



Rizzetta & Company

Bainebridge Community Development District

**Board of Supervisors' Meeting
July 20, 2023**

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

www.bainebridgecdd.org

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Bainebridge Amenity Center, 15855 Twin Creek Drive, Jacksonville, FL 32218

www.bainebridgecdd.org

Board of Supervisors	William Huff Samuel Helms Charles Straw Alton Mabb Wally David	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Vince Dunn	Dunn & Associates

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

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

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 (239) 936-0913. 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 · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.bainebridgecdd.org

Board of Supervisors
Bainebridge Community
Development District

July 13, 2023

AGENDA

Dear Board Members:

The **regular** meeting of the Bainebridge Community Development District will be held on **July 20, 2023 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218. The following is the agenda for this meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
4. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held May 11, 2023.....Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for April, May and June 2023Tab 2
 - C. Consideration of Resolution 2023-08; Redesignating SecretaryTab 3
5. **STAFF REPORTS**
 - A. Landscape Inspection ReportTab 4
 - B. Landscape Manager
 1. Brightview Landscape ReportTab 5
 - C. District Counsel
 - D. District Engineer
 - E. Amenity Manager.....Tab 6
 1. Consideration of Replacement of Water Feature Pump
 - F. District Manager
 1. Charles Aquatics Pond & Fountain Report.....Tab 7
 2. Presentation of Registered Voter Count.....Tab 8
6. **BUSINESS ITEMS**
 - A. Consideration of Charles Aquatics Proposal for RepairsTab 9
 - B. Public Hearing on Fiscal Year 2023-2024 Budget
 1. Consideration of Resolution 2023-09; Adopting Fiscal Year 2023-2024 Budget.....Tab 10
 - C. Public Hearing on Special Assessments
 1. Consideration of Resolution 2023-10; Imposing Special AssessmentsTab 11

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D. Appointment to Seat 5Tab 12
E. Oath of Office.....Tab 13
F. Consideration of Resolution 2023-05; Redesignating
Assistant SecretaryTab 14

- 7. **AUDIENCE COMMENTS AND 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
Lesley Gallagher

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.

BAINEDRIDGE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Bainebridge Community Development District was held on May 11, 2023 at 6:00 p.m. at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218.

Present and constituting a quorum:

- William Huff II Board Supervisor, Chairman
Samuel Helms Board Supervisor, Vice Chairman
Wally David Board Supervisor, Assistant Secretary (speakerphone)
Alton Mabb Board Supervisor, Assistant Secretary

Also present were:

- Lesley Gallagher District Manager, Rizzetta & Company, Inc.
Katie Buchanan District Counsel, Kutak Rock, LLC
Chris Ernst BrightView Landscape
Tony Shiver President, First Coast CMS
Bryan Schaub Field Manager, Rizzetta & Company, Inc. (speakerphone)

Audience members present.

FIRST ORDER OF BUSINESS

Call to Order

On a motion by Mr. Huff, seconded by Mr. Helms, with all in favor, the Board opened the meeting, for Bainebridge Community Development District.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Mr. Mabb led the Pledge of Allegiance.

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

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46 Audience members had no comments.

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48 **FOURTH ORDER OF BUSINESS** Consideration of Appointment to Seat #5

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50 This item was tabled.

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52 **FIFTH ORDER OF BUSINESS** Oath of Office

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54 This item was tabled.

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56 **SIXTH ORDER OF BUSINESS** Consideration of Resolution 2023-05;
57 Redesignating Assistant Secretary

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59 This item was tabled.

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61 **SEVENTH ORDER OF BUSINESS** Consideration of the Minutes of the Board of
62 Supervisors Regular Meeting held on March
63 16, 2023

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On a motion by Mr. Helms, seconded by Mr. Mabb, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on March 16, 2023, for Bainebridge Community Development District.

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66 **EIGHTH ORDER OF BUSINESS** Ratification of the Operation and
67 Maintenance Expenditures for February and
68 March 2023

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On a motion by Mr. Mabb, seconded by Mr. Huff, with all in favor, the Board ratified the Operation and Maintenance Expenditures for February 2023 in the amount of \$26,229.39, and March 2023 in the amount of \$24,604.68 for Bainebridge Community Development District.

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71 **NINTH ORDER OF BUSINESS** Acceptance of Fiscal Year 2021-2022 Audit

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On a motion by Mr. Mabb, seconded by Mr. Huff, with all in favor, the Board accepted the Annual Audit for Fiscal Year 2021-2022, for Bainebridge Community Development District.

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74 **TENTH ORDER OF BUSINESS** Staff Reports

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76 A. Landscape Manager
77 1. BrightView Landscape Report
78 Mr. Ernst updated the Board that they are back to weekly maintenance at
79 the entry and amenity center.

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2. Consideration of BrightView Enhancement Proposal
The Board approved the proposal for the front entry corner clean up in the amount of \$2,610.00 as amended to also include item #17 listed on the landscape inspection report.

On a motion by Mr. Helms, seconded by Mr. Huff, with all in favor, the Board approved the BrightView enhancement proposal as amended, for Bainebridge Community Development District.

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The Board moved to agenda item 5E

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ELEVENTH ORDER OF BUSINESS

Landscape Inspection Report

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Mr. Schaub reviewed his report found under tab 7 of the agenda and noted that he had requested that BrightView have an arborist review items 7 and 10.

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Board moved back to agenda item 5B.

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TWELFTH ORDER OF BUSINESS

District Counsel

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Ms. Buchanan did not have a report but was available to answer questions. The Chairman inquired about the HiTech agreement. Counsel updated him that we needed their monitoring agreement.

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THIRTEENTH ORDER OF BUSINESS

District Engineer

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Was not requested to attend.

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FOURTEENTH ORDER OF BUSINESS

Amenity Manager

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Mr. Shiver updated the Board that here was a piece of fitness equipment down due to loose padding needing to be replaced and that his part had been ordered. He also updated the Board that the electrical panel at the pool equipment for the water feature was replaced as an emergency repair as the door was not closing completely.

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FIFTEENTH ORDER OF BUSINESS

District Manager

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Ms. Gallagher updated the Board that Mr. Mabb has been provided with his access to Intacct so going forward, the Board would see the check register in the agendas as discussed.

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She also requested authorization to request a map that shows all pond access points from the District Engineer, the Board authorized.

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1. Charles Aquatics Pond and Fountain Report

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SIXTEENTH ORDER OF BUSINESS

Ratification of WebWatchdogs Renewal

On a motion by Mr. Huff, seconded by Mr. Mabb, with all in favor, the Board ratified the WebWatchdogs extended warranty in the amount of \$325.00, for Bainebridge Community Development District.

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SEVENTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-07;
Approving FY 2023/24 Proposed Budget
and Setting the Public Hearing**

Mr. Huff and Ms. Gallagher reviewed the proposed budget for fiscal year 2023/2024 which as presented reflected an increase of \$91.84 per operation and maintenance assessment. Ms. Gallagher explained if approved, this would require the District to also send a mailed notice to property owners and asked the Board to please check their schedules to confirm availability for the July meeting date.

136

On a motion by Mr. Helms, seconded by Mr. Huff, with all in favor, the Board adopted Resolution 2023-07; Approving the Proposed Budget and set the public hearing for July 20th at 6:00 pm in the amenity center, for Bainebridge Community Development District.

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EIGHTEENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Audience

There were no audience comments.

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Supervisors

Mr. Mabb noted that he had received a request for pickleball.

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Mr. Huff requested that any pond concerns be forwarded to the District Manager and that anyone interested in the seat that has been declared vacant please contact the District Manager as well and confirm receipt of their email.

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NINTEENTH ORDER OF BUSINESS Adjournment

On a motion by Mr. Mabb, seconded by Mr. Helms, with all in favor, the Board adjourned the meeting at 6:51 p.m. for Bainebridge Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

BAINEDRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEDRIDGECDD.ORG

Operation and Maintenance Expenditures

April 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$

21,860.74

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Always Improving, LLC	100148	29619	Fitness Equipment PM Service 04/23	\$ 200.00
Berger, Toombs, Elam, Gaines & Frank CPA	100143	361826	Auditing Services FY21/22	\$ 3,715.00
BrightView Landscape Services, Inc.	100139	8339458	Landscape Maintenance 04/23	\$ 3,093.00
Charles Aquatics, Inc.	100141	47442	Fountain Maintenance 03/23	\$ 665.00
COMCAST	EFT	8495 74 120 2010538 03/23 Autopay 140	Amenity Cable/Phone/Internet 04/23	\$ 356.77
Disclosure Services, LLC	100149	7-140	Amortization Schedule Series 2007 05/23	\$ 100.00
Eric M Kilis	100144	040123-BB	Deputy Services 03/23	\$ 300.00
First Coast Contract Maintenance Service, LLC	100142	7458	Monthly Pool, Janitorial & Maintenance 04/23	\$ 4,321.15
First Coast Contract Maintenance Service, LLC	100142	7478	Reimbursable Expenses 03/23	\$ 336.70
Jacksonville Daily Record	100150	23-02455D	Legal Advertising 04/23	\$ 96.50
JEA	EFT	4849510511 04/23 Autopay 140	15855 Twin Creek Dr/15700 Bainbridge Dr 03/23	\$ 1,663.46
Raul Garnett	100145	040123-BB	Deputy Services 03/23	\$ 400.00

BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services	EFT	0687-001309183 Autopay 140	Waste Disposal Services 04/23	\$ 231.16
Rizzetta & Company, Inc.	100138	INV0000078793	District Management Fees 04/23	\$ 5,607.00
Shawnesci S Barber	100146	040123-BB	Deputy Services 03/23	\$ 200.00
VGlobal Tech	100140	4931	ADA & WCAG Audits 04/23	\$ 250.00
Web Watchdogs	100147	8317	Extended Warranty 04/23	\$ <u>325.00</u>
Report Total				\$ <u>21,860.74</u>

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Operation and Maintenance Expenditures

May 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2023 through May 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$

23,272.21

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alton Mabb Jr.	100161	AM051123	Board of Supervisors Meeting 05/11/23	\$ 200.00
American Electrical Contracting, Inc.	100158	W58532	Replace Pool Panel 04/23	\$ 2,214.00
BrightView Landscape Services, Inc.	100152	8381422	Landscape Maintenance 05/23	\$ 3,093.00
Charles Aquatics, Inc.	100159	47666	Fountain Maintenance 04/23	\$ 665.00
COMCAST	EFT	8495 74 120 2010538 05/23 Autopay 140	Amenity Cable/Phone/Internet 05/23	\$ 356.32
First Coast Contract Maintenance Service, LLC	100153	7478-1	Reimbursable Expenses 03/23	\$ 30.00
First Coast Contract Maintenance Service, LLC	100160	7547	Management Services 05/23	\$ 4,321.15
First Coast Contract Maintenance Service, LLC	100165	7555	Reimbursable Expenses 03/23	\$ 1,373.23
JEA	EFT	4849510511 05/23 Autopay 140	Utility Services 05/23	\$ 1,217.87
Kutak Rock, LLP	100154	3210572	Legal Services 03/23	\$ 2,440.27
LLS Tax Solutions, Inc.	100166	3024	Special Assessment Bond Series 2007 05/23	\$ 500.00
Michael Tomberg	100155	050123-BB	Deputy Services 05/23	\$ 265.00

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Raul Garnett	100156	050123-BB	Deputy Services 04/23	\$ 550.00
Republic Services	EFT	0687-001317223 04/23 Autopay 140	Waste Disposal Services 04/23	\$ 289.37
Rizzetta & Company, Inc.	100151	INV0000079618	District Management Fees 05/23	\$ 4,907.00
Samuel Lincoln Helms III	100162	SH051123	Board of Supervisors Meeting 05/11/23	\$ 200.00
VGlobal Tech	100157	5004	ADA & WCAG Audits 05/23	\$ 250.00
Walter David	100163	WD051123	Board of Supervisors Meeting 05/11/23	\$ 200.00
William R. Huff II	100164	WH051123	Board of Supervisors Meeting 05/11/23	\$ 200.00
Report Total				<u>\$ 23,272.21</u>

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEDRIDGECCDD.ORG

Operation and Maintenance Expenditures

June 2023

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: \$

24,943.68

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Company name: Bainebridge Community Development District
Report name: Check register
Created on: 7/5/2023
Location: 140--Bainebridge

Bank	Date	Vendor	Document no.	Amount
140TRUISTOP - Truist Bank	Account no: 1000043924702			
	6/1/2023	V0369--BrightView Landscape Services, Inc.	100168	3,093.00
	6/27/2023	V0448--Charles Aquatics, Inc.	100180	1,330.00
	6/14/2023	V0448--Charles Aquatics, Inc.	100177	125.00
	6/9/2023	V03032--City of Jacksonville	100172	60.50
	6/20/2023	V0550--COMCAST	EFT	354.62
	6/1/2023	V0757--Dunn & Associates, Inc.	100169	823.75
	6/29/2023	V0760--Duval County Health Department	EFT	325.00
	6/27/2023	V0876--First Coast Contract Maintenance Service, LLC	100181	7,346.30
	6/9/2023	V1192--Jacksonville Daily Record	100173	1,050.95
	6/22/2023	V1242--JEA	EFT	1,472.49
	6/30/2023	V1428--Kutak Rock, LLP	100185	993.00
	6/9/2023	V02701--Michael Tomberg	100174	530.00
	6/9/2023	V02697--Raul Garnett	100175	400.00
	6/27/2023	V1996--Republic Services	100182	284.51
	6/5/2023	V1996--Republic Services	EFT	288.28
	6/19/2023	V1954--Rizzetta & Company, Inc.	100178	759.28
	6/1/2023	V1954--Rizzetta & Company, Inc.	100167	4,907.00
	6/9/2023	V03448--Shawnesci S Barber	100176	150.00
	6/6/2023	V2552--VGlobal Tech	100171	650.00
Total for 140TRUISTOP				24,943.68

Tab 3

RESOLUTION 2023- 08

**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

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2020-04; and

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

Section 1. Scott Brizendine is appointed Secretary

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 20th DAY OF JULY 2023.

**BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY

Tab 4

BAINEBRIDGE

LANDSCAPE INSPECTION REPORT



July 7, 2023

Rizzetta & Company

Bryan Schaub – Landscape Specialist



Rizzetta & Company
Professionals in Community Management

Summary, Pecan Park & Bainebridge

General Updates, Recent & Upcoming Maintenance Events

- Upcoming turf micronutrient & iron applications.

The following are action items for **Brightview** to 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. **Black, bold and underlined text represents updates or questions for the BOS.**

1. There are three Holly trees at the entrance area that need to be checked as they appear stressed. Diagnose & treat. (Pic 1)



2. In the entrance median island, prune the dead branches from the Magnolias.
3. Along Pecan Park, continue to eliminate any grassy weeds/invasive turf that is popping up in the maintained turf areas.
4. **On both sides of the monument, something is still stressing the Juniper. I recommend testing the soil. Also, have your agronomist check these units out. Report findings & replace dead units.**
5. In the same area, dead-head the Roses.
6. **In the north ROW of Pecan Park, prune all plants that are contacting the fencing.**

7. **In the east corner of Pecan Park & Bainebridge behind the open fencing, there is a large Wax Myrtle that is getting overgrown. Prune into a consistent shape and maintain. (Pic 7)**



8. Next winter, schedule a rotation to pencil prune the Crape Myrtles along Pecan Parkway.
9. At the main entrance island bullnose, dead-head the Marigold Annual Flowers.
10. At the Amenities Center, detail the beds surrounding the courts. Include, weeding, raking the mulch level, and setting strong bed lines.
11. In the same area, remove all suckers from the Crape Myrtles.



Bainebridge & Amenities Center

12. At the Amenities Center and behind the courts, remove a branch that has broken off and is hanging. (Pic 12)



13. Detail & perform general maintenance on the east bank of Lake Bainebridge, including mowing, pruning & line trimming.

14. Behind the pool deck, remove all mosses from the Ornamental Trees.

15. In the same area, remove the dead Pine branch hanging over the maintained area. (Pic 15)



16. To the east of the Amenities Center parking lot, prune the encroaching Wax Myrtles. There was some work completed on this item. Thank you. Still more to go.

17. Property-wide, treat for active ant mounds. Rake out all inactive mounds.

18. In front of the clubhouse, continue to monitor the Holly trees. These two units are good candidates for replacement.

19. In the beds in front of the clubhouse, remove all vines & weeds growing through the hedges. They must be pulled out at the roots and not topped, as they will keep coming back. (Pic 19)



20. Property-wide, treat all joint crack weeds.



Good morning Bryan,

Thank you for the report. Please see below my answers.

1. This is due to wet feet. We have been trying to control this by adjusting the irrigation but it has been difficult do to all the rain we have been receiving.
2. We will get this completed
3. I will follow up with our agronomic department
4. Same as 1
5. We will get this completed
6. We will get this completed
7. I will take a look at this wax myrtle this week to see what this all entails
8. Will do
9. We are in the process of changing out the flowers with our summer rotation.
10. We will get this completed
11. We will get this completed
12. We will get this completed
13. I will take a look at this lake bank this week to see what this all entails
14. We will get this completed
15. We will get this completed
16. We will get this completed
17. We will get this completed
18. Same as 1. We have proposed to replace these with something that can handle the wet soils
19. We will get this completed
20. We will get this completed.

Thank you,
Chris

Tab 5



11530 Davis Creek Court - Jacksonville, Florida 32256
(904) 292-0716 / Fax: (904) 292-1014

MEMORANDUM

DATE: July 11, 2023
TO: Bainebridge
ATTN: Board of Directors
FROM: Chris Ernst
RE: Landscape Report

Grounds Maintenance

Weekly grounds maintenance

Applying herbicide to landscape beds.

Applying herbicide to pavers and sidewalk cracks.

Weekly hand weeding at entrance and amenity center

Weekly trimming at the entrance and amenity center

Debris pick up from the storms.

Irrigation

We are monitoring the irrigation watering times with the amount of rain that we have been receiving as the property is wet and doesn't always need water.

Agronomics

We are applying a nitrogen-based fertilizer to all turf in July

Treating for sod web worms/army worms

Turf weed treatment.

Fungicide treatments to the ligustrums at the entrance.

Enhancements

Summer flowers will be installed in July.

Arbor Care

Completed the approved tree work at along Pecan Park and behind the wall on the exit side of the entrance.

Tab 6



Bainebridge Community Development District

Field Report July 2023

First Coast CMS LLC
07/07/2023

Swimming Pool

At this time, we have two issues involving the pool.

The water feature pump has failed and needs to be replaced entirely. We have received a quote to replace the 15hp and pump. The price quoted is below.

Install new Sta-Rite 10hp epoxy coated 1ph pool pump without strainer. Will use the Strainer that is there.

Includes Freight

Includes labor and materials

Installed comes to \$14,293.88

Option 2: (would need DOH approval)

Install Speck 95-XI 10hp 3 phase pump

Install NEMA VFD drive 1ph in 3ph out

Includes Electrical hookup for drive

Includes plumbing and fittings

Includes labor and materials

Total: \$15,461.10

We recommend that option 2 be considered since this will last longer and be much more energy efficient.

The other issue that we have run into is that one of the pool filter motors has failed. We anticipate this cost to be about \$3800 to replace and anticipate having it installed by 07/18/2023.

Common Area and Events

We had a large event for the 4th of July that was well attendant by residents.

The magnet that holds the front door closet fell from the door jamb and needed to be replaced.

The top pole to the chain link fence to the tennis court came unattached due to kids climbing on it. It has been put back in place.

The grill caught fire due to too much grease. The fire was extinguished with no injuries and no damage to the building. We have surveyed the grill and it appears that grill is undamaged and needs to be cleaned. The fire extinguisher is being replaced.

The gutters were cleaned out on the north side (pool side) of the building to allow faster drainage

The electrical breaker to one of the pool pumps was replaced by American Electrical



Tab 7



6869 Phillips Parkway Drive S Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: June 29, 2023

Aquatic Tech: Bill Fuller

Client: Bainebridge CDD

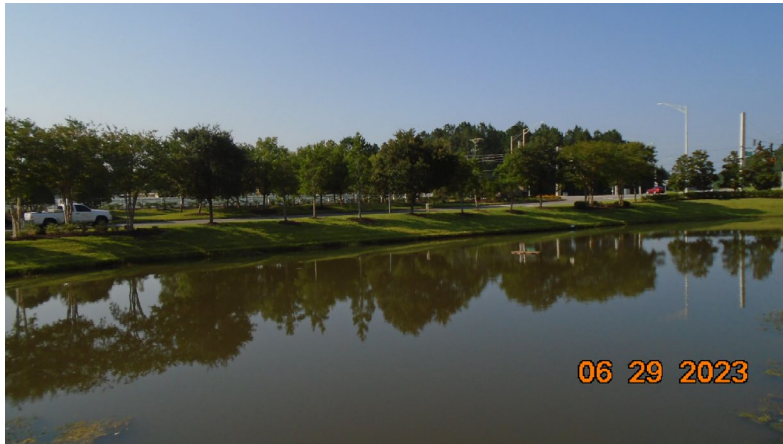
Rich Powers

Contact: Lesley Gallagher

Waterways: Twenty ponds.

Comments: 93° F Winds 2-4 mph.

Pond 1: Pond was in good condition. No invasive species noted. Too early for fountain to be on.



Pond 2: Pond was in overall good condition. Treated for perimeter vegetation.



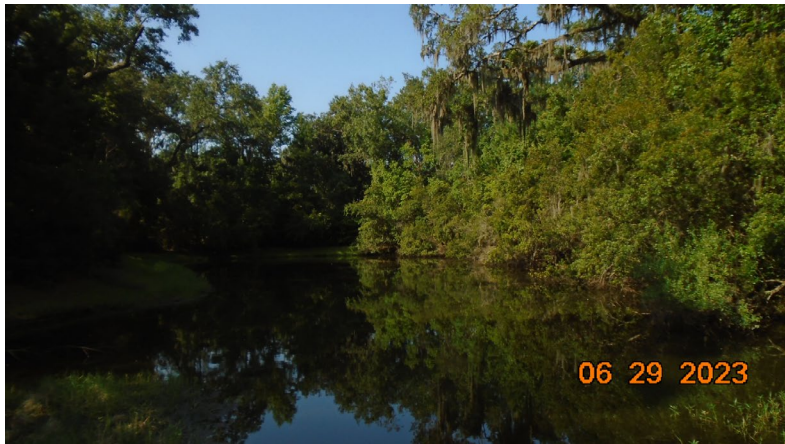
Pond 3: Pond was in good condition. No invasive species noted.



Pond 4: Pond was in good condition. No invasive species noted.



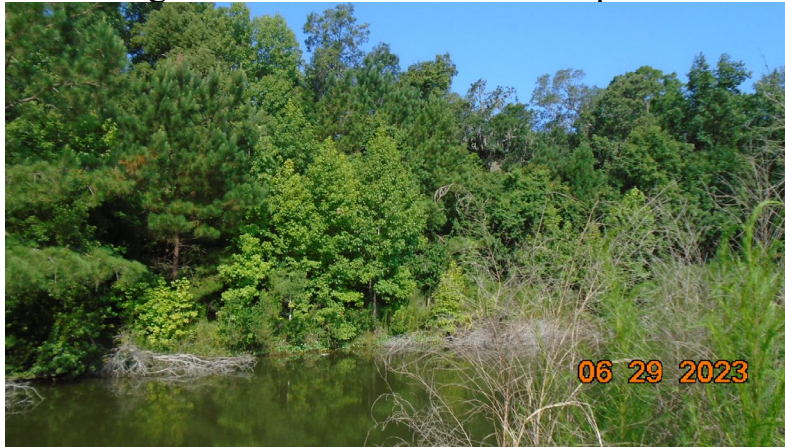
Pond 5: Pond was in good condition. Had a good kill on the perimeter vegetation.



Pond 6: Pond was in poor condition. Treated for algae.



Pond 7: Pond was in good condition. No invasive species noted.



Pond 8: Pond was in good condition. Minor perimeter vegetation.



Pond 9: Pond was in good condition. No invasive species noted.



Pond 10: Pond has lost its only access point due to installation of new fence.



Pond 11: Pond was in good condition. No invasive species noted.



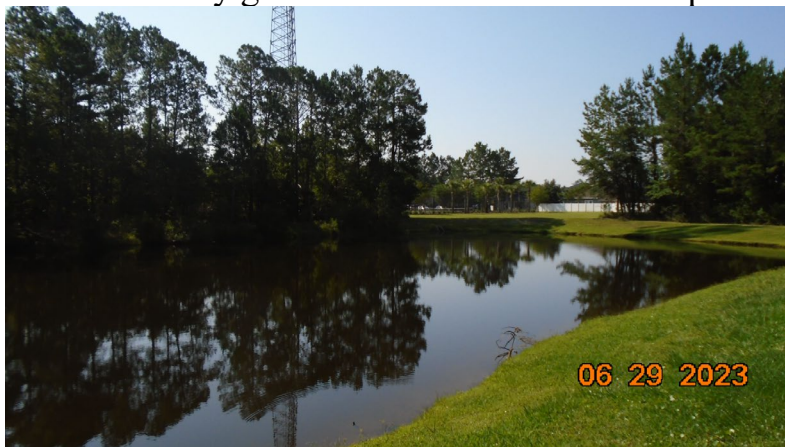
Pond 12: Pond was in fair condition. Treated for perimeter vegetation and submersive vegetation.



Pond 14: Pond was in overall good condition. Treated for water grass.



Pond 15: Pond was in very good condition. No invasive species noted.



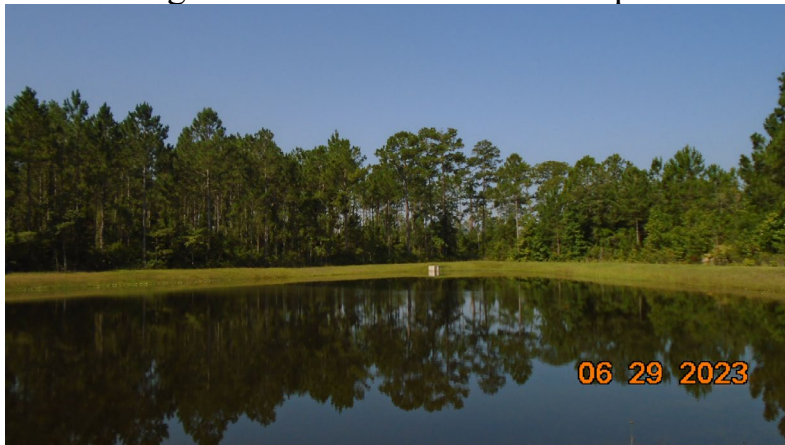
Pond 16: Pond was in fair condition. Treated for perimeter vegetation.



Pond 17: Pond was in overall good condition. Treated for perimeter vegetation.



Pond 18: Pond was in good condition. No invasive species noted.

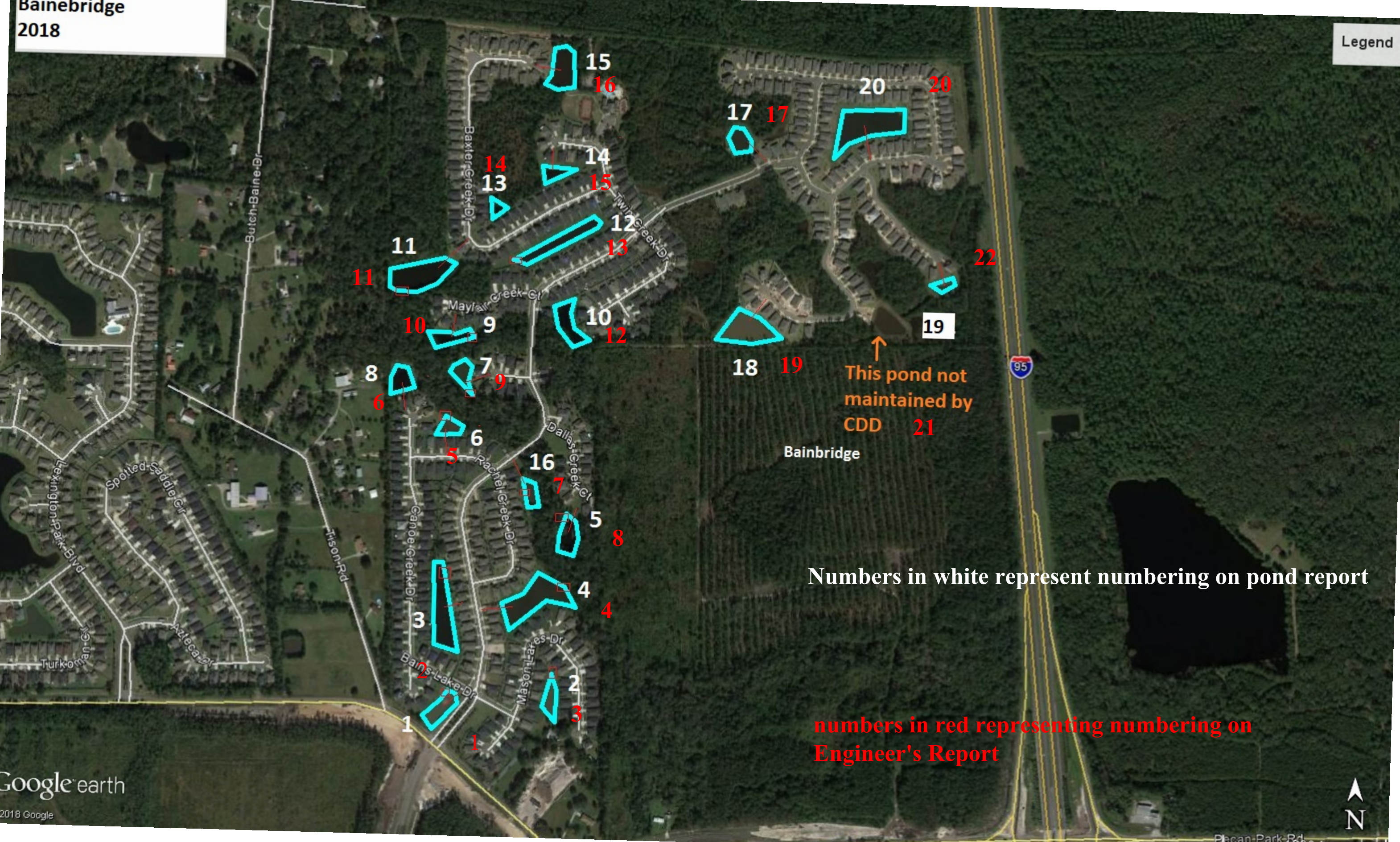


Pond 19: Pond was in good condition. Had a good kill on the algae and naiad.



Pond 20: Pond was in good condition. Minor perimeter vegetation.

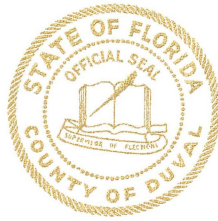




Numbers in white represent numbering on pond report

numbers in red representing numbering on Engineer's Report

Tab 8



RECEIVED
JUN - 5 2023
BY:

OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 255-3444
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX: (904) 255-3434
E-MAIL: MHOGAN@COJ.NET

June 1, 2023

Lesley Gallagher
Bainebridge Community Development District
3434 Colwell Ave., Suite 200
Tampa, FL 33614

Dear Lesley,

The information you requested on April 11, 2023, appears below:

Bainebridge Community Development District 1040 Registered Voters as of 4/15/2023

If you have any questions or need additional assistance, please contact Robert Phillips at 904-255-3436 or phillips@coj.net.

Sincerely,

Lana Self
Director of Candidates and Records

Tab 9



This agreement dated July 12, 2023 is made between **Charles Aquatics, Inc.**, a Florida Corporation, and

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

Address 3434 Colwell Ave Suite 200

City Tampa State FL Zip 33614

Phone 904-436-6270 Cell _____

E-mail lgallagher@rizzetta.com

Hereinafter called "CLIENT".

- 1. Charles Aquatics, Inc.**, agrees to provide **Three (3) aluminum fish barriers and additional services** in accordance with the terms and conditions of this Agreement.
- 2. CLIENT** agrees to pay **Charles Aquatics, Inc.** , the following sum(s) for the listed services:

Pond 1: New Aluminum fish barrier 3.47 s.f.@ \$55/s.f.	\$190.85
Pond 9: New Aluminum fish barrier 1.09 s.f. @ \$55/s.f.	\$ 59.95
Pond 15: New Aluminum fish barrier 3.70 s.f. @ \$55/s.f.	<u>\$203.50</u>
Total for Fish Barriers	\$454.30
Pond 9: Treat vegetation outside the outflow structure	\$150.00

Total price **\$604.30**

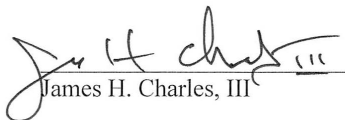
Terms & Conditions:

- 1) Payment** for entire balance of service is **due no later than 30 days after date of the invoice.**
- 2) 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.

Charles Aquatics, Inc.
6869 Phillips Parkway Drive South Jacksonville, FL 32256
(904) 997-0044 Fax: (904) 807-9158

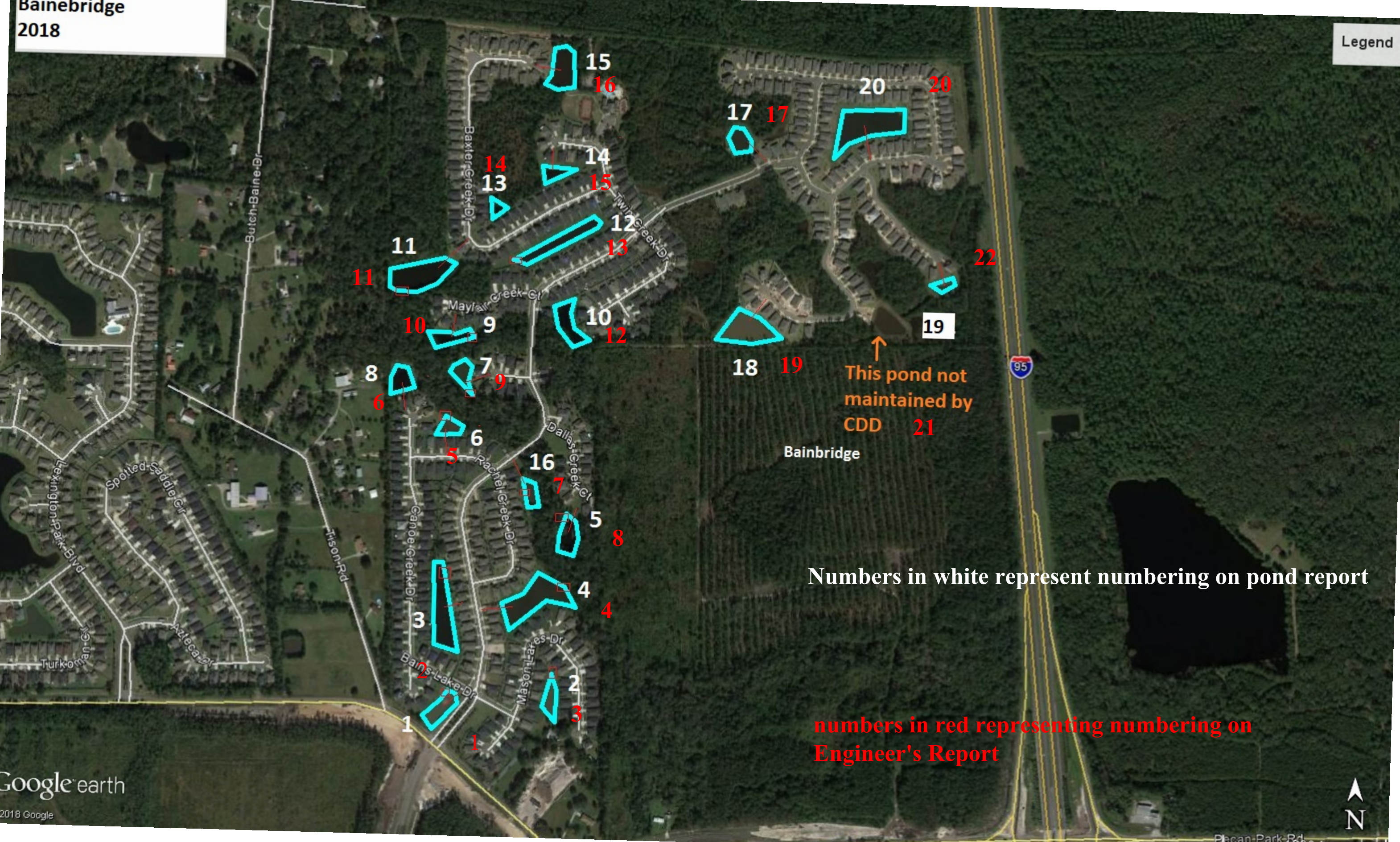
- 3) The offer contained herein is withdrawn and this **Agreement** shall have no further force and effect unless executed and returned by the **CLIENT** to **Charles Aquatics, Inc. within 30 days of the agreement date.**
- 4) **Insurance Coverage - Charles Aquatics, Inc.** shall maintain the following 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.
- 5) **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.
- 6) **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.**
- 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.**
- 8) **Assignment of the Agreement** - This **Agreement** is not assignable by the **CLIENT** except upon prior written consent by **Charles Aquatics, Inc.**
- 9) **Alterations and Modifications** - This two (2) 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.


James H. Charles, III

Customer Signature

Date



Numbers in white represent numbering on pond report

numbers in red representing numbering on Engineer's Report



Tab 10

RESOLUTION 2023-09

THE ANNUAL APPROPRIATION RESOLUTION OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors ("**Board**") of the Bainebridge Community Development District ("**District**") proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Bainebridge Community Development District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RESERVE FUND	\$_____
DEBT SERVICE FUND SERIES 2007A	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if

the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 20TH DAY OF JULY 2023.

ATTEST:

**BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____
Its: _____

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

Fiscal Year 2023/2024 Budget



Rizzetta & Company

Bainebridge CDD Community Development District

www.bainebridgecdd.org

Approved Proposed Budget for Fiscal Year 2023/2024

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Reserve Fund Budget for Fiscal Year 2023/2024	3
Debt Service Fund Budget for Fiscal Year 2023/2024	4
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General Fund Budget Account Category Descriptions	7
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Debt Service Fund Budget Account Category Descriptions	14



Rizzetta & Company

Proposed Budget
Bainbridge Community Development District
General Fund
Fiscal Year 2023/2024

	Chart of Accounts Classification	Actual YTD through 05/31/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll	\$ 366,883	\$ 367,920	\$ 367,920	\$ -	\$ 405,400	\$ 37,480	
6								
7	TOTAL REVENUES	\$ 366,883	\$ 367,920	\$ 367,920	\$ -	\$ 405,400	\$ 37,480	
8								
9	Balance Forward from Prior Year	\$ -			\$ -	\$ -	\$ -	
9								
10	FORWARD	\$ 366,883	\$ 367,920	\$ 367,920	\$ -	\$ 405,400	\$ 37,480	
11								
13	EXPENDITURES - ADMINISTRATIVE							
14								
15	Legislative							
16	Supervisor Fees	\$ 3,000	\$ 4,800	\$ 6,000	\$ 1,200	\$ 6,000	\$ -	Based on 6 Meetings
17	Financial & Administrative							
18	Administrative Services	\$ 4,285	\$ 6,427	\$ 6,427	\$ -	\$ 6,749	\$ 322	
19	District Management	\$ 16,068	\$ 24,102	\$ 24,102	\$ -	\$ 25,307	\$ 1,205	
20	District Engineer	\$ 4,147	\$ 6,323	\$ 7,500	\$ 1,177	\$ 7,500	\$ -	
21	Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
22	Trustees Fees	\$ 2,370	\$ 3,750	\$ 3,750	\$ -	\$ 3,750	\$ -	
23	Assessment Roll	\$ 5,624	\$ 5,624	\$ 5,624	\$ -	\$ 5,906	\$ 282	
24	Financial & Revenue Collections	\$ 3,750	\$ 5,624	\$ 5,624	\$ -	\$ 5,906	\$ 282	
25	Accounting Services	\$ 14,354	\$ 21,531	\$ 21,531	\$ -	\$ 22,608	\$ 1,077	
26	Auditing Services	\$ 3,715	\$ 3,715	\$ 3,715	\$ -	\$ 3,715	\$ -	Based on Current Agreement
27	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
28	Public Officials Liability Insurance	\$ 5,627	\$ 5,627	\$ 6,281	\$ 654	\$ 6,190	\$ (91)	Based on Updated Estimate
29	Legal Advertising	\$ 1,298	\$ 2,848	\$ 2,000	\$ (848)	\$ 2,000	\$ -	
30	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
31	Miscellaneous Fees	\$ 100	\$ 860	\$ 750	\$ (110)	\$ 1,000	\$ 250	Mailed Notice & Amortization Schedule
32	Website Hosting, Maintenance, Backup	\$ 3,600	\$ 5,800	\$ 5,800	\$ -	\$ 5,800	\$ -	Based on Current Agreements
33	Legal Counsel							
34	District Counsel	\$ 6,173	\$ 15,466	\$ 25,000	\$ 9,534	\$ 25,000	\$ -	
35								
36	Administrative Subtotal	\$ 79,786	\$ 118,172	\$ 129,779	\$ 11,607	\$ 133,106	\$ 3,327	
37								
38	EXPENDITURES - FIELD OPERATIONS							
39								
40	Electric Utility Services							
41	Utility Services	\$ 12,306	\$ 19,459	\$ 21,500	\$ 2,041	\$ 21,500	\$ -	
42	Garbage/Solid Waste Control Services							
43	Garbage - Recreation Facility	\$ 2,134	\$ 3,201	\$ 2,200	\$ (1,001)	\$ 3,200	\$ 1,000	
44	Water-Sewer Combination Services							
45	Utility Services	\$ 1,544	\$ 3,750	\$ 4,500	\$ 750	\$ 4,500	\$ -	
46	Stormwater Control							
47	Aquatic & Fountain Maintenance	\$ 5,750	\$ 8,625	\$ 9,100	\$ 475	\$ 9,100	\$ -	Based on Current Agreement
48	Miscellaneous Expense	\$ -	\$ 1,333	\$ 1,500	\$ 167	\$ 1,500	\$ -	FY 22/23 Barriers, FY 23/24 Carp
49	Other Physical Environment							
50	General Liability & Property Insurance	\$ 13,190	\$ 13,190	\$ 14,676	\$ 1,486	\$ 18,449	\$ 3,773	Based on Updated Estimate
51	Entry & Walls Maintenance	\$ 800	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	To Include Pressure Washing and any Electrical Repairs
52	Landscape & Irrigation Maintenance Contract	\$ 24,744	\$ 37,116	\$ 37,105	\$ (11)	\$ 38,960	\$ 1,855	Agreement Also Includes Playground Mulch
53	Irrigation Repairs	\$ 1,191	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
54	Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	Proposed and Projected to Possibly Include Tennis Court, Amenity Center, Parking Lot Enhancements or Entrance Ligustrum Replacement
55	Field Services- Landscape Inspections	\$ 2,100	\$ 2,800	\$ 2,800	\$ -	\$ 3,800	\$ 1,000	

**Bainebridge Community Development District
Debt Service
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2007A	Budget for 2023/2024
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$160,684.22	\$160,684.22
TOTAL REVENUES	\$160,684.22	\$160,684.22
EXPENDITURES		
Administrative		
Debt Service Obligation	\$160,684.22	\$160,684.22
Administrative Subtotal	\$160,684.22	\$160,684.22
TOTAL EXPENDITURES	\$160,684.22	\$160,684.22
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

Duval County Collection Costs (3.5%) and Early Payment Discounts (4%): 7.5%

Gross assessments **\$173,712.67**

Notes:

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 any prepaid assessments received.

BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$430,400.00
Duval County Collection Costs @:	3.5%	\$16,285.41
Early Payment Discount @:	4%	\$18,611.89
2023/2024 Total:		<u>\$465,297.30</u>

2022/2023 O&M Budget	\$387,920.00
2023/2024 O&M Budget	\$430,400.00

Total Difference:	<u>\$42,480.00</u>
-------------------	--------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Single Family	\$1,168.62	\$1,168.62	\$0.00	0.00%
Operations/Maintenance - Single Family	\$838.75	\$930.59	\$91.84	10.95%
Total	\$2,007.37	\$2,099.21	\$91.84	4.58%
<hr/>				
Debt Service - Single Family (Partially Prepaid)	\$431.69	\$431.69	\$0.00	0.00%
Operations/Maintenance - Single Family	\$838.75	\$930.59	\$91.84	10.95%
Total	\$1,270.44	\$1,362.28	\$91.84	7.23%
<hr/>				
Debt Service - Single Family (Partially Prepaid)	\$566.11	\$566.11	\$0.00	0.00%
Operations/Maintenance - Single Family	\$838.75	\$930.59	\$91.84	10.95%
Total	\$1,404.86	\$1,496.70	\$91.84	6.54%
<hr/>				
Debt Service - Single Family (Partially Prepaid)	\$578.43	\$578.43	\$0.00	0.00%
Operations/Maintenance - Single Family	\$838.75	\$930.59	\$91.84	10.95%
Total	\$1,417.18	\$1,509.02	\$91.84	6.48%

BAINEDRIDGE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$430,400.00
COLLECTION COSTS @	3.5%	\$16,285.41
EARLY PAYMENT DISCOUNT @	4.0%	\$18,611.89
TOTAL O&M ASSESSMENT		<u>\$465,297.30</u>

LOT SIZE	UNITS ASSESSED		ALLOCATION OF O&M ASSESSMENT		
	O&M	SERIES 2007A DEBT SERVICE ^{(1) (2) (3)}	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET
Platted Parcels					
Single Family	277	46	277.00	55.40%	\$257,774.70
Single Family (Partially Prepaid) ⁽⁵⁾	52	52	52.00	10.40%	\$48,390.92
Single Family (Partially Prepaid) ⁽⁵⁾	20	20	20.00	4.00%	\$18,611.89
Single Family (Partially Prepaid) ⁽⁵⁾	151	149	151.00	30.20%	\$140,519.78
Total Community	<u>500</u>	<u>267</u>	<u>500.00</u>	<u>100.00%</u>	<u>\$465,297.30</u>

PER LOT ANNUAL ASSESSMENT		
O&M	SERIES 2007A DEBT SERVICE ⁽⁴⁾	TOTAL ⁽⁵⁾
0	0	
\$930.59	\$1,168.62	\$2,099.21
\$930.59	\$431.69	\$1,362.28
\$930.59	\$566.11	\$1,496.70
\$930.59	\$578.43	\$1,509.02

LESS: Duval County Collection Costs (3.5%) and Early Payment Discounts (4%): **(\$34,897.30)**
Net Revenue to be Collected **\$430,400.00**

- (1) Reflects 6 (six) prepayments.
- (2) Reflects the number of total lots with Series 2007A debt outstanding.
- (3) 222 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 2023 Duval County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

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.



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 service 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 prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services of the Collection Agent 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. The Collection Agent also maintains and updates the District's lien book(s) annually and 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.

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.

Street Lights: The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



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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.

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.



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Tab 11

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bainebridge Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Duval County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Bainebridge Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 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.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 20th day of JULY 2023.

ATTEST:

**BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair, Board of Supervisors

Exhibit A: Budget

Exhibit B: Assessment Roll

Exhibit A

The Fiscal Year 2023/2024 Adopted Budget
will be attached as Exhibit A

Exhibit B Assessment Roll

The Assessment Roll is maintained in the District's official records and is available upon request. Certain Exempt information may be redacted prior to release in compliance with Chapter 119, FL Statutes.

Tab 12

Bainbridge Community Development
District Board of Supervisors
Jacksonville, FL 32218

Dear Board Members,

I am interested in being a candidate for the vacancy on the CDD Board. Below are my qualifications:

1966 - 1979	Certified Pipefitter US Army Department of Defense Canal Zone, Country of Panama
1979 - 1981	Steam Engineer at Jefferson Memorial Hospital. Virginia
1981 - 1983	Steam Engineer at Litton Bionetics Maryland
1983 - 2003	License Maintenance Engineer Assistant Maintenance Manager Facilities Manager. Project Manager Washington Post Newspaper Virginia
2004 - 2021	President or Board Member Courtyards At Nautica Condominium Association Inc. Florida

LARRY M. HALL

R e t i r e e

15760 Mason Lakes Dr
Jacksonville, FL 32218

CONTACT

PHONE:
954-547-7720

EMAIL:
Larryhall2701@comcast.net

TAB 13

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of physical presence or online notarization this _____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Bainebridge Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

TAB 14

RESOLUTION 2023-05

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

WHEREAS, Bainebridge Community Development District (hereinafter 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, the Board of Supervisors (hereinafter the “Board”) previously designated _____, _____, _____ all as Assistant Secretaries pursuant to Resolution 2023-03; and

WHEREAS, the Board now desires to re-designate the Assistant Secretary.

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

Section 1. _____
is hereby appointed as Assistant Secretary.

Section 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 17th DAY OF JULY 2023.

**THE BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

ASSISTANT SECRETARY