concrete. All concrete shall be consolidated with mechanical vibrators per ACI 304.

8. Placing Concrete: Remove all water from excavation before placing concrete. Dry earth shall be wet thoroughly just prior to placing concrete. Place concrete before initial set has occurred, and in no case after the mix has retained water for more than 1-1/2/ hours. Use mechanical vibrators for placing concrete, in accordance with ACI 304.

9. Employ an independent testing laboratory experienced in design and testing of concrete Materials to design concrete mixes and to test the concrete during the performance of the Work. Test concrete as follows:

a. Slump, ASTM C143, one test for each load at point of discharge.

b. Compressive Strength Tests: ASTM C39, one set of three test cylinders for each 100 cubic yards (or less) of each mix, for each day's pour; one specimen tested at 7 days; one at 27 days; and one held in reserve. Submit test results in writing to owner and Architect/Engineer same day tests completed.

C. CMU MASONRY

1. All concrete masonry units shall conform to ASTM C90, grade N-1. All mortar shall conform to ASTM C270 Type M or S. All grout shall conform to ASTM C476 (use fine grout for spaces less than 4").

2. Lay CMU units with full face shell mortar beds. Fill vertical end joints (end joints between units) solidly with mortar from face of unit to a distance behind face of unit not less than the thickness of longitudinal face shell. Provide 3/8" joints. Lay units in running bond. Add continuous horizontal joint reinforcing at 16" o.c. vertically, unless noted otherwise on the drawings; use Dur-o-Wall horizontal joint reinforcing, truss type (9 gage min.) per

a. Manufacturer's recommendations or approved equal.

GODARDESIGN ASSOCIATES, INC.
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Phone: (904) 247-7729 Fax: (904) 372-9177
www.godarddesign.com LC 0000397

BAINEBRIDGE
Jacksonville, Florida

| Rev. | Date | Comment |
|---|---|---|
| 1 | - | - |
| 2 | - | - |
| 3 | - | - |
| 4 | - | - |
| 5 | - | - |

Date: 10/9/19
Scale: NOTED
Drawn by: BMG
Checked by: BMG
Project No. 19-125
Sheet Title: HARDSCAPE DETAILS
Sheet No. HS1 of 1

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# Tab 2

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

**Operation and Maintenance Expenditures**
**February 2020**
**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2020 through February 29, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **$31,337.01**

Approval of Expenditures:

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Action Cut | 003256 | 28 | Additional Insurance Added 01/20 | $ 75.00 |
| Action Cut | 003256 | 3 | Amenity Repairs 12/19 | $ 1,625.00 |
| Alton Mabb Jr. | 003271 | AM022020 | Board of Supervisors Meeting 02/20/20 | $ 200.00 |
| American Electrical Contracting, Inc. | 003260 | W33621 | Electrical Repairs 01/20 | $ 1,713.00 |
| Bowman Heating & Air Conditioning | 003267 | 53384 | A/C System Repair 01/20 | $ 185.00 |
| BrightView Landscape Services, Inc. | 003261 | 6681465 | Landscape Maintenance 02/20 | $ 2,549.00 |
| BrightView Landscape Services, Inc. | 003261 | 6702791 | Remove Dead Sod & Install New 01/20 | $ 3,290.50 |
| Charles Aquatics, Inc. | 003262 | 37891 | Quarterly Fountain Maintenance 02/20 | $ 125.00 |
| Charles Aquatics, Inc. | 003262 | 37916 | Monthly Aquatic Management - 20 Ponds 02/20 | $ 665.00 |
| Charles Straw | 003273 | CS022020 | Board of Supervisors Meeting 02/20/20 | $ 200.00 |
| Disclosure Services, LLC | 003268 | 4 | Amortization Schedule Series 2007 02/20 | $ 100.00 |
| Dunn & Associates, Inc. | 003263 | 20-157 | Engineering Services 02/20 | $ 2,695.37 |

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Financial News & Daily Record | 003257 | 20-01064D | Legal Advertising 02/20 | $ 89.75 |
| First Coast Contract Maintenance Service LLC | 003258 | 4857 | Holiday Party 01/20 | $ 1,314.97 |
| First Coast Contract Maintenance Service LLC | 003258 | 4858 | Reimbursable Expenses 01/20 | $ 4,554.38 |
| First Coast Contract Maintenance Service LLC | 003264 | 4911 | Monthly Contract Services 02/20 | $ 4,033.94 |
| Florida Department of Revenue | 003259 | 65-8016515152-1 Sales and Use Tax 01/20 | Sales And Use Tax - 01/20 | $ 6.21 |
| Hopping Green & Sams Attys. | 003265 | 112603 | General Legal Services 12/19 | $ 636.00 |
| JEA | 003252 | 4849510511 01/20 | 15855 Twin Creek Dr/15700 Bainbridge Dr 01/20 | $ 1,691.39 |
| Lakeshia Jones | 003270 | LJ022020 | Board of Supervisors Meeting 02/20/20 | $ 200.00 |
| Lisa Snow | 003266 | ARDR020920-L.Snow | Rental Deposit Refund - L. Snow | $ 150.00 |
| NewAgeTutors LLC DBA VGlobalTech | 003255 | 1468 | Website ADA Compliance 02/20 | $ 250.00 |
| Rizzetta & Company, Inc. | 003253 | INV0000046452 | District Management Services 02/20 | $ 4,487.50 |
| Rizzetta Technology Services, LLC | 003254 | INV0000005441 | Website Hosting Services 02/20 | $ 100.00 |

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Sarah Morris | 003272 | SM022020 | Board of Supervisors Meeting 02/20/20 | $ 200.00 |
| William R. Huff II | 003269 | WH022020 | Board of Supervisors Meeting 02/20/20 | $ 200.00 |
| **Report Total** | | | | **$ 31,337.01** |

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

**Operation and Maintenance Expenditures**
**March 2020**
**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2020 through March 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **$17,338.85**

Approval of Expenditures:

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Adrian Frazier | 003287 | ARDR032720-A.Frazier | Rental Deposit Refund - A. Frazier | $ 300.00 |
| BrightView Landscape Services, Inc. | 003283 | 6721831 | Landscape Maintenance 03/20 | $ 2,549.00 |
| Carneisha Myles | 003288 | ARDR032720-C.Myles | Rental Deposit Refund - C. Myles | $ 300.00 |
| Charles Aquatics, Inc. | 003284 | 38136 | Monthly Aquatic Management - 20 Ponds 03/20 | $ 665.00 |
| Comcast | 003274 | 8495 74 120 2010538 03/20 | Amenity Cable/Phone/Internet 03/20 | $ 333.71 |
| Daphne Guzman | 003280 | ARDR030820-D.Guzman | Rental Deposit Refund - D. Guzman | $ 150.00 |
| First Coast Contract Maintenance Service LLC | 003286 | 4949 | Monthly Contract Services 03/20 | $ 4,033.94 |
| Fitness Pro | 003279 | 21593 | Gym Equipment Repairs 01/20 | $ 292.00 |
| Hopping Green & Sams Attys. | 003281 | 113151 | General Legal Services 01/20 | $ 1,032.00 |
| JEA | 003282 | 4849510511 02/20 | 15855 Twin Creek Dr/15700 Bainbridge Dr 02/20 | $ 1,914.46 |
| Lisa Snow | 003277 | ARDR022220-L.Snow | Rental Deposit Refund - L. Snow | $ 150.00 |
| NewAgeTutors LLC DBA VGlobalTech | 003278 | 1503 | Website ADA Compliance 03/20 | $ 250.00 |

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| Pam Evans | 003285 | ARDR032720-P.Evans | Rental Deposit Refund - P. Evans | $ 300.00 |
| Poolsure (Aquasol Commercial Chemicals, Inc.) | 003289 | 131295590483 | Water Management 01/20 | $ 343.20 |
| Republic Services of Florida | 003290 | 0687-001045177 | Amenity Trash Removal 04/20 | $ 138.04 |
| Rizzetta & Company, Inc. | 003275 | INV0000047307 | District Management Services 03/20 | $ 4,487.50 |
| Rizzetta Technology Services, LLC | 003276 | INV0000005541 | Website Hosting Services 03/20 | $ 100.00 |
| **Report Total** | | | | **$ 17,338.85** |

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FLORIDA 32084

**Operation and Maintenance Expenditures**
**April 2020**
**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **$56,744.58**

Approval of Expenditures:

_____

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| American Electrical Contracting, Inc. | 003304 | W34868 | Electrical Repairs 04/20 | $ 816.39 |
| BrightView Landscape Services, Inc. | 003302 | 6760100 | Landscape Maintenance 04/20 | $ 2,549.00 |
| BrightView Landscape Services, Inc. | 003305 | 6778731 | Add Heads & Lateral Lines 03/20 | $ 2,629.48 |
| BrightView Landscape Services, Inc. | 003305 | 6778732 | DOT Road Widening Sod Restoration 03/20 | $ 8,661.10 |
| BrightView Landscape Services, Inc. | 003305 | 6778733 | Main Entry Revision 03/20 | $ 17,707.06 |
| BrightView Landscape Services, Inc. | 003305 | 6778770 | Removal Of Two Patio Ligustrum 03/20 | $ 280.00 |
| Charles Aquatics, Inc. | 003291 | 38335 | Fish barrier installation 03/20 | $ 1,090.00 |
| Charles Aquatics, Inc. | 003307 | 38377 | Monthly Aquatic Management - 20 Ponds 04/20 | $ 665.00 |
| Comcast | 003292 | 8495 74 120 2010538 04/20 | Amenity Cable/Phone/Internet 04/20 | $ 333.71 |
| Commercial Construction Services, Inc. | 003306 | 6215 | Water Test For Leaks 04/20 | $ 1,250.00 |
| Dunn & Associates, Inc. | 003308 | 20-257 | Engineering Services 02/20 | $ 867.95 |
| Egis Insurance Advisors LLC | 003293 | 10603 | Add entry features 03/20 | $ 58.00 |
| First Coast Contract Maintenance Service LLC | 003303 | 5016 | Monthly Contract Services 04/20 | $ 4,033.94 |

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|---|---|---|---|---|
| First Coast Contract Maintenance Service LLC | 003309 | 5034 | Reimbursable Expenses 04/20 | $ 1,410.94 |
| Fitness Pro | 003310 | 22232 | Quarterly Preventative Maintenance 04/20 | $ 150.00 |
| Hopping Green & Sams Attys. | 003294 | 113879 | General Legal Services 02/20 | $ 2,232.62 |
| JEA | 003301 | 4849510511 03/20 | 15855 Twin Creek Dr/15700 Bainbridge Dr 03/20 | $ 1,705.61 |
| McDirmit, Davis & Co., LLC | 003295 | 44568 | Audit Services FY 18/19 | $ 4,000.00 |
| NewAgeTutors LLC DBA VGlobalTech | 003300 | 1507 | Website ADA Compliance 10/19 & 11/19 | $ 500.00 |
| NewAgeTutors LLC DBA VGlobalTech | 003300 | 1533 | Website ADA Compliance 04/20 | $ 250.00 |
| Republic Services of Florida | 003311 | 0687-0011052074 | Amenity Trash Removal 05/20 | $ 141.28 |
| Rizzetta & Company, Inc. | 003296 | INV0000048061 | District Management Services 04/20 | $ 5,087.50 |
| Rizzetta Technology Services, LLC | 003297 | INV0000005641 | Website Hosting Services 04/20 | $ 100.00 |
| Web Watchdogs | 003298 | 6084 | Extended Warranty 04/20 | $ 225.00 |
| **Report Total** | | | | **$ 56,744.58** |

# Tab 3

**RESOLUTION 2020-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS**,** the Bainebridge Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Duval County, Florida; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Bob Schleifer is appointed Secretary

Section 2. This Resolution and any prior resolutions of the District shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded, and repealed.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 21ST DAY OF MAY, 2020.**

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

_____

**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

_____

**ASSISTANT SECRETARY**

# Tab 4

**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTION 2006-20 DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Bainebridge Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Duval County, Florida; and

**WHEREAS**, the Board of Supervisors of the District ("Board") previously adopted Resolution 2006-20 which designated the authorized signatories for the District's operating bank account(s); and

**WHEREAS**, the Board desires to amend Resolution 2006-20 include the Assistant Treasurer as an authorized signatory for the operating bank account(s).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** Resolution 2006-20 is hereby amended to include the Assistant Treasurer as an authorized signatory for the operating bank account(s) of the District.

**Section 2.** All other provisions of Resolution 2006-20 shall remain unchanged and in full force and effect.

**Section 3**. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 21st day of May, 2020.

**ATTEST:**

_____
Secretary/Assistant Secretary

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

_____
Chairman/Vice Chairman, Board of Supervisors

# Tab 5

McDirmit Davis

934 North Magnolia Avenue, Suite 100
Orlando, Florida 32803
407-843-5406
www.mcdirmitdavis.com

To the Board of Supervisors
*Bainebridge Community Development District*

We have audited the financial statements of Bainebridge Community Development District (the "District") as of and for the year ended September 30, 2019, and have issued our report thereon dated March 30, 2020. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**
As communicated in our engagement letter dated October 18, 2019, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

**Planned Scope and Timing of the Audit**
We conducted our audit consistent with the planned scope and timing we previously communicated to you.

**Compliance with All Ethics Requirements Regarding Independence**
The engagement team, and others in our firm, as appropriate, have complied with all relevant ethical requirements regarding independence.

**Qualitative Aspects of the Entity's Significant Accounting Practices**
*Significant Accounting Policies*
Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As described in Note 1 to the financial statements, during the year, the District adopted Governmental Accounting Standards Board (GASB) Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. There was no effect on beginning net position. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

*Significant Accounting Estimates*
Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of depreciation is based on the estimated useful lives of the capital assets. We evaluated the key factors and assumptions used to develop the deprecation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

*Financial Statement Disclosures*
Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users.

The most sensitive disclosures affecting the financial statements were:

The disclosure of the Developer transactions and pending litigation.

## Significant Difficulties Encountered During the Audit
We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## Uncorrected and Corrected Misstatements
For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no identified misstatements.

## Disagreements with Management
For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

## Representations Requested from Management
We have requested certain written representations from management, which are included in the attached letter dated March 30, 2020.

## Management's Consultations with Other Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## Other Significant Matters, Findings, or Issues
In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

This report is intended solely for the information and use of the Board of Supervisors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

McDirmit Davis

Orlando, Florida
March 30, 2020

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH AVENUE, UNIT 403 · ST. AUGUSTINE, FLORIDA 32084 · (904) 436-6270

March 30, 2020

McDirmit Davis, LLC
934 North Magnolia Ave., Suite 100
Orlando, FL 32803

This representation letter is provided in connection with your audit of the governmental activities and each major fund of Bainebridge Community Development District as of September 30, 2019 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, and results of operations of the various opinion units of Bainebridge Community Development District in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of March 30, 2020.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated October 18, 2019 for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- There is no summary of unrecorded misstatements since all adjustments proposed by the auditor, material and immaterial, have been recorded.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.

All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB

Statement No. 65, *Items Previously Reported as Assets and Liabilities,* for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.

- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- We have reviewed capital assets and infrastructure for impairment whenever events or changes in circumstances have indicated that the carrying amount of the assets might not be recoverable and have appropriately recorded the adjustment, if necessary.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With regard to investments and other instruments reported at fair value:
  - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
  - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
  - The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
  - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- With respect to nonattest services provided, drafting the financial statements, we have performed the following:
  - Made all management decisions and performed all management functions;
  - Assigned a competent individual to oversee the services;
  - Evaluated the adequacy of the services performed;
  - Evaluated and accepted responsibility for the result of the service performed; and
  - Established and maintained internal controls, including monitoring ongoing activities.

Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have provided to you our analysis of the entity's ability to continue as a going concern, including significant conditions and events present, and if necessary, our analysis of management's plans, and our ability to achieve those plans.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.

- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- Bainebridge Community Development District has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which Bainebridge Community Development District is contingently liable.
- WE have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70. *Accounting and Financial Reporting for Nonexchange Financial Guarantees,* for those guarantees where it is more likely than not that the District will make a payment on any guarantee.
- For nonexchange financial guarantees where we have declared liabilities, the amount of the liability recognized is the discounted present value of the best estimate of the future outflows expected to be incurred as a result of the guarantee. Where there was no best estimate but a range of estimated future outflows has been established, we have recognized the minimum amount within the range.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
  - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
  - Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- Bainebridge Community Development District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Signed: Kaitlyn Gallant

Title: Manager, District Accounting Services

# Financial Report

## Year Ended September 30 2019

# Bainebridge Community Development District

Bainebridge Community Development District
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McDirmit Davis

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# INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
*Bainebridge Community Development District*

**Report on the Financial Statements**
We have audited the accompanying financial statements of the governmental activities and each major fund of *Bainebridge Community Development District*, (the "District") as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**
The District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**
Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the District as of September 30, 2019, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis starting on page 3, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards,* we have also issued a report dated March 30, 2020, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

McDermit Davis

March 30, 2020

Our discussion and analysis of *Bainebridge Community Development District* (the "District") financial accomplishments provide an overview of the District's financial activities for the year ended September 30, 2019. Please read it in conjunction with the District's Independent Auditor's Report, financial statements and accompanying notes.

This information is being presented to provide additional information regarding the activities of the District and to meet the disclosure requirements of Government Accounting Standards Board Statement (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* issued June 1999.

**Financial Highlights**

- The assets of the District exceeded its liabilities at September 30, 2019 by $1,650,365 a decrease in net position of $62,656 in comparison with the prior year.
- At September 30, 2019, the District's governmental funds reported fund balances of $1,238,723 an increase of $101,448 in comparison with the prior year.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to *Bainebridge Community Development District's* financial statements. The District's financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to financial statements.

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include general government and maintenance and operations related functions.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: Governmental Funds.

**Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, debt service fund and capital projects fund, all of which are considered to be major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### Government-Wide Financial Analysis

Statement of Net Position - The District's net position was $1,650,365 at September 30, 2019. The analysis that follows focuses on the net position of the District's governmental activities.

| | 2019 | 2018 |
|---|---|---|
| Assets, excluding capital assets | $ 1,247,108 | $ 1,149,586 |
| Capital assets, net of depreciation | 2,234,781 | 2,464,345 |
| Total assets | 3,481,889 | 3,613,931 |
| Liabilities, excluding long-term liabilities | 49,635 | 55,051 |
| Long-term liabilities | 1,781,889 | 1,845,859 |
| Total liabilities | 1,831,524 | 1,900,910 |
| Net Position: | | |
| Net investment in capital assets | 1,342,313 | 1,539,456 |
| Restricted for debt service | 222,937 | 194,299 |
| Restricted for capital projects | 4,171 | 4,081 |
| Unrestricted | 80,944 | (24,815) |
| Total net position | $ 1,650,365 | $ 1,713,021 |

The following is a summary of the District's governmental activities for the fiscal years ended September 30, 2019 and 2018.

| | 2019 | 2018 |
|---|---|---|
| **Revenues:** | | |
| Program revenues | $ 559,052 | $ 536,695 |
| General revenues and special items | 12,522 | 8,176 |
| **Total revenues** | 571,574 | 544,871 |
| **Expenses:** | | |
| General government | 109,595 | 120,692 |
| Maintenance and operations | 422,657 | 475,973 |
| Interest on long-term debt | 101,978 | 105,233 |
| **Total expenses** | 634,230 | 701,898 |
| **Change in net position** | (62,656) | (157,027) |
| Net position, beginning | 1,713,021 | 1,870,048 |
| **Net position, ending** | $ 1,650,365 | $ 1,713,021 |

As noted above and in the statement of activities, the cost of all governmental activities during the year ended September 30, 2019 was $634,230. The majority of these costs are maintenance and operations.

**Financial Analysis of the Government's Funds**
The District uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The focus of the District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At September 30, 2019, the District's governmental funds reported combined ending fund balances of $1,137,273. Of this total, $24,349 is nonspendable, $396,426 is restricted, $133,608 is assigned and the remainder of $684,340 is unassigned.

The fund balance of the general fund increased $78,102 due to a decrease in maintenance expenditures. The debt service fund balance increased by $23,256. The capital projects fund balance did not change significantly from the previous year.

**General Fund Budgetary Highlights**
An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget to actual comparison for the general fund, including the original budget and final adopted budget, is shown on page 12. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control is at the fund level.

**Capital Asset and Debt Administration**

*Capital Assets*

At September 30, 2019, the District had $2,234,781 invested in capital assets. More detailed information about the District's capital assets is presented in the notes to financial statements.

*Capital Debt*

At September 30, 2019, the District had $1,800,000 in bonds outstanding. More detailed information about the District's capital debt is presented in the notes to financial statements.

**Requests for Information**

If you have questions about this report or need additional financial information, contact *Bainebridge Community Development District's* Finance Department at 12750 Citrus Park Lane, Suite 115, Tampa, Florida 33625.

FINANCIAL STATEMENTS

Bainebridge Community Development District
Statement of Net Position
September 30, 2019

| | | Governmental Activities |
|---|---|---|
| Assets: | | |
| Cash | $ | 826,333 |
| Prepaid costs | | 20,149 |
| Deposits | | 4,200 |
| Restricted assets: | | |
| Temporarily restricted investments | | 396,426 |
| Capital Assets: | | |
| Capital assets being depreciated, net | | 2,234,781 |
| Total assets | | 3,481,889 |
| Liabilities: | | |
| Accounts payable and accrued expenses | | 8,385 |
| Accrued interest payable | | 41,250 |
| Noncurrent liabilities: | | |
| Due within one year | | 55,000 |
| Due in more than one year | | 1,726,889 |
| Total liabilities | | 1,831,524 |
| Net Position: | | |
| Net investment in capital assets | | 1,342,313 |
| Restricted for debt service | | 222,937 |
| Restricted for capital projects | | 4,171 |
| Unrestricted | | 80,944 |
| Total net position | $ | 1,650,365 |

Bainebridge Community Development District
Statement of Activities
Year Ended September 30, 2019

| Functions/Programs | Expenses | Program Revenue: Charges for Services | Program Revenue: Operating Grants and Contributions | Program Revenue: Capital Grants and Contributions | Net (Expense) Revenue and Changes in Net Position: Governmental Activities |
|---|---|---|---|---|---|
| Governmental activities: | | | | | |
| General government | $ 109,595 | $ 75,829 | $ - | $ - | $ (33,766) |
| Maintenance and operations | 422,657 | 292,439 | - | - | (130,218) |
| Interest on long-term debt | 101,978 | 181,779 | 8,915 | 90 | 88,806 |
| Total governmental activities | $ 634,230 | $ 550,047 | $ 8,915 | $ 90 | (75,178) |
| General Revenues: | | | | | |
| Investment income | | | | | 11,298 |
| Miscellaneous | | | | | 1,224 |
| Total general revenues | | | | | 12,522 |
| Change in net position | | | | | (62,656) |
| Net position, beginning | | | | | 1,713,021 |
| Net position, ending | | | | | $ 1,650,365 |

Bainebridge Community Development District
Balance Sheet - Governmental Funds
September 30, 2019

| | General | Debt Service | Capital Projects | Total Governmental Funds |
|---|---|---|---|---|
| Assets: | | | | |
| Cash | $ 826,333 | $ - | $ - | $ 826,333 |
| Investments | - | 392,255 | 4,171 | 396,426 |
| Prepaid costs | 20,149 | - | - | 20,149 |
| Deposits | 4,200 | - | - | 4,200 |
| Total assets | $ 850,682 | $ 392,255 | $ 4,171 | $ 1,247,108 |
| Liabilities and Fund Balances: | | | | |
| Liabilities: | | | | |
| Accounts payable and accrued expenses | $ 8,385 | $ - | $ - | $ 8,385 |
| Total liabilities | 8,385 | - | - | 8,385 |
| Fund balances: | | | | |
| Nonspendable-prepaids and deposits | 24,349 | - | - | 24,349 |
| Restricted for: | | | | |
| Debt service | - | 392,255 | - | 392,255 |
| Capital projects | - | - | 4,171 | 4,171 |
| Assigned for capital outlay | 123,608 | - | - | 123,608 |
| Assigned for subsequent year's disbursements | 10,000 | - | - | 10,000 |
| Unassigned | 684,340 | - | - | 684,340 |
| Total fund balances | 842,297 | 392,255 | 4,171 | 1,238,723 |
| Total liabilities and fund balances | $ 850,682 | $ 392,255 | $ 4,171 | |

Amounts reported for governmental activities in the statement of net position are different because:

| | | |
|---|---|---|
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. | | $ 2,234,781 |
| Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. | | |
| Accrued interest payable | (41,250) | |
| Bonds payable | (1,781,889) | (1,823,139) |
| Net position of governmental activities (page 7) | | $ 1,650,365 |

Bainebridge Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Year Ended September 30, 2019

| | General | Debt Service | Capital Projects | Total Governmental Funds |
|---|---|---|---|---|
| Revenues: | | | | |
| Assessment revenue | $ 368,268 | $ 163,333 | $ - | $ 531,601 |
| Special assessments - prepayments | - | 18,446 | - | 18,446 |
| Investment and miscellaneous income | 12,522 | 8,915 | 90 | 21,527 |
| Total revenues | 380,790 | 190,694 | 90 | 571,574 |
| Expenditures: | | | | |
| Current: | | | | |
| General government | 109,595 | - | - | 109,595 |
| Maintenance and operations | 193,093 | - | - | 193,093 |
| Debt Service: | | | | |
| Interest | - | 102,438 | - | 102,438 |
| Principal | - | 65,000 | - | 65,000 |
| Total expenditures | 302,688 | 167,438 | - | 470,126 |
| Net change in fund balances | 78,102 | 23,256 | 90 | 101,448 |
| Fund balances, beginning of year | 764,195 | 368,999 | 4,081 | 1,137,275 |
| Fund balances, end of year | $ 842,297 | $ 392,255 | $ 4,171 | $ 1,238,723 |

Bainebridge Community Development District
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities
Year Ended September 30, 2019

| | | |
|---|---|---|
| Amounts reported for Governmental Activities in the Statement of Activities are different because: | | |
| Net Change in Fund Balances - total governmental funds (page 10) | | $ 101,448 |
| Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources; however, in the statement of net position the cost of those assets is recorded as capital assets. Depreciation of capital assets is not recognized in the governmental fund statements but is reported as an expense in the statement of activities. | | |
| Depreciation expense | | (229,564) |
| Repayments of long-term liabilities are reported as expenditures in governmental funds, while repayments reduce long-term liabilities in the statement of net position. | | |
| Repayment of bonds payable | | 65,000 |
| Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. | | |
| Change in accrued interest | 1,490 | |
| Amortization of bond discount | (1,030) | 460 |
| Change in Net Position of Governmental Activities (page 8) | | $ (62,656) |

Bainebridge Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual - General Fund
Year Ended September 30, 2019

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Positive (Negative) |
|---|---|---|---|---|
| | Original | Final | | |
| Revenues: | | | | |
| Assessment Revenue | $ 367,145 | $ 367,145 | $ 368,268 | $ 1,123 |
| Investment and Miscellaneous Income | - | - | 12,522 | 12,522 |
| Total revenues | 367,145 | 367,145 | 380,790 | 13,645 |
| Expenditures: | | | | |
| Current: | | | | |
| General government | 121,300 | 121,300 | 109,595 | 11,705 |
| Maintenance and operations | 245,845 | 245,845 | 193,093 | 52,752 |
| Total expenditures | 367,145 | 367,145 | 302,688 | 64,457 |
| Net change in fund balance | - | - | 78,102 | 78,102 |
| Fund balance, beginning | 764,195 | 764,195 | 764,195 | - |
| Fund balance, ending | $ 764,195 | $ 764,195 | $ 842,297 | $ 78,102 |

**NOTES TO FINANCIAL STATEMENTS**

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Reporting Entity**
*Bainebridge Community Development District*, (the "District") was established on January 10, 2006 by the City of Jacksonville, Florida Ordinance 2005-1417-E pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, the power to borrow money and issue bonds, and the power to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purpose of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors (the "Board"), which is composed of five members. The majority of Supervisors are elected on an at large basis by qualified electors that reside within the District. One seat is elected by landowners within the District which entitles the owner to one vote per acre. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has final responsibility for:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements 14, 39, and 61. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

**Government-Wide and Fund Financial Statements**
The financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, 2) grants, contributions and investment earnings that are restricted to meeting the operational or capital requirements of a particular function or segment and 3) operating-type special assessments that are treated as charges for services (including assessments for maintenance and debt service). Other items not included among program revenues are reported instead as *general revenues*.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**
The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the modified *accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for Developer receivables for retainage, which are collected from the Developer when the amount is due to the contractor. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments, including debt service assessments and operation and maintenance assessments, are non-ad valorem assessments imposed on all lands located within the District and benefited by the District's activities. Operation and maintenance special assessments are levied by the District prior to the start of the fiscal year which begins October 1st and ends on September 30th. These assessments are imposed upon all benefited lands located in the District. Debt service special assessments are imposed upon certain lots and lands as described in each resolution imposing the special assessment for each series of bonds issued by the District. Certain debt service assessments are collected upon the closing of those lots subject to short term debt and are used to prepay a portion of the bonds outstanding.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports the following major governmental funds:

*General Fund*
Is the District's primary operating fund. It is used to account for and report all financial resources not accounted for and reported in another fund.

*Debt Service Fund*
Accounts for the accumulation of resources for the annual payment of principal and interest on long-term debt.

*Capital Project Fund*
Accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

**Assets, Liabilities Deferred Outflows/Inflows of Resources and Net Position/Fund Balance**
*Restricted Assets*
These assets represent cash and investments set aside pursuant to bond covenants.

*Deposits and Investments*
The District's cash and cash equivalents are considered to be cash on hand and demand deposits.

Investments of the District are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. The District's investments consist of investments authorized in accordance with Section 218.415, Florida Statutes.

*Prepaid Items and Deposits*
Prepaid items and deposits are recorded as expenditures when consumed rather than when purchased in both government-wide and fund financial statements.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Capital Assets*
Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, sidewalks and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets of the District are depreciated using the straight-line method over the following estimated useful lives:

| Assets | Years |
|---|---|
| Furniture and Equipment | 5 |
| Community Recreation Improvements | 20 |
| Infrastructure | 23 |

*Long Term Obligations*
In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bond issuance costs are reported as expenses. Bonds payable are reported net of premiums or discounts.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

*Deferred Outflows/Inflows of Resources*
In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2019.

*Net Position Flow Assumption*
Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

*Fund Balance Flow Assumptions*
Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Fund Balance Policies*
Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The District itself can establish limitations on the use of resources through either commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes fund balance amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Board of Supervisors is the highest level of decision-making authority for the government that can, by adoption of an ordinance or resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance or resolution remains in place until a similar action is taken to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The Board of Supervisors has authorized the District Manager to assign amounts for specific purposes. The Board of Supervisors may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above an additional action is essential to either remove or revise a commitment.

**Other Disclosures**
*Use of Estimates*
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**New Accounting Standards**
In fiscal year 2019, the District implemented Government Accounting Standards Board (GASB) Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements*. This statement requires additional note disclosures for certain debt issues. There was no effect on beginning balances of the District.

Additionally, the GASB has issued Statement No. 83, Certain Asset Retirement Obligations that is effective for this fiscal year. The District has reviewed this statement and determined that this pronouncement has no discernable impact on these financial statements.

**NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**Budgetary Information**
The District is required to establish a budgetary system and an approved annual budget for the General Fund. Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at the fiscal year end. The legal level of budgetary control is at the fund level. Any budget amendments that increase the aggregate budgeted appropriations, at the fund level, must be approved by the Board of Supervisors.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
2. A public hearing is conducted to obtain comments.
3. Prior to October 1, the budget is legally adopted by the District Board.
4. All budget changes must be approved by the District Board.
5. The budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

## NOTE 3 DEPOSITS AND INVESTMENTS

**Deposits**
The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

**Investments**
The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset.

Under GASB 72, assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

The District has the following recurring fair value measurements as of September 30, 2019:

- Money market mutual funds of $396,426 are valued using Level 2 inputs.

Instead of establishing a written investment policy, the District elected to limit investments to those approved by Florida Statutes and the District Trust Indenture. Authorized District investments include, but are not limited to:

1. The Local Government Surplus Funds Trust Fund (SBA);
2. Securities and Exchange Commission Registered Money Market Funds with the highest credit quality rating from a nationally recognized rating agency;
3. Interest-bearing time deposits or savings accounts in qualified public depositories;
4. Direct obligations of the U.S. Treasury.

Investments made by the District at September 30, 2019 are summarized below. In accordance with GASB 31, investments are reported at fair value.

| Investment Type | Fair Value | Credit Rating | Weighted Average Maturity |
|---|---|---|---|
| First American Treasury Obligation Fund, Class Z | $ 396,426 | AAAm | 26 Days |

**NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)**

*Credit Risk:*
For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. Investments in U.S. Government securities and agencies must be backed by the full faith and credit of the United States Government. Short term bond funds shall be rated by a nationally recognized ratings agency and shall maintain the highest credit quality rating. Investment ratings by investment type are included in the preceding summary of investments.

*Custodial Credit Risk:*
In the case of deposits, this is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. The District's investment policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposits Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2019, all of the District's bank deposits were in qualified public depositories.

For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2019, none of the investments listed are exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

*Concentration of Credit Risk:*
The District places no limit on the amount the District may invest in any one issuer.

*Interest Rate Risk:*
The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates. The District manages its exposure to declines in fair values by investing primarily in pooled investments that have a weighted average maturity of less than three months.

## NOTE 4 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2019 was as follows:

| | Beginning Balance | Additions | Disposals | Ending Balance |
|---|---|---|---|---|
| **Governmental Activities:** | | | | |
| Capital Assets Being Depreciated: | | | | |
| Infrastructure | $ 3,207,578 | $ - | $ - | $ 3,207,578 |
| Community recreation improvements | 1,751,197 | - | - | 1,751,197 |
| Furniture and Equipment | 39,098 | - | - | 39,098 |
| **Total Capital Assets Being Depreciated** | 4,997,873 | - | - | 4,997,873 |
| Less Accumulated Depreciation for: | | | | |
| Infrastructure | (1,550,811) | (139,812) | - | (1,690,623) |
| Community recreation improvements | (948,551) | (87,560) | - | (1,036,111) |
| Furniture and Equipment | (34,166) | (2,192) | - | (36,358) |
| **Total Accumulated Depreciation** | (2,533,528) | (229,564) | - | (2,763,092) |
| Total Capital Assets Being Depreciated, net | 2,464,345 | (229,564) | - | 2,234,781 |
| **Governmental Activities Capital Assets, net** | $ 2,464,345 | $ (229,564) | $ - | $ 2,234,781 |
| Depreciation was allocated as follows: | | | | |
| Maintenance and operations | | $ 229,564 | | |

## NOTE 5 LONG-TERM LIABILITIES

**Series 2007 Special Assessment Revenue Bonds**
In May 2007, the District issued $8,240,000 of Special Assessment Revenue Bonds, Series 2007 with an interest rate of 5.5%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the property within the District. Interest is paid semiannually on each May 1 and November 1. Principal on the Series 2007 Bonds was originally due serially commencing on May 1, 2009 through May 1, 2038. Due to the cancelation of bonds as discussed below, the Series 2007 Bonds are now scheduled to be fully repaid on May 1, 2038.

During the fiscal year ended September 30, 2013, the Bondholders cancelled $4,000,000 of Series 2007 Bonds related to the unplatted land owned by the Significant Landholder. In addition, approximately $220,000 of past due interest payments were forgiven.

The Series 2007 Bonds are subject to redemption at the option of the District prior to maturity at a redemption price as set forth in the Bond Indenture. The Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Indenture.

The Bond Indenture requires that the District maintain adequate funds in a reserve account to meet the debt service reserve requirements as defined in the Indenture. At September 30, 2019 the reserve requirement was met.

The Bond Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service. Payment of principal and interest on the 2007 Bonds is secured by a pledge of and a first lien upon the pledged special assessment revenue.

**NOTE 5 LONG-TERM LIABILITIES (CONTINUED)**

As of September 30, 2019, total principal and interest remaining on the Series 2007 Special Assessment Revenue Bonds was $2,951,150. For the year ended September 30, 2019, principal and interest paid was $167,438. Total special assessment revenue pledged for the year was $181,779.

Long-term liability activity for the year ended September 30, 2019 was as follows:

| | Beginning Balance | Additions | Reductions | Ending Balance | Due Within One Year |
|---|---|---|---|---|---|
| **Governmental activities:** | | | | | |
| Bonds Payable: | | | | | |
| Series 2007 | $ 1,865,000 | $ - | $ (65,000) | $ 1,800,000 | $ 55,000 |
| Less: Discount | (19,141) | - | 1,030 | (18,111) | - |
| **Governmental activity long-term liabilities** | $ 1,845,859 | $ - | $ (63,970) | $ 1,781,889 | $ 55,000 |

At September 30, 2019, the scheduled debt service requirements on the bonds payable were as follows:

| | Governmental Activities | |
|---|---|---|
| **Year Ending September 30,** | **Principal** | **Interest** |
| 2020 | $ 55,000 | $ 99,000 |
| 2021 | 60,000 | 95,975 |
| 2022 | 60,000 | 92,675 |
| 2023 | 65,000 | 89,375 |
| 2024 | 70,000 | 85,800 |
| 2025 - 2029 | 405,000 | 367,400 |
| 2030 - 2034 | 535,000 | 243,100 |
| 2035 - 2038 | 550,000 | 77,825 |
| | $ 1,800,000 | $ 1,151,150 |

**NOTE 6 DEVELOPER TRANSACTIONS**

During the fiscal years 2010 and 2011, the Developer failed to pay its annual operation and maintenance assessments on its platted property and both its operation and maintenance and debt service assessments on its un-platted property. As a result, on March 23, 2011, the District filed a foreclosure action against the Developer. On December 12, 2011, the court entered final judgment of foreclosure and ordered the property sold at public auction. On January 23, 2012, the platted property was auctioned off and the District, through a Special Purpose Entity ("SPE"), obtained title to the platted property. In July 2012, the platted property was sold to the Subsequent Developer. The SPE then assigned its final judgment to the Significant Landowner, who subsequently took title to the un-platted lands. The SPE was closed in a previous fiscal year.

During fiscal year 2012, in conjunction with the foreclosure sale, the SPE made certain payments on behalf of the Subsequent Developer, and the SPE caused the Subsequent Developer to be credited $200,000 against future operation and maintenance assessments for fiscal years 2013 through fiscal year 2015 ($80,000 for fiscal year 2013, $70,000 for fiscal year 2014 and $50,000 for fiscal year 2015).

During fiscal year 2012, the un-platted property was purchased by the Significant Landowner. As discussed in Note 5, during the fiscal year ended September 30, 2013, the Bondholder cancelled approximately $4,000,000 of Series 2007 Bonds related to the un-platted land owned by the Significant Landowner.

## NOTE 7 MANAGEMENT COMPANY

The District has contracted with a management company to perform management consulting services, which include financial consulting and accounting services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreements, the District compensates the management company for management, accounting, financial reporting and other administrative costs.

## NOTE 8 RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. The District filed one claim totaling $8,805 under this commercial coverage during the last three years.

## NOTE 9 LITIGATION

The District was the defendant in a suit filed by the Significant Landowner in which the Significant Landowner asserts negligent misrepresentations by the District in connection with the Significant Landowner's purchase of the Final Judgment of Foreclosure for the un-platted property, which was discussed in Note 6.

# COMPLIANCE SECTION

McDirmit Davis

934 North Magnolia Avenue, Suite 100
Orlando, Florida 32803
407-843-5406
www.mcdirmitdavis.com

# INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Supervisors
*Bainebridge Community Development District*

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of *Bainebridge Community Development District* (the "District") as of and for the year ended September 30, 2019 and the related notes to the financial statements, which collectively comprise the District's financial statements and have issued our report thereon dated March 30, 2020.

## Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing* Standards in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

McDirmit Davis

Orlando, Florida
March 30, 2020

McDirmit Davis

934 North Magnolia Avenue, Suite 100
Orlando, Florida 32803
407-843-5406
www.mcdirmitdavis.com

**MANAGEMENT COMMENTS**

Board of Supervisors
*Bainebridge Community Development District*

**Report on the Financial Statements**
We have audited the financial statements of *Bainebridge Community Development District*, (the "District") as of and for the fiscal year ended September 30, 2019, and have issued our report thereon dated March 30, 2020.

**Auditor's Responsibility**
We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

**Other Reporting Requirements**
We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 30, 2020, should be considered in conjunction with this management letter.

**Prior Audit Findings**
Section 10.554(1)(i.)1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings in the preceding annual financial audit report.

**Official Title and Legal Authority**
Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

**Financial Condition and Management**
Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

**Additional Matters**
Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

McDirmit Davis

Orlando, Florida
March 30, 2020

McDirmit Davis

934 North Magnolia Avenue, Suite 100
Orlando, Florida 32803
407-843-5406
www.mcdirmitdavis.com

**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
*Bainebridge Community Development District*

We have examined *Bainebridge Community Development District's* (the "District") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2019. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants *and the* standards applicable to attestation engagements contained in *Government Auditing Standards issued by the Comptroller General of the United States,* and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

McDirmit Davis

Orlando, Florida
March 30, 2020

# STAFF REPORTS

# District Counsel

# District Engineer

# Amenity Report

# Tab 6

First Coast CMS

# Bainebridge Community Development District

Field Report May 2020

**First Coast CMS LLC**

**05/11/2020**

# *Swimming Pool*

One of the water motors have failed. We contacted Florida Pump Service and it was determined that the motor was faulty and needed to be replaced. They motor was covered under warranty but the District will be invoiced by Florida Pump for removal and reinstallation.

Poolsure still has not removed their equipment. I reached out to Chris Secue with Poolsure regarding this matter.

The pool reopened for residents on Thursday, May 7th. So far the pool has been lightly attended and residents have done everything we have asked

# *Common Area and Events*

We solicited for proposals to install lighting at the front entrance

American Electrical was contracted to install security flood lights on the playground and gym side of the buildings.

CCS Contracting performed water test and determined that the water leak was caused by a failure in the windows themselves. It was recommended that the windows be replaced. We have solicited bids from three companies for window replacement. Two have been provided and we are currently waiting on the third.

The gym remains closed at this time.

We currently have a Parking lot light out. The minimum charge to have one of these light bulbs replaced is about $700 due to the need for a bucket truck. We recently received a bid to have similar lights at another facility upgraded to LED's for $4k. If desired, I can reach out to various companies for proposals.

Playground and tennis/basketball court have reopened.

# Field Inspection Report

# Tab 7

# BAINEBRIDGE

## FIELD INSPECTION REPORT

February 20, 2020
Rizzetta & Company
Patrick Bell – Field Services Manager

Rizzetta & Company
Professionals in Community Management

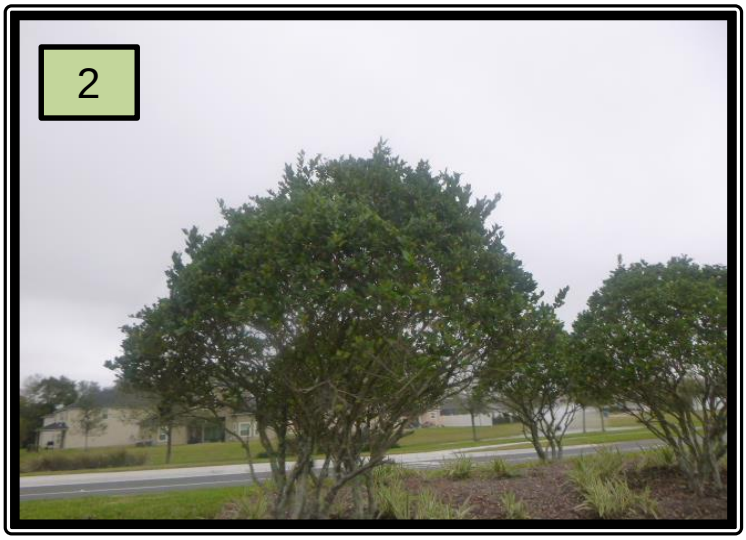
# Landscape/ Summary

**General Updates, Recent & Upcoming Maintenance Events.**

Prune Crape Myrtles in the community.

Develop plan to overcome high PH is the soil in the turf and plant beds in the community.

The following are action items for Brightview complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. Red text indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. Green text indicates a proposal has been requested. Blue indicates irrigation.




1. Replace Chinch Bug damaged turf in the center median of the community entrance.

2. Treat Ligustrum in the center median of community entrance for fungus.(photo 2)

3. Weed tree rings in the center median of the community entrance.

4. Repair vehicle damage in the turf in the center median of the community entrance.

5. Loropetalum at the community entrance is in need of a rejuvenation prune and fertilization on both sides.

6. Treat weeds in the turf throughout the community.

7. Remove low hanging Moss from trees in the community. (photo 7)

8. Prune Live Oaks at Bainebridge and Rachel Creek.

9. Prune Crape Myrtles in the community.

10. Weed plant beds at the lift station on Bainebridge at Rachel Creek.

11. Weed plant beds at the lift station on Bainebridge at Twin Creek.

12. Mow and trim around Mail Kiosk on Blossom Lake.

13. Prune Viburnum hedge along the fence line behind the homes on Blossom Lake.

14. Lift Live Oaks at the amenity center.

15. Prune Crape Myrtles at the amenity center grounds. (photo 15)

16. Loropetalum at the amenity center is in need of fertilization.(photo 16)

17. Monitor declining Holly trees at the amenity center.

18. Develop plant to deal with high PH in the soil at the amenity center affecting the turf and plant material color.

19. Prune Bottlebrush at the pool into tree form. (photo 19)

20. Remove low hanging Moss on trees at the amenity center grounds.

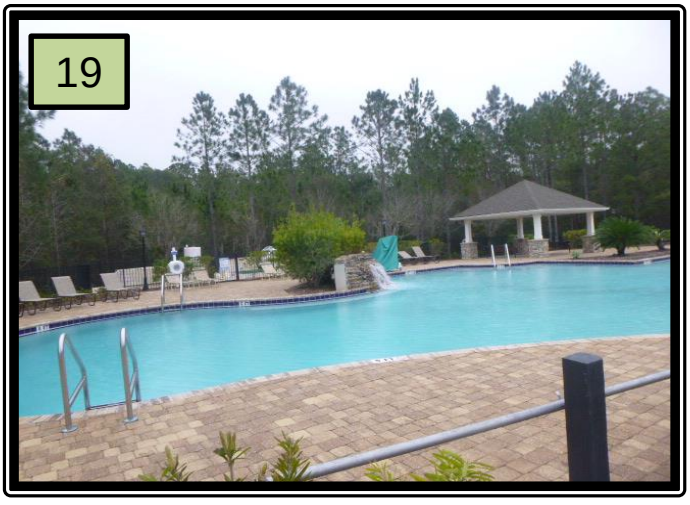
21. Remove Mistletoe from trees on the amenity center grounds.

22. Develop plan to remove plant material being killed by run off from the splash pad and replace with rock.

23. Repair Hog damage to turf at the amenity center grounds.

24. Mow and edge along the fence line on the west side of the community entrance on Pecan Park.

25. Develop plan to rejuvenation the turf back of sidewalk at the community entrance west side.



# Landscape Report

# District Manager

# BUSINESS ITEMS

# Tab 8

# AMERICAN WINDOW
Products, Inc.

(904) 731-2247 • 1-800-564-9524

## Estimate

This quote is for 116 PGT Picture windows.
All 116 are - Beige, colonial grids, vinyl, double pane/double strength glass, lowe$^3$ 70XL, argon. Frame over installation so as to not damage existing stucco.

Total Price - $15,321.00

**The Non-Impact 5400 and 5500 Impact are two of our top selling windows. A refined profile and a robust construction make them perfect for any FL homeowner, especially oceanfront.**

- **Limited Lifetime Manufacturer's Warranty**
- **Double Strength Float Insulated Glass** is twice as strong and stiffer which prevents seal damage and nearly eliminates the possibility of fogging between the glass.
- **Dura-Seal Spacer.** This multi-layered spacer system results in superior window performance by reducing *Thermal Conductivity* up to 90% better than aluminum spacer systems.
- **Constant Force Balance System** allows sashes to be lifted and lowered easily. The balance system has been tested for 10,000 cycles to ensure continuous smooth operation.
- **Multi-chambered Frame Construction** insulates effectively to help reduce your energy costs.
- **Box and I-beam Construction** provides superior strength and rigidity.
- **Metal Cam Locks** are mounted so intruders cannot force them open.
- **3 1/2" Frame Depth** to cover where the previous window was removed.
- **Custom Sizing** all of our windows to fit your home without any major modifications.
- **Financing** available, ask sales rep for details.
- **Optional 70XL (LowE(3)).** Most advanced coating that blocks 95% damaging *Ultraviolet Rays* and *Heat Carrying Rays* from the sun, reducing energy costs.
- **Optional Argon Gas.** Argon is 30% more dense than air and conducts 47% less heat making it an excellent barrier against *Heat Transfer*.

11-12 WEEK DELIVERY

3 DAY INSTALLATION

40% DEPOSIT - BALANCE UPON COMPLETION

American Window Products has been in business for over 39 years in Jacksonville and is the oldest window company specializing in replacement windows. We encourage our customers to check with the Northeast Florida Better Business Bureau to verify that we are still complaint free. A reputation like that is hard to beat! This is just an estimate. A sales agreement will follow.

**www.americanwindowproducts.com**

□ Referred By: _____

_____

Installer: _____

_____

LIC.# CBC1259710

# Window World of Northeast Florida

"Simply the Best for Less"

9440 Philips Hwy #1 • Jacksonville, FL 32256
(904) 443-7001 • Fax: (904) 443-7778

**Name:** Dan Walker **Ph. # (H)** 904-362-0615

**Install Address:** 15855 Twin Creek Dr. **Ph. # (W)** _____

**City, State, Zip:** Jacksonville, Fl. 32218 **Ph. # (O)** Dan@FirstCoastCMS.com

## WINDOWS

*SIZE LIMITATION VARIES ON LOCAL CODE REQUIREMENTS

**Double Hung**

| | | | |
|---|---|---|---|
| | Series 4000 DH Insulated | $ 259.00 | |
| | Series 6000 DH Insulated | $ 279.00 | |
| | DH I201 Impact Frame Non-Impact Glass | $ 375.00 | |
| | **Sliding** | | |
| | 2 lite slider all weld & insulated <80 ui | $ 269.00 | |
| | 2 lite slider all weld & insulated 80 - 124ui | $ 385.00 | |
| | 2 lite slider all weld & insulated >124 ui | $ 455.00 | |
| | 3 Lite slider all weld & insulated <120 | $ 569.00 | |
| | 3 Lite slider all weld & insulated >120 | $ 625.00 | |
| | **Picture** | | |
| 8 | Picture Window Small (0-101 UI) | $ 269.00 | 2152 |
| | Picture Window Medium (102-130 UI) | $ 385.00 | |
| | Picture Window Large (131-154 UI) | $ 495.00 | |
| | **Specialty** | | |
| | Single Hung Arch Tops Max 115 UI _____ | $ 475.00 | |
| | Casement/Awning | $ 355.00 | |
| 6 | Specialty Window 5116 Eyebrow _____ | | 3876 |
| 2 | Window Color Inside ~~Beige~~ Outside ~~Beige~~ 5114 Eyebrow | | 1114 |
| | | | 7142 |

## MISCELLANEOUS

| | | | |
|---|---|---|---|
| | Custom Exterior Cap & Wrap | $ 70.00 | |
| | Custom J-Channel | $ 65.00 | |
| 16 | Window Removal/Labor | $ 99.00 | 1584 |
| 16 | Steel or Cut Out Window Removal | $ 50.00 | 800 |
| | Cut Out Door Removal | $ 100.00 | |
| 2 | Mull to Form Multi-unit | $ 80.00 | 160 |
| | Tempered DH Sash (BSO) (TSO) | $ 49.00 | |
| | Repair Sill or Jamb | $ 75.00 | |
| | Remove Storm Windows | $ 25.00 | |
| 16 | Ext/Int Trim To Code | $ 50.00 | 800 |
| | Custom Exterior Trim | $ 75.00 | |
| | Awning - Single (Remove) (Replace) | $ 20.00 | |
| | Awning - Double(Remove) (Replace) | $ 40.00 | |
| | Curtain/Blind (Remove) (Replace) | $ 10.00 | |
| | HP Option | $ 48.00 | |
| | Nail Fin | $ 20.00 | |
| | Triple Strength Glass | $ 59.00 | |
| | Stainless Steel Spacer | $ 15.00 | |
| | Insulated Enhanced Frame | $ 15.00 | |
| | | | 3344 |

## WINDOW OPTIONS

| | | | |
|---|---|---|---|
| 16 | PPG Solarban 70 Low-EE Elite | $ 98.00 | 1565 |
| 16 | Argon Gas *Included with Low-EE Elite Purchase | $ ~~21.00~~ | Inc |
| | Double locks for windows >27" | $ ~~11.00~~ | Inc |
| 16 | Double Strength Glass | $ ~~21.00~~ | Inc |
| 16 | Foam Insulation on Jambs and Head | $ ~~16.00~~ | Inc |
| 16 | Lifetime Glass Breakage Warranty | $ ~~49.00~~ | Inc |
| | Half Screens | $ 20.00 | |
| | Full Screens | $ 30.00 | |
| 8 | Colonial Grids Contoured or Flat | $ 69.00 | 552 |
| 8 | Colonial Grids For Shapes | $ 175.00 | 1400 |
| | Specialty Grids For Shapes | $ 199.00 | |
| | Simulated Divided Light (Requires 6000 Series) | $ 199.00 | |
| | Wood Grain Int Slider/Fixed | $ 125.00 | |
| | Wood Grain Int DH | $ 99.00 | |
| | Color Ext Slider/Fixed | $ 199.00 | |
| | Color Ext DH | $ 155.00 | |
| | Oriel/Cottage Style 40/60 or 60/40 | $ 49.00 | |
| 16 | Almond/Beige or Classic Clay | $ 79.00 | 1264 |
| | Obscured Glass Rain or Frosted | $ 45.00 | |
| | Tint Gray or Bronze | $ 65.00 | |
| | | | 4781 |

## PATIO DOORS

| | | |
|---|---|---|
| | Vinyl Rolling Patio Door 5 ft. *58 5/8 x 79 1/2 | $ 925.00 |
| | Vinyl Rolling Patio Door 6 ft. *70 5/8 x 79 1/2 | $ 925.00 |
| | Vinyl Rolling Patio Door 8 ft. *94 1/4 x 79 1/2 | $ 1,229.00 |
| | Vinyl Rolling Patio Door 9 ft. *105 1/2 x 79 1/2 | $ 1,535.00 |
| | Vinyl Rolling Patio Door 12' 3 Panel *140 7/8 x 95 1/2 | $ 1,800.00 |
| | Vinyl Rolling Patio Door 12' 4 Panel *139 1/2 x 95 1/2 | $ 1,800.00 |
| | Specialty/Custom Patio Door _____ | |
| | French Rail Upgrade | $ 399.00 |
| | 8' Tall Patio Door Panels | $ 350.00 |
| | Screen For Patio Door | $ 85.00 |
| | PPG Solarban 70 Low-EE Elite/Argon Gas - Per Panel | $ 115.00 |
| | Colonial Grids For Patio Doors Flat or Contour | $ 175.00 |
| | Removal and Install | $ 200.00 |
| | Trim To Code | $ 150.00 |
| | Wood Grain Interior | $ 335.00 |
| | Exterior Designer Colors | $ 550.00 |
| | Blinds Between the Glass - Per Panel | $ 400.00 |
| | Storm or Cabana Door model _____ | |
| | Almond/Beige or Classic Clay | $ 335.00 |

*Denotes Exact Size

You the buyers are responsible for the removal and installation of any existing security system, burglar bars, drapes, blinds, A/C.
You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Notice of cancellation must be in writing postmarked no later than midnight pm the following third business day. **THIS IS A CUSTOMER ORDER**
**You the buyer agrees to make themselves available to the city and or county inspectors for a final inspection.**

**NO EXTRA WORK IF NOT IN WRITING!**

U factor - .27 Picture Windows

Estimated Time For Install 8-10 WKS

**CUSTOMER AGREES TO THE TERMS OF PAYMENT AS FOLLOWS:**

*Please see reverse side for additional terms & conditions.*

*Buyer agrees that he has read and understands all terms and conditions on front and back of this contract and agrees to each and every term and condition.*

Check # _____

| | |
|---|---|
| Extra Labor | |
| Landfil Disposal Fee | $ 200.00 |
| F.B. ☐ Permit & Fees | 250.00 |
| Sales Tax | |
| Total Amount | 15720.00 |
| Custom Order Deposit /50 % | 7860.00 |
| Balance Paid to Installer Upon Completion | 7860.00 |

Geoff Hartless
SALESPERSON DATE

OWNER DATE

This Window World® Franchise is independently owned and operated by Wall to Wall Windows and Doors LLC. d/b/a Window World of Northeast Florida, under license from Window World, Inc.

White Copy - Original Yellow Copy - Customer

# Tab 9

AMERICAN ELECTRICAL
Contracting, Inc.

5065 St. Augustine Road, Suite 3, Jacksonville, FL 32207
Office (904) 737-7770 • Fax (904) 737-1099
EC13007311

---

904-537-9034
tony@firstcoastcms.com

Date: April 22, 2020

To: Tony Shiver
Rizzetta & Company
2806 North 5th Street
St. Augustine, FL 32084

Project: Landscape Lighting Project at Pecan Park Entrance
Bainebridge Estates
15855 Twin Creek Drive
Jacksonville, FL 32218

## *-PROPOSAL-*

*American Electrical Contracting, Inc.* proposes to furnish all labor and materials to complete the following scope of work:

**Outdoor/Landscape Lighting Proposal at Pecan Park Road Entrance:**

1. Pull wire in existing conduit from South end of traffic island to North end of traffic island, approximately 135'.
2. Provide and install (1) new GFI receptacle in existing electrical box at North end of island.
3. Provide and install (2) new 300w Kichler 12v transformers and (2) photocells. Locate one transformer/photocell near North end of traffic island. Locate one transformer/photocell on South end of traffic island, replacing non-operational existing transformer.
4. Pull wire from existing buried junction box at South end of traffic island near monument sign to Southern-most transformer/photocell, approximately 70'.
5. Provide and install (7) new Kichler 12V LED Large Flood Lights with Variable Lumen Output landscape lighting fixtures on South end of traffic island. Locations for new lighting include: One on front of monument sign, Three on each side (East/West) of monument sign.
6. Provide and install (2) new Kichler 12V LED Accent Lights with Variable Lumen Output landscape lighting fixtures. Locations for new lighting include: Two on Magnolia tree near North end of island.
7. Provide and install (18) new Kichler 12V LED Large Accent Lights with Variable Lumen Output landscape lighting fixtures. Two on each of nine (Total of 18) large trees at center of traffic island.
8. All wire to be trenched and backfilled, quote does NOT include landscape replenishment.
9. All LED lighting to be 2700K Warm in color and 35-degree beam angle.

**LABOR: $2,652.00**
**MATERIALS: $7,920.00**
**TOTAL QUOTATION: $10,572.00**

***THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL***

Note:

- To the extent that additional work is performed, or materials delivered at the Owner's request which is not the subject of a signed change order, American Electrical shall be entitled to recover the costs thereof, plus 25%.
- Customer/Owner agrees to have any and all inspections, that may be required, completed within 180 days of commencement. Customer/Owner understands and agrees to pay a $25.00 re-inspection fee on day 181. This fee will also be assessed every 180 days thereafter, indefinitely. If a collection agent is required to collect this fee, customer/owner agrees to pay all collection costs incurred, in addition to the outstanding fee.
- Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the base contract.
- The onsite representative for the customer or contractor is deemed to be authorized to request and approve extras and alterations to scope of work and payment by the customer or contractor for said work.
- **American Electrical Contracting, Inc. may withdraw this proposal if not accepted within 15 days.**
- American Electrical Contracting, Inc. shall have the right to stop work for nonpayment within terms upon 10 days written notification.

- Customer agrees to pay the cost of collection, including all collection, bankruptcy and appellate attorney's fees, court cost and filing fees, upon customer's default of contract.
- Labor warranty covers one year on original installation.
- Warranty and warranty claims shall be invalid unless all work, both contract and change orders, have been paid in full.
- Materials warranty is by the manufacture of the product. Lamps and bulbs are warranted for 30 days.
- **Payment for work completed is NET 30 days from date of invoice.**
- Any payment not paid by the 10th day will be subject to an interest rate, which is equal to the maximum allowed by Florida statute.

The prices and conditions above are satisfactory and are hereby accepted. American Electrical Contracting, Inc. is authorized to perform the work as proposed.

Authorizing Signature

Date

*Ryan Piersall*
**American Electrical Contracting, Inc.**

# Quote

*Pro Lighting Outdoors, Llc.*
*766 Opossum Lane*
*Jacksonville, FL 32259*
*(904) 924 4496*

**04/30/2020**
**Quote # 200430**

**TO** **Twin Creek**
**15855 Twin Creek Dr.**
**Jacksonville, FL 32218**
**904 537 9034**

| Qty | Item | Description |
|---|---|---|
| 1 | Wire | 12-16 AWG, 275 ft. |
| 1 | Transformer | Stainless Steel, lifetime warranty |
| 23 | Spot Fixture | Brass spot fixture with lifetime warranty |
| 54+ | Connectors | Outdoor-rated, silicone-filled wire connectors |
| 23 | LED Lamps | LED Diode Lamps, various angle and wattage specs, 1 yr warranty |
| 4 | Flood Fixture | Brass, integrated, lifetime warranty |
| 1 | Sensor | Solar Sensor, 1 year warranty |
| | Labor | Install all wiring, fixtures, transformer, Adjust all fixtures. |

| | |
|---|---|
| **Cash or Check Total** | $3,995.00 |
| **Credit Card Total** | $4,115.00 |

Quotation prepared by: S. Shaw

This is a quotation on the goods named, subject to the conditions noted below:

To accept this quotation, sign here and return: _____

*Thank you for your business!*

# Tab 10

4/17/2020

Lesley Gallagher
Bainbridge CDD

RE: Bainbridge
Column Addition

Dear Lesley

This letter is to provide notification of a potential project change as follows:

| Item | Description | | Total | # Days | Contractor |
|---|---|---|---|---|---|
| 1 | Design and permit additional column to approved sign | $ | 1,500 | | Bent Construction |
| 2 | Install concrete footing /block addition | $ | 4,000 | | M&E |
| 3 | Install matching stucco/stone façade | $ | 2,350 | | Hendricks Stucco |
| **Subtotal** | | **$** | **7,850** | | |
| | General Conditions | $ | 785 | | |
| | Insurance | $ | 95 | | |
| | Permits | INCLUDED | | | |
| | Fee | $ | 873 | | |
| **Total** | | **$** | **9,603** | | |

Please see enclosed information pertaining to this change and indicate your direction to proceed.

Respectfully

Ben Bradley

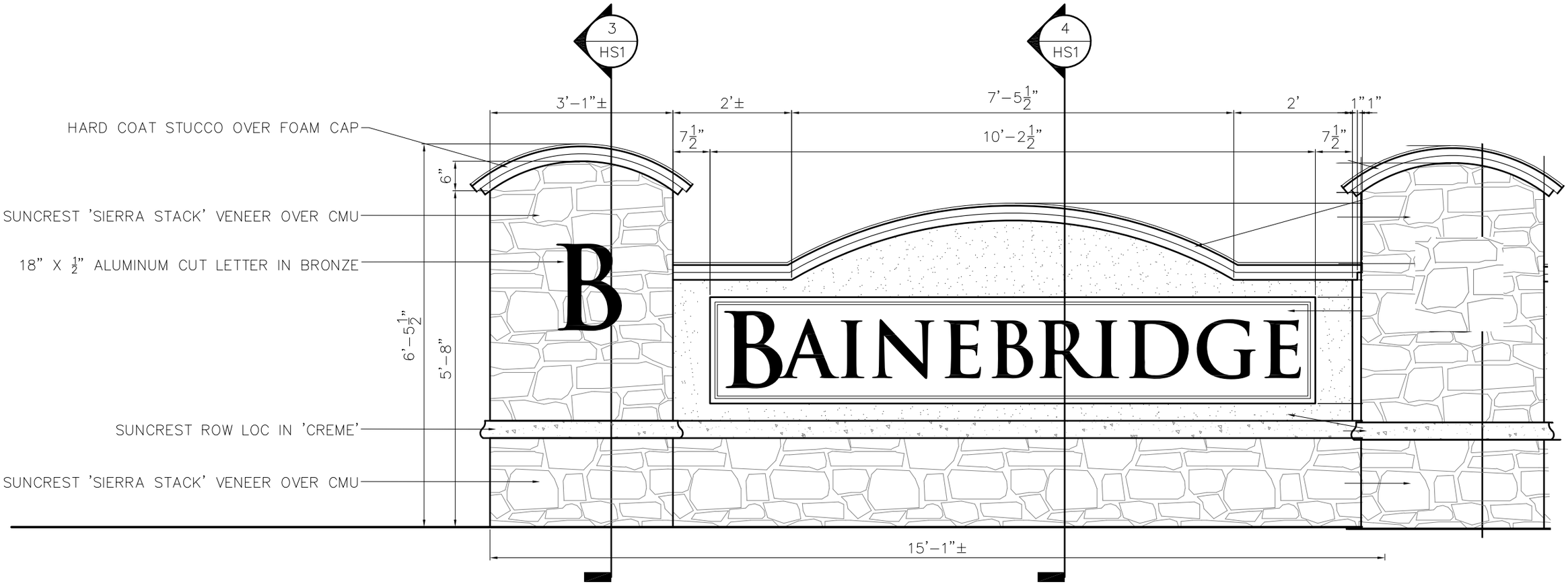
☐ Price and Proceed

☐ Price Only - Do Not Proceed

☐ Do Not Proceed

Approval Signature Date

Approval Name/Title




1 HS1 ENTRY SIGN ELEVATIONS

SCALE: 1/2" = 1'-0"

EAST ELEVATION (West elevation similar)

# Tab 11

# Aquatic Management Agreement

This **Agreement** dated ***effective to start*** _____, **2020**, is made between **Charles Aquatics, Inc.**, a Florida Corporation, and

Name Bainebridge CDD c/o Lesley Gallagher, Rizzetta & Company

Address 2806 N. Fifth St, Suite 403

City St Augustine State FL Zip 32084

Phone 904-436-6270 Fax _____ E-Mail lgallagher@rizzetta.com

Hereinafter called "**CLIENT**".

1) **Charles Aquatics, Inc.**, agrees to provide aquatic management services in accordance with the terms and conditions of this **Agreement** and within all applicable governmental regulations for a period of twelve (12) months from the date of the execution of this **Agreement** at the following location(s): Addition of 21st pond at the South End of Stedman Lake Dr in Bainebridge CDD.

2) **CLIENT** agrees to pay **Charles Aquatics, Inc.** , the following sum(s) for the listed aquatic management services:

| | |
|---|---|
| **a) Monthly Aquatic Management Services - Pond 21** | **$ 50./month** |
| **b)** Comprehensive Service Reports following each treatment | $ Included |
| **c)** Pollution Liability Insurance | $ Included |
| **d) Grass Carp stocking (Upon Approval)** | **$ 7.50/fish** |
| **e) Permitting for Grass Carp** | **$ Included** |
| **f) Fabrication and Installation of Aluminum Fish Barriers** | **$ 45/sq. ft** |

**3) The terms and conditions in this entire Agreement (to include pages 2 and 3) form an integral part of this Agreement and the CLIENT hereby acknowledges that he has read, is familiar with, has checked and initialed all boxes listing DISCLOSURE conditions (a) through (i) on page 2, and will comply with the contents thereof.**

**Charles Aquatics, Inc.**

James H. Charles, III

**Client**

**Sign** _____

**Print**_____

**Date**_____



Charles Aquatics, Inc. 6869 Phillips Parkway Drive S Jacksonville, FL 32256
Phone: 904-997-0044 Fax: 904-807-9158
www. charlesaquatics.com

4) Payment - This contract has a Net 30 payment requirements. Payments made after 30 days from the date of the invoice will be assessed interest charges in the amount of 1.5% for each month payment is late.
5) Aquatic management services stated in this **Agreement** will commence within ten (10) days of the execution of this **Agreement** by the **CLIENT**.
6) The offer contained herein is withdrawn and this **Agreement** shall have no further force and effect unless executed and returned by the **CLIENT** to **Charles Aquatics, Inc.** on or before **March 31, 2020.**

## Terms and Conditions

1) **Control Methods** - Aquatic Management services will be provided by procedures consistent with environmentally safe water management practices using one or more of the following established methods and techniques where applicable and as indicated on page one (1) of this agreement for the control of aquatic weeds:

   a) **Chemical Control** - Chemical control consists of periodic applications of aquatic herbicides and algaecides to control aquatic weeds and algae. When necessary and prior to treatment with aquatic herbicides or algaecides, oxygen tests will be conducted to ensure oxygen levels are adequate for fish and other aquatic life survival. There is no additional charge for indicated routine oxygen testing.
   b) **Biological Control** - Biological control consists of the stocking of weed eating fish, *primarily triploid grass carp*. **CLIENT** acknowledges that prior to fish stocking, governmental permits may be required, and that there may be further requirements for the installation of fish barriers. Fish barrier installation is a separate service from fish stocking and may be provided at no additional cost.
   c) **Mechanical Removal** - Mechanical removal consists of the physical removal of aquatic weeds from waterways. The disposal site of aquatic weeds will be determined by mutual agreement between **Charles Aquatics, Inc.** and the **CLIENT**. Mechanical removal of aquatic weeds may be performed at an additional cost to the **Client. This Service is not included in this agreement but available for an additional fee.**
   d) **Trash Removal –** Trash removal consists of the physical removal of minor trash floating within and from the areas immediately surrounding the **Client's** waterway(s) and may be provided at no additional cost.

2) **Disclosure** - **CLIENT** agrees to disclose, by checking and initialing boxes adjacent to subparagraphs (a) through (g) below, the existence of any of the following which presently exist or will be expected to exist in the treated waterway(s) during the entire term of this **Agreement** and any extension(s) thereof.

| | YES | NO | INITIALS |
|---|---|---|---|
| a) Water used for irrigating landscape around ponds is "effluent" or reclaimed water. | ☐ | ☐ | _____ |
| b) Water from the treated waterway(s) is used for irrigation. | ☐ | ☐ | _____ |
| c) Water from the treated waterway(s) is used for human or animal consumption. | ☐ | ☐ | _____ |
| d)Treated waterways have been mitigated (government required aquatic planting) or are scheduled to be mitigated. | ☐ | ☐ | _____ |
| e) Any special use of treated waterway which may conflict with treatments. | ☐ | ☐ | _____ |
| f) The presence of fish such as triploid grass carp, tilapia or koi in the treated waterway. | ☐ | ☐ | _____ |
| g) Restrictions on the use of any aquatic herbicides or algaecides in the waterways to be treated. | ☐ | ☐ | _____ |
| h) Existence of other aquatic management programs being conducted in the same waterway (s) which **Charles Aquatics, Inc.** is treating. | ☐ | ☐ | _____ |

i) **CLIENT** agrees to provide **Charles Aquatics, Inc.** additional details on any conditions (s) checked **"YES"** in boxes adjacent subparagraphs (a) through (g) above on the spaces below:

_____
_____
_____

j) **CLIENT** agrees that its failure to disclose any conditions (s) listed in (a) through (g) above may compromise **Charles Aquatics'** capacity to adequately perform satisfactory aquatic management service and may necessitate renegotiation of the **Agreement**.
k) Any failure of **CLIENT** to disclose conditions listed in (a) through (g) above on the date of the execution of this Agreement which may hinder or significantly change **Charles Aquatics'** ability to provide satisfactory aquatic management service does not relieve **CLIENT's** obligation to pay **Charles Aquatics, Inc.** for service provided under the terms and conditions of this **Agreement.**
l) Disclosure by checking and initialing boxes listing **certain** conditions adjacent to subparagraphs (a) through (g) above may be cause for **Client** and **Charles Aquatics, Inc.** to renegotiate this **Agreement** prior to the provision of any service by **Charles Aquatics, Inc.**



**(Aquatic Management Agreement continued page 3)**

Charles Aquatics, Inc. 6869 Phillips Parkway Drive S Jacksonville, FL 32256
Phone: 904-997-0044 Fax: 904-807-9158
www. charlesaquatics.com

3) **Time-Use Restrictions** - When federal and state regulations require water time-use restrictions following the application of aquatic herbicides, **Charles Aquatics, Inc**., will notify the **CLIENT** in writing of such restrictions at the time of treatment. It shall be the responsibility of the **CLIENT** to comply with the restrictions throughout the required period of time-use restrictions. **CLIENT** understands and agrees that notwithstanding any other provisions of this **Agreement**, **Charles Aquatics, Inc.** does not assume any liability for failure by any party to be notified of, or comply with, the above time-use restrictions.

4) **Access** - **CLIENT** agrees to provide adequate access of aquatic management equipment to waterway(s) being treated. Adequate access will be determined by **Charles Aquatics, Inc.** and the **Client.** Access routes must be a minimum of ten (10) feet in width, and ten (10) feet high; must provide a firm surface for the passage of boats, boat trailers, and towing vehicles; must have a grade no greater than forty five (45) degrees; and not require crossing bulkheads surrounding waterways. In the event it is deemed there are not adequate access routes to waterways for aquatic management equipment, this **Agreemen**t may be terminated or renegotiated.

5) **Effective Date** - The effective date of this **Agreement** is the first day of the month in which aquatic management services are first provided.

6) **Termination** - Termination of this **Agreement** may be made in writing at any time by **Charles Aquatics, Inc.** or by the **CLIENT**. The effective date of any termination will be the last day of the month during which written notice is received by **Charles Aquatics, Inc.** *In the event that Charles Aquatics, Inc. installs aluminum fish barriers at their cost and the contract is terminated by CLIENT, the CLIENT must reimburse Charles Aquatics, Inc. for the barriers.*

7) **Renewal** - Upon completion of this **Agreement** or any extension thereof, this **Agreement** shall be extended for a period equal to its original term unless terminated by either party. To compensate for economic forces beyond the control of **CHARLES AQUATICS, Inc., Client** agrees to pay an annual four percent (4%) increase for provided aquatic management services. The increase will be rounded off to the nearest dollar.

8) **Insurance Coverage** - **Charles Aquatics, Inc.** shall maintain the following insurance coverage: Automobile Liability, General Liability and Pollution Liability. Workers' Compensation coverage is also provided. **Charles Aquatics, Inc.** will submit copies of current insurance certificates upon request.

9) **Disclaimer** - Neither party to this **Agreement** shall be responsible for damages, penalties or otherwise any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, acts of God, war, governmental orders and regulations, curtailment or failure to obtain sufficient materials or other force majeure condition (whether or not the same class or kind as those set forth above) beyond its reasonable control and which by the exercise of due diligence, it is unable to overcome.

10) **Authorized Agent** - **CLIENT** warrants that he is authorized to execute this **Aquatic Management Agreement** on behalf of the riparian owner and to hold **Charles Aquatics, Inc.,** harmless for consequences of such service not arising out of the sole negligence of **Charles Aquatics, Inc**.

11) **Monthly Payments** - The monthly amount is firm for the entire term of the original **Agreement**. **CLIENT** understands that, for convenience the annual agreement payments will be distributed equally over a twelve (12) month period and that individual monthly billings may not necessarily reflect fluctuating costs of service. **CLIENT** agrees to reimburse **CHARLES AQUATICS, Inc.** for any bank charges resulting from a returned check for insufficient funds.

12) **Damages** - **Charles Aquatics, Inc.** agrees to hold **CLIENT** harmless from any loss, damage or claims arising out of the sole negligence of **Charles Aquatics, Inc.** However, **Charles Aquatics, Inc.** shall in no event be liable to the **CLIENT** or to others, for indirect, special or consequential damages resulting from any cause whatsoever not caused by or resulting from the responsibility of **Charles Aquatics, Inc.**

13) **Non-Payment, Default** - In the case of non-payment by the **CLIENT**, **Charles Aquatics, Inc.** reserves the right following written notice to the **CLIENT** to terminate this **Agreement**, and reasonable attorneys' fees and costs of collection shall be paid by the **CLIENT**, whether suit is filed or not. In addition, interest at the rate of one and one half percent (1.5%) per month may be assessed for the period of delinquency.

14) **Assignment of the Agreement** - This **Agreement** is not assignable by the **CLIENT** except upon prior written consent by **Charles Aquatics, Inc.**

15) **Alterations and Modifications** - This three (3) page **Agreement** constitutes the entire **Agreement** of the Parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both **Charles Aquatics, Inc.** and the **CLIENT**.



Charles Aquatics, Inc. 6869 Phillips Parkway Drive S Jacksonville, FL 32256
Phone: 904-997-0044 Fax: 904-807-9158
www. charlesaquatics.com

# Tab 12

# Specialty Service Agreement

This **Agreement** dated ***effective to start*** _____, **2020**, is made between **Charles Aquatics, Inc.**, a Florida Corporation, and

Name Bainebridge CDD c/o Lesley Gallagher, Rizzetta & Company

Address 2806 N. Fifth St, Suite 403

City St Augustine State FL Zip 32084

Phone 904-436-6270 Fax_____ E-Mail LGallagher@rizzetta.com

Hereinafter called "**CLIENT**".

1) **Charles Aquatics, Inc.**, agrees to perform Weir Repair for the following location(s): **Pond 10 - Bainbridge CDD located in Duval County, FL**
2) **CLIENT** agrees to pay **Charles Aquatics, Inc.**, the following sum(s) for the listed services: **Rip Rap, Delivery & Installation: $100.**
3) Payment schedule is as follows:
   a) Payment for entire balance of service is **due no later than 30 days after date of the invoice.**
4) The offer contained herein is withdrawn and this **Agreement** shall have no further force and effect unless executed and returned by the **CLIENT** to **Charles Aquatics, Inc.** on or before **March 31, 2020.**
5) **Insurance Coverage** - **Charles Aquatics, Inc.** shall maintain the following insurance coverage: Automobile Liability, Property Damage, Completed Operations and Product Liability. Workers' Compensation coverage is also provided. **Charles Aquatics, Inc.** will submit copies of current insurance certificates upon request.
6) **Disclaimer** - Neither party to this **Agreement** shall be responsible for damages, penalties or otherwise any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, acts of God, war, governmental orders and regulations, curtailment or failure to obtain sufficient materials or other force majeure condition (whether or not the same class or kind as those set forth above) beyond its reasonable control and which by the exercise of due diligence, it is unable to overcome.
7) **Damages** - Charles Aquatics, Inc. agrees to hold CLIENT harmless from any loss, damage or claims arising out of the sole negligence of Charles Aquatics, Inc. However, Charles Aquatics, Inc. shall in no event be liable to the CLIENT or to others, for indirect, special or consequential damages resulting from any cause whatsoever not caused by or resulting from the responsibility of Charles Aquatics, Inc.

Charles Aquatics, Inc.

James H. Charles, III

**CLIENT**

_____
Signed

_____
Print Name

_____
Date

6869 Phillips Parkway Drive South, Jacksonville, FL 32256
Phone: 904-997-0044 Fax: 904-807-9158
www. charlesaquatics.com

# Tab 13

# OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 630-7757
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 630-2920
E-MAIL: MHOGAN@COJ.NET

May 5, 2020

Lesley Gallagher
Bainebridge CDD
2806 North Fifth Street, Unit 403
St. Augustine, FL 32084

Dear Lesley,

The information you requested on April 1, 2020 appears below:

**Bainebridge Community Development District 889 Registered Voters**

If you have any questions or need additional assistance, please contact Robert Phillips at 904-630-8018 or phillips@coj.net.

Sincerely,

Lana Self

Lana Self
Director of Candidates and Records

# Tab 14

## THE AMENITY CENTER RENTAL POLICIES

Residents and Non-Resident Users may reserve the Bainebridge Room and outside Pool Pavilion area through Amenity Center Staff for various meetings, classes, events, etc. for a maximum of six (6) hours per event, including set-up and clean-up time. The six (6) hour limitation can only be exceeded upon specific authorization from the Board. Bainebridge Room rental is exclusive of and does not include the Pool Pavilion area or the pool. Residents and Non-Resident Users may not reserve the Bainebridge Room or Pool Pavilion more than four (4) times in any twelve (12) month period if the reservation date falls on a Friday, Saturday, Sunday or Monday. Residents and Non-Resident Users may reserve the Bainebridge Room from September 16th through May 15th.The maximum number of persons attending any event for the Bainebridge Room shall not exceed fifty (50) persons or twenty-five (25) persons for the Pool Pavilion. If the number of persons attending an event exceeds 25 people, Residents and Non-Resident Users must also pay for the salary of a District representative which will present during the event and will be available to provide assistance and coordination. Reservation of the Bainebridge Room and Pool Pavilion is on a first come, first serve basis and is subject to approval by the District Manager. Rental of both the Bainebridge Room and the Pool Pavilion simultaneously is not permitted. The Amenity Manager is required to be present during all rentals. If the Amenity Manager is not available during a requested rental period, such rental may be approved at the sole discretion of the Amenity Manager, provided that an authorized designee of the Amenity Manager serve as the rental attendant, and the party requesting the Bainebridge Room or Pool Pavilion agree to pay the costs associated with such attendant.

***Rental of the Bainebridge Room or Pool Pavilion will not be available on Saturdays or Sundays during the period of May16th through September 15th.***

Additionally, the Bainebridge Room or Pavilion will not be available for rental use on Memorial Day Weekend, Labor Day Weekend or any other weekend on which a federal holiday falls on either a Monday or Friday (with the exception of Martin Luther King Day, Washington's Birthday, Columbus Day and Veterans Day ) as well as the following days:

**December 24th**
**December 31st Easter**
**Sunday Memorial Day**
**Thanksgiving Day**

**December 25th**
**January 1**
**July 4th**
**Labor Day**

The Bainebridge pool and pool area, including the surrounding decks and furniture, is not available for reservation and shall remain open to all Patrons and their guests during normal operating hours.

A refundable deposit in the amount established by District rule is required and will be returned after the function is complete provided there is no evidence of damage to the facility.

A cleanup fee in the amount established by District rule is required for all functions. Amenity Center Staff should be contacted to make proper arrangements regarding the reservation of the Bainebridge Room and to obtain the amounts of the deposit and cleanup fee.
No open burning or campfires are allowed at the Amenities.

**Below are the policies and guidelines set forth and agreed upon by the Board and District Manager regarding events in the Bainebridge Room:**

## Policies

(1) Applicant must be a Patron who will be responsible for ensuring that their Guests adhere to the policies set forth herein.

(2) All applicants will be required to fill out and sign the District Facility Use Application Agreement per the District Manager's office.

(3) Additional Event Liability Insurance coverage in the amount of One Million Dollars ($1,000,000) will be required for all events that are approved to serve alcoholic beverages. This policy regarding insurance coverage also pertains to certain events the District determines should require additional Event Liability coverage on a case by case basis (to be reviewed by the District Manager or the Board of Supervisors). The District shall be named as an additional insured party on any such policies, and a certificate of insurance illustrating the appropriate coverage amount and parties is to be provided to the District Manager prior to the event.

(4) Patrons are not allowed to bring or use their own grills or smokers at the Bainebridge Amenity Center.

(5) Appropriate attire must be worn at all times in the Bainebridge. Appropriate attire includes t-shirts, tank tops, shorts, leotards, and/or sweat suits (no swimsuits).

(6) Each individual is responsible for cleaning up the Bainebridge Room after use.

(7) Do not leave wet clothing, suits, or towels on the furniture or floor.

(8) Loud music is not permitted.

(9) Please treat district staff and other Patrons with courtesy and respect.

(10) Patrons under the influence of alcohol or drugs may not use the Amenity Center Pool.

(11) If any Patron attending the event violates any of the policies set forth in this section or other the general policies provided in this Amenity Facilities Policies, the event will be immediately cancelled and the applicable security deposit shall be forfeited.

## Schedule of Fees/Deposits

(1) The non-refundable rental fee for the Bainebridge Room is set as follows: $150.00 for a maximum of 50 guests.

A non-refundable rental fee for the Pool Pavilion is set as follows: $50.00 for a maximum of 25 guests.

Both the Bainebridge room and the Pool Pavilion have a maximum rental time limit of six (6) hours.

A check shall be made out to the "Bainebridge Community Development District" and submitted to Amenity Center Staff at the Amenity Center during posted office hours.

(2) A refundable security deposit of $150.00 for the Bainebridge room and $50.00 for the pool pavilion shall be charged to the persons making the reservation and shall be submitted to the Amenity Center Staff at the Amenity Center during posted office hours in the form of a separate check (which shall be made payable to the "Bainebridge Community Development District"). To receive a full refund of the deposit, the following must be completed:

1. Ensure that all garbage is removed from the premises.
2. Remove all displays, favors or remnants of the event (No adhesives permitted on walls or windows).
3. Wipe off and restore the furniture and other items to their original position.
4. Wipe off counters, table tops and sink area.
5. Ensure that no damage has occurred to the Bainebridge Room and its surrounding property and facilities if used by Patron and their guests.

If additional cleaning is required, the Resident or Non-Resident User reserving the room will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The District Manager shall determine the amount of deposit to be returned, if any.

## Indemnification

Each organization, group or individual reserving the use of a Amenity Facility (or any part thereof) agrees to indemnify and hold harmless the District, its officers, agents, contractors and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of the District lands, premises and/or Amenity Facilities, including litigation or any appellate proceeding with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Florida Statutes.

# Tab 15

**RESOLUTION 2020-06**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Bainebridge Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Duval County, Florida; and

**WHEREAS**, consistent with Section 218.33, *Florida Statutes,* the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste, and abuse as defined in Section 11.45(1), *Florida Statutes;* promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

**WHEREAS,** to demonstrate compliance with Section 218.33, *Florida Statutes,* the District desires to adopt by resolution the Internal Controls Policy attached hereto as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

**SECTION 2.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED THIS 21st DAY OF MAY, 2020.**

**ATTEST:**

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

_____
Secretary/Assistant Secretary

_____
Chairman/Vice Chairman, Board of Supervisors

**EXHIBIT "A"**

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**
**INTERNAL CONTROLS POLICY**

## 1. Purpose.

1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Bainebridge Community Development District.

1.2. Consistent with Section 218.33(3), *Florida Statutes,* the internal controls adopted herein are designed to:

1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).

1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

1.2.3. Support economical and efficient operations.

1.2.4. Ensure reliability of financial records and reports.

1.2.5. Safeguard Assets (as hereinafter defined).

## 2. Definitions.

2.1. "Abuse" means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.

2.2. "Assets" means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.

2.3. "Auditor" means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.

2.4. "Board" means the Board of Supervisors for the District.

2.5. "District Management" means (i) the independent contractor (and its employees) retained by the District to provide professional district management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

2.6. "Fraud" means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity's assets, bribery, or the use of one's position for personal enrichment through the deliberate misuse or misapplication of an organization's resources.

2.7. "Internal Controls" means systems and procedures designed to prevent and detect fraud, waste, and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.

2.8. "Risk" means anything that could negatively impact the District's ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational, and operational risks.

2.9. "Waste" means the act of using or expending resources unreasonably, carelessly, extravagantly, or for no useful purpose.

## 3. Control Environment.

3.1. Ethical and Honest Behavior.

3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.

3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.

3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

## 4. Risk Assessment.

4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management's Risk assessments shall include, but not be limited to:

4.1.1. Identifying potential hazards.

4.1.2. Evaluating the likelihood and extent of harm.

4.1.3. Identifying cost-justified precautions and implementing those precautions.

## 5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste, and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.

5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.

5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).

5.1.1.5. Maintaining a schedule of the District's material fixed Assets.

5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).

5.1.1.7. Retaining and restricting access to sensitive documents.

5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.

5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust, and petty cash accounts.

5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste, or Abuse.

5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.

5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

## 6. Information and Communication.

6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements, and best practices.

6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.

## 7. Monitoring Activities.

7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:

7.1.1.1. Review its operational processes.

7.1.1.2. Consider the potential risk of Fraud, Waste, or Abuse inherent in each process.

7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.

7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.

7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

**Specific Authority:** §§ 190.011(5), 218.33(3), *Florida Statutes*
**Effective date:** April 16, 2020

# Tab 16

**RESOLUTION 2020-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Bainebridge Community Development District (**"District"**) prior to June 15, 2020, proposed budgets (**"Proposed Budget"**) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (**"Fiscal Year 2020/2021"**); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:**

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for **_____, 2020 at _____ _.m**. The hearing may be conducted remotely, pursuant to _____ communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020, as such orders may be extended or supplemented, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes.* In the event that Executive Orders are not extended and the Board is required to meet in person for quorum requirements and/or if conditions allow the meeting to be held in person, it will be held at the following location:

LOCATION: _____
_____
_____

**3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville and Duval County at least 60 days prior to the hearing set above.

**4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget

on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

**5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 21st day of May, 2020.

ATTEST:

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant-Secretary

Chairman/Vice Chairman, Board of Supervisors

**Exhibit A**: Fiscal Year 2020/2021 Proposed Budget

# Exhibit A

Rizzetta & Company

# Bainebridge
# Community Development District

**bainebridgecdd.org**

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**Proposed Budget for Fiscal Year 2020-2021**

**Presented by: Rizzetta & Company, Inc.**

**2806 N. Fifth Street**
**Suite 403**
**St. Augustine, Florida 32084**
**Phone: 904-436-6270**

**rizzetta.com**

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# GENERAL FUND BUDGET
# ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

## REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

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## EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of $200.00 maximum per meeting within an annual cap of $4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

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## EXPENDITURES - FIELD OPERATIONS:

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Streetlights:** The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

# RESERVE FUND BUDGET
# ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

## REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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## EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

# DEBT SERVICE FUND BUDGET
# ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

## REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

---

## EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

**Proposed Budget**
**Bainebridge Community Development District**
**General Fund**
**Fiscal Year 2020/2021**

| | Chart of Accounts Classification | Actual YTD through 03/31/20 | Projected Annual Totals 2019/2020 | Annual Budget for 2019/2020 | Projected Budget variance for 2019/2020 | Budget for 2020/2021 | Budget Increase (Decrease) vs 2019/2020 | Comments |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | **REVENUES** | | | | | | | |
| 3 | | | | | | | | |
| 4 | Special Assessments | | | | | | | |
| 5 | Tax Roll* | $ 340,691 | $ 342,145 | $ 342,145 | $ - | $ 347,145 | $ 5,000 | |
| 6 | | | | | | | | |
| 7 | **TOTAL REVENUES** | **$ 340,691** | **$ 342,145** | **$ 342,145** | **$ -** | **$ 347,145** | **$ 5,000** | |
| 8 | | | | | | | | |
| 9 | Balance Forward from Prior Year | $ - | $ 10,000 | $ 10,000 | $ - | $ - | $ (10,000) | |
| 10 | | | | | | | | |
| 11 | **TOTAL REVENUES AND BALANCE FORWARD** | **$ 340,691** | **$ 352,145** | **$ 352,145** | **$ -** | **$ 347,145** | **$ (5,000)** | |
| 12 | | | | | | | | |
| 13 | ***Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to** | | | | | | | |
| 14 | | | | | | | | |
| 15 | **EXPENDITURES - ADMINISTRATIVE** | | | | | | | |
| 16 | | | | | | | | |
| 17 | Legislative | | | | | | | |
| 18 | Supervisor Fees | $ 2,400 | $ 5,400 | $ 6,000 | $ 600 | $ 6,000 | $ - | Based on 6 Meetings |
| 19 | Financial & Administrative | | | | | | | |
| 20 | Administrative Services | $ 3,000 | $ 6,000 | $ 6,000 | $ - | $ 6,180 | $ 180 | *Proposed to Include a 3% Increase |
| 21 | District Management | $ 11,250 | $ 22,500 | $ 22,500 | $ - | $ 23,175 | $ 675 | * |
| 22 | District Engineer | $ 2,695 | $ 5,390 | $ 7,500 | $ 2,110 | $ 7,500 | $ - | |
| 23 | Disclosure Report | $ 5,000 | $ 5,000 | $ 5,000 | $ - | $ 5,000 | $ - | |
| 24 | Trustees Fees | $ 2,371 | $ 2,371 | $ 3,500 | $ 1,129 | $ 3,500 | $ - | |
| 25 | Assessment Roll | $ 5,250 | $ 5,250 | $ 5,250 | $ - | $ 5,408 | $ 158 | * |
| 26 | Financial & Revenue Collections | $ 2,625 | $ 5,250 | $ 5,250 | $ - | $ 5,408 | $ 158 | * |
| 27 | Accounting Services | $ 10,050 | $ 20,100 | $ 20,100 | $ - | $ 20,703 | $ 603 | * |
| 28 | Auditing Services | $ 4,000 | $ 4,000 | $ 4,000 | $ - | $ 4,100 | $ 100 | Based on Current Engagement |
| 29 | Arbitrage Rebate Calculation | $ - | $ 500 | $ 500 | $ - | $ 500 | $ - | |
| 30 | Public Officials Liability Insurance | $ 6,919 | $ 6,919 | $ 7,088 | $ 169 | $ 5,611 | $ (1,477) | Was able to obtain reduction of $2000 in estimated amount |
| 31 | Legal Advertising | $ 647 | $ 2,000 | $ 2,000 | $ - | $ 2,000 | $ - | |
| 32 | Dues, Licenses & Fees | $ 175 | $ 175 | $ 175 | $ - | $ 175 | $ - | |
| 33 | Miscellaneous Fees | $ 100 | $ 1,000 | $ 1,000 | $ - | $ 750 | $ (250) | Mailed Notice? |
| 34 | Website Hosting, Maintenance, Backup | $ 2,600 | $ 5,700 | $ 3,700 | $ (2,000) | $ 5,700 | $ 2,000 | Per Existing Agreement |
| 35 | Legal Counsel | | | | | | | |
| 36 | District Counsel | $ 9,092 | $ 18,184 | $ 25,000 | $ 6,816 | $ 25,000 | $ - | 4% Annual Hourly Increase |
| 37 | | | | | | | | |
| 38 | **Administrative Subtotal** | **$ 68,174** | **$ 115,739** | **$ 124,563** | **$ 8,824** | **$ 126,710** | **$ 2,147** | |
| 39 | | | | | | | | |
| 40 | **EXPENDITURES - FIELD OPERATIONS** | | | | | | | |
| 41 | | | | | | | | |
| 42 | Electric Utility Services | | | | | | | |
| 43 | Utility Services | $ 6,820 | $ 19,464 | $ 22,500 | $ 3,036 | $ 21,500 | $ (1,000) | |
| 44 | Garbage/Solid Waste Control Services | | | | | | | |
| 45 | Garbage - Recreation Facility | $ 572 | $ 1,514 | $ 2,000 | $ 486 | $ 2,000 | $ - | |
| 46 | Water-Sewer Combination Services | | | | | | | |
| 47 | Utility Services | $ 1,427 | $ 3,600 | $ 5,000 | $ 1,400 | $ 4,500 | $ (500) | |
| 48 | Stormwater Control | | | | | | | |
| 49 | Aquatic & Fountain Maintenance | $ 4,345 | $ 8,680 | $ 8,480 | $ (200) | $ 9,100 | $ 620 | Additional Pond |

**Proposed Budget**
**Bainebridge Community Development District**
**General Fund**
**Fiscal Year 2020/2021**

| | Chart of Accounts Classification | Actual YTD through 03/31/20 | Projected Annual Totals 2019/2020 | Annual Budget for 2019/2020 | Projected Budget variance for 2019/2020 | Budget for 2020/2021 | Budget Increase (Decrease) vs 2019/2020 | Comments |
|---|---|---|---|---|---|---|---|---|
| 50 | Miscellaneous Expense | $ 1,090 | $ 10,790 | $ 1,500 | $ (9,290) | $ 1,500 | $ - | FY 19/20 Includes Barrier & Weir Repair, FY 20/21 Proposed To Include Carp |
| 51 | Other Physical Environment | | | | | | | |
| 52 | General Liability & Property Insurance | $ 10,669 | $ 10,669 | $ 10,740 | $ 71 | $ 11,601 | $ 861 | Based on Estimate Provided |
| 53 | Entry & Walls Maintenance | $ - | $ 984 | $ 2,500 | $ 1,516 | $ 2,500 | $ - | Pressure Washing? |
| 54 | Landscape & Irrigation Maintenance Contract | $ 15,294 | $ 30,588 | $ 34,473 | $ 3,885 | $ 34,473 | $ - | FY 20/21 Proposed to Include a 3% Increase and Annuals at Entry . Includes Playground Mulch Per Existing Agreement |
| 55 | Irrigation Repairs | $ 2,685 | $ 2,685 | $ 4,000 | $ 1,315 | $ 4,000 | $ - | FY 2019/20 Included Entry |
| 56 | Landscape Replacement Plants, Shrubs, Trees | $ 3,570 | $ 4,570 | $ 8,000 | $ 3,430 | $ 8,000 | $ - | FY 2019/20 Included Entry |
| 57 | Field Services | $ 1,200 | $ 2,400 | $ 2,400 | $ - | $ 2,400 | $ - | |
| 58 | Miscellaneous Expense | $ - | $ 1,500 | $ 1,500 | $ - | $ 1,271 | $ (229) | FY 19/20 to Include Annuals - Not Part of Current Contract |
| 59 | Road & Street Facilities | | | | | | | |
| 60 | Amenity Parking Lot/Sidewalk Repair & Maintenance | $ - | $ 650 | $ 3,000 | $ 2,350 | $ 2,500 | $ (500) | FY 19/20 Included Sidewalk Grinding, FY 20/21 to Possibly Include Re-striping |
| 61 | Miscellaneous Expense | $ - | $ - | $ 1,500 | $ 1,500 | $ 1,000 | $ (500) | |
| 62 | Parks & Recreation | | | | | | | |
| 63 | Amenity Management Staffing Contract | $ 15,295 | $ 30,590 | $ 32,349 | $ 1,759 | $ 33,000 | $ 651 | Proposed to Include Pressure Washing |
| 64 | Cable, Phone & Internet | $ 1,982 | $ 3,964 | $ 3,800 | $ (164) | $ 4,000 | $ 200 | |
| 65 | Amenity Maintenance Contract & Repairs | $ 17,439 | $ 26,816 | $ 13,400 | $ (13,416) | $ 13,400 | $ - | FY 2019/20 Included Preventative Maintenance Agreement on Fitness Equipment, Pumps Repairs and Replacement, Electrical Repairs, Fitness Equipment Repairs, A/C Repairs and PM, Motion Lighting, Water Testing. FY 20/21 Includes Approx. $10,000 in Repairs. |
| 66 | Amenity Facility Janitorial Service Contract & Supplies | $ 2,976 | $ 6,500 | $ 6,100 | $ (400) | $ 6,600 | $ 500 | FY 20/21 Proposed to Include Approximately $1500 in Supplies |

**Proposed Budget**
**Bainebridge Community Development District**
**General Fund**
**Fiscal Year 2020/2021**

| | Chart of Accounts Classification | Actual YTD through 03/31/20 | Projected Annual Totals 2019/2020 | Annual Budget for 2019/2020 | Projected Budget variance for 2019/2020 | Budget for 2020/2021 | Budget Increase (Decrease) vs 2019/2020 | Comments |
|---|---|---|---|---|---|---|---|---|
| 67 | Pool Maintenance Service Contract & Chemicals | $ 10,859 | $ 18,346 | $ 18,100 | $ (246) | $ 15,000 | $ (3,100) | FY 2019/20 Included the Purchase of Chemical Controller Equipment |
| 68 | Pool Permits and Inspections | $ - | $ 500 | $ 500 | $ - | $ 500 | $ - | |
| 69 | Athletic Court(s)/Field/Playground Maint. & Repairs | $ - | $ 2,000 | $ 8,000 | $ 6,000 | $ 5,000 | $ (3,000) | To Include Playground Maintenance FY 20/21 |
| 70 | Pest Control & Termite Bond | $ 832 | $ 832 | $ 850 | $ 18 | $ 850 | $ - | |
| 71 | Facility A/C Preventative Maintenance & Repair | $ - | $ 740 | $ 740 | $ - | $ 740 | $ - | Includes Preventative Maint |
| 72 | Access Control Maintenance & Repair | $ - | $ 1,850 | $ 2,150 | $ 300 | $ 2,000 | $ (150) | Includes Extended Warrant |
| 73 | Miscellaneous Expense | $ 1,166 | $ 1,890 | $ 1,500 | $ (390) | $ 1,000 | $ (500) | Includes Propane Refill, Fire Extinguisher Maint. |
| 74 | Special Events | | | | | | | |
| 75 | Special Events | $ 1,315 | $ 4,000 | $ 6,000 | $ 2,000 | $ 5,000 | $ (1,000) | |
| 76 | Contingency | | | | | | | |
| 77 | Miscellaneous Contingency | $ 14,463 | $ 94,213 | $ 15,500 | $ (78,713) | $ 15,000 | $ (500) | FY 19/20 Includes Entry Monument Construction, Entry Landscaping,Entry Lighting, Possible Extry Sign Expansion (Entry Items to be paid out of FDOT Investment Account Once All Work is Complete?), Pool Furniture, Amenity Computer Replacement. FY 20/21 Proposed to Include Additional Pool Furniture and Paver Work in Pool Area. |
| 78 | Capital Outlay | $ - | $ 16,000 | $ 11,000 | $ (5,000) | $ 12,000 | $ 1,000 | FY 19/20 to Include Window Replacement .FY 20/21 Proposed to Possibly Include Removal of Spheres at Pool and Installation of Deck Jets |
| 79 | | | | | | | | |
| 80 | **Field Operations Subtotal** | **$ 113,999** | **$ 306,335** | **$ 227,582** | **$ (78,753)** | **$ 220,435** | **$ (7,147)** | |
| 81 | | | | | | | | |
| 82 | | | | | | | | |
| 83 | **TOTAL EXPENDITURES** | **$ 182,173** | **$ 422,074** | **$ 352,145** | **$ (69,929)** | **$ 347,145** | **$ (5,000)** | |
| 84 | | | | | | | | |
| 85 | **EXCESS OF REVENUES OVER** | **$ 158,518** | **$ (69,929)** | **$ -** | **$ (69,929)** | **$ -** | **$ -** | |
| 86 | | | | | | | | |

**Proposed Budget**
**Bainebridge Community Development District**
**Reserve Fund**
**Fiscal Year 2020-2021**

| | Chart of Accounts Classification | Actual YTD through 03/31/20 | Projected Annual Totals 2019/2020 | Annual Budget for 2019/2020 | Projected Budget variance for 2019/2020 | Budget for 2020/2021 | Budget Increase (Decrease) vs 2019/2020 | Comments |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | **REVENUES** | | | | | | | |
| 3 | | | | | | | | |
| 4 | Special Assessments | | | | | | | |
| 5 | Tax Roll* | $ 25,000 | $ 25,000 | $ 25,000 | $ - | $ 20,000 | $ (5,000) | |
| 6 | | | | | | | | |
| 7 | **TOTAL REVENUES** | **$ 25,000** | **$ 25,000** | **$ 25,000** | **$ -** | **$ 20,000** | **$ (5,000)** | |
| 8 | | | | | | | | |
| 9 | Balance Forward from Prior Year | $ - | $ - | $ - | $ - | $ - | $ - | |
| 10 | | | | | | | | |
| 11 | **TOTAL REVENUES AND BALANCE** | **$ 25,000** | **$ 25,000** | **$ 25,000** | **$ -** | **$ 20,000** | **$ (5,000)** | |
| 12 | | | | | | | | |
| 13 | ***Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to** | | | | | | | |
| 14 | | | | | | | | |
| 15 | **EXPENDITURES** | | | | | | | |
| 16 | | | | | | | | |
| 17 | Contingency | | | | | | | |
| 18 | Capital Reserves | $ - | $ - | $ 25,000 | $ 25,000 | $ 20,000 | $ (5,000) | |
| 19 | | | | | | | | |
| 20 | **TOTAL EXPENDITURES** | **$ -** | **$ -** | **$ 25,000** | **$ 25,000** | **$ 20,000** | **$ (5,000)** | |
| 21 | | | | | | | | |
| 22 | **EXCESS OF REVENUES OVER** | **$ 25,000** | **$ 25,000** | **$ -** | **$ 25,000** | **$ -** | **$ -** | |
| 23 | | | | | | | | |

**Bainebridge Community Development District**
**Debt Service**
**Fiscal Year 2020/2021**

| Chart of Accounts Classification | Series 2007A | Budget for 2020/2021 |
|---|---|---|
| | | |
| **REVENUES** | | |
| Special Assessments | | |
| Net Special Assessments [1] | $161,219.27 | $161,219.27 |
| | | |
| **TOTAL REVENUES** | **$161,219.27** | **$161,219.27** |
| | | |
| | | |
| **EXPENDITURES** | | |
| **Administrative** | | |
| Financial & Administrative | | |
| Debt Service Obligation | $161,219.27 | $161,219.27 |
| **Administrative Subtotal** | **$161,219.27** | **$161,219.27** |
| | | |
| **TOTAL EXPENDITURES** | **$161,219.27** | **$161,219.27** |
| | | |
| **EXCESS OF REVENUES OVER EXPEN** | **$0.00** | **$0.00** |

| | |
|---|---|
| Duval County Collection Costs (3.5%) and Early Payment Discounts (4%): | 7.5% |
| **Gross assessments** | **$174,291.10** |

**Notes:**
1. Tax Roll Collection Costs for Duval County are 7.5% of Tax Roll. Budgeted net of tax roll assessments.
See Assessment Table.

[1] Maximum Annual Debt Service less prepaid assessments.

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2020/2021 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

| | |
|---|---|
| **2020/2021 O&M Budget** | $367,145.00 |
| **Duval County 3.5% Collection Cost:** | $13,891.97 |
| **Early Payment Discount @ 4%:** | $15,876.54 |
| **2020/2021 Total:** | **$396,913.51** |

| | |
|---|---|
| **2019/2020 O&M Budget** | $367,145.00 |
| **2020/2021 O&M Budget** | $367,145.00 |
| **Total Difference:** | **$0.00** |

| | PER UNIT ANNUAL ASSESSMENT | | Proposed Increase / Decrease | |
|---|---|---|---|---|
| | **2019/2020** | **2020/2021** | $ | % |
| **Debt Service - Single Family** | $1,168.62 | $1,168.62 | $0.00 | 0.00% |
| **Operations/Maintenance - Single Fan** | $793.83 | $793.83 | $0.00 | 0.00% |
| **Total** | **$1,962.45** | **$1,962.45** | **$0.00** | **0.00%** |
| **Debt Service - Single Family (Partially** | $431.69 | $431.69 | $0.00 | 0.00% |
| **Operations/Maintenance - Single Fan** | $793.83 | $793.83 | $0.00 | 0.00% |
| **Total** | **$1,225.52** | **$1,225.52** | **$0.00** | **0.00%** |
| **Debt Service - Single Family (Partially** | $566.11 | $566.11 | $0.00 | 0.00% |
| **Operations/Maintenance - Single Fan** | $793.83 | $793.83 | $0.00 | 0.00% |
| **Total** | **$1,359.94** | **$1,359.94** | **$0.00** | **0.00%** |
| **Debt Service - Single Family (Partially** | $578.43 | $578.43 | $0.00 | 0.00% |
| **Operations/Maintenance - Single Fan** | $793.83 | $793.83 | $0.00 | 0.00% |
| **Total** | **$1,372.26** | **$1,372.26** | **$0.00** | **0.00%** |

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2020/2021 O&M and DEBT SERVICE ASSESSMENT SCHEDULE**

| | | |
|---|---|---|
| **TOTAL O&M BUDGET** | | **$367,145.00** |
| **COLLECTION COSTS @** | **3.5%** | **$13,891.97** |
| **EARLY PAYMENT DISCOUNT @** | **4.0%** | **$15,876.54** |
| **TOTAL O&M ASSESSMENT** | | **$396,913.51** |

| | UNITS ASSESSED | | ALLOCATION OF O&M ASSESSMENT | | | PER LOT ANNUAL ASSESSMENT | | |
|---|---|---|---|---|---|---|---|---|
| | | SERIES 2007A | TOTAL | % TOTAL | TOTAL | | SERIES 2007A | |
| **LOT SIZE** | **O&M** | **DEBT SERVICE (1) (2) (3)** | **EAU's** | **EAU's** | **O&M BUDGET** | **O&M** | **DEBT SERVICE (4)** | **TOTAL (5)** |
| **Platted Parcels** | | | | | | 0 | 0 | |
| Single Family | 277 | 46 | 277.00 | 55.40% | $219,890.09 | **$793.83** | **$1,168.62** | **$1,962.45** |
| Single Family (Partially Prepaid) (5) | 52 | 52 | 52.00 | 10.40% | $41,279.01 | **$793.83** | **$431.69** | **$1,225.52** |
| Single Family (Partially Prepaid) (5) | 20 | 20 | 20.00 | 4.00% | $15,876.54 | **$793.83** | **$566.11** | **$1,359.94** |
| Single Family (Partially Prepaid) (5) | 151 | 150 | 151.00 | 30.20% | $119,867.88 | **$793.83** | **$578.43** | **$1,372.26** |
| **Total Community** | 500 | 268 | 500.00 | 100.00% | **$396,913.51** | | | |

| | |
|---|---|
| LESS: Duval County Collection Costs (3.5%) and Early Payment Discounts (4%): | **($29,768.51)** |
| Net Revenue to be Collected | **$367,145.00** |

**(1) Reflects 4 (four) prepayments.**

**(2) Reflects the number of total lots with Series 2007A debt outstanding.**

**(3) 223 Single Family lots reflect partial payoff of 2007A Debt Service.**

**(4) Annual debt service assessment per lot adopted in connection with the Series 2007A bond issue. Annual assessment includes principal, interest, Duval County collection costs and early payment discounts.**

**(5) Annual assessment that will appear on November 2020 Duval County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).**

# Discussion Regarding Re-opening of Amenities Due to COVID-19

# SUPERVISOR REQUESTS

# ADJOURNMENT