



Rizzetta & Company

# Bainebridge Community Development District

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**Board of Supervisors' Meeting  
August 14, 2025**

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

[www.bainebridgecdd.org](http://www.bainebridgecdd.org)

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

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

[www.bainebridgecdd.org](http://www.bainebridgecdd.org)

<b>Board of Supervisors</b>	William Huff Samuel Helms Larry Hall Alton Mabb Wally David	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Ben Pfuhl	Rizzetta & Company, Inc.
<b>District Counsel</b>	Kyle Magee	Kutak Rock, LLP
<b>District Engineer</b>	Joey Duncan	Dewberry Engineers, Inc.

**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

August 7, 2025

## FINAL AGENDA

Dear Board Members:

The **special** meeting of the Bainebridge Community Development District will be held on **August 14 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218. The following is the **final** 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 July 17, 2025 .....Tab 1
  - B. Ratification of Operation and Maintenance Expenditures for June and July 2025.....Tab 2
5. **STAFF REPORTS**
  - A. District Counsel
  - B. Amenity Manager.....Tab 3
  - C. District Manager .....Tab 4
    1. Charles Aquatics Pond & Fountain Report
6. **BUSINESS ITEMS**
  - A. Consideration of Resolution 2025-08; Award Resolution – *Under Separate Cover*
  - B. Consideration of Supplemental Special Assessment Allocation Report - *Under Separate Cover*
  - C. Discussion Regarding Vending Machine Proposal
  - D. Consideration of Fountain Repair Proposal .....Tab 5
  - E. Acceptance of Amenity Service Renewal Agreement .....Tab 6
7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
8. **ADJOURNMENT**

*\*Execution of Bond Closing Papers*

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.

Sincerely,  
*Ben Pfuhl*  
Ben Pfuhl

# **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 **July 17, 2025, 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	<b>Board Supervisor, Chairman</b>
Samuel Helms	<b>Board Supervisor, Vice Chairman</b>
Alton Mabb	<b>Board Supervisor, Assistant Secretary</b>
Larry Hall	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Ben Pfuhl	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Kyle Magee	<b>District Counsel, Kutak Rock, LLC</b>
Tony Shiver	<b>President, First Coast CMS</b>
Jen Mabus	<b>Account Manager, Brightview</b>
Dylan Schwartz	<b>Vice President, FMS Bonds, Inc. (via speakerphone)</b>
Stephen Sanford	<b>Bond Counsel, Greenberg Traurig (via speaker phone)</b>

Audience members were present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Huff called the meeting to order at 6:00 p.m. and read the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

Mr. Mabb led the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience comments at this time.

**FOURTH ORDER OF BUSINESS**

**Consideration of Term Sheet**

Mr. Schwartz reviewed the South State Term Sheet with the Board and answered questions.

On a motion by Mr. Hall, seconded by Mr. Helms, with all in favor, the Board approved the South State Term Sheet, for Bainebridge Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Direction Letter**

Mr. Sanford reviewed the Direction Letter to U.S. Bank with the Board.

Mr. Mabb noted a spelling error in the letter.

On a motion by Mr. Helms, seconded by Mr. Hall, with all in favor, the Board approved the Direction Letter to U.S. Bank, as amended, for Bainebridge Community Development District.

Mr. Sanford reviewed the Conflict Waiver for Greenberg Traurigh (Exhibit A) with the Board.

On a motion by Mr. Helms, seconded by Mr. Hall, with all in favor, the Board approved the Conflict Waiver for Greenberg Traurigh, as amended, for Bainebridge Community Development District.

Mr. Pfuhl requested the Board set a Special Meeting on August 14, 2025, for the Pre-Closing of the Bonds.

On a motion by Mr. Helms, seconded by Mr. Hall, with all in favor, the Board set a Special Meeting of the Board of Supervisors for August 14, 2025, at 6:00 p.m. at the Bainebridge Amenity Center located at 15855 Twin Creek Drive, Jacksonville, Florida 32218, for Bainebridge Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Meeting held April 17, 2025**

On a motion by Mr. Hall, seconded by Mr. Helms, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on April 17, 2025, for Bainebridge Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures for March,  
April & May 2025**

Mr. Pfuhl reviewed the expenditures with the Board.

On a motion by Mr. Helms, seconded by Mr. Mabb, with all in favor, the Board ratified the operation and maintenance expenditures for March 2025 in the amount of \$38,237.18, April 2025 in the amount of \$24,633.16, and May 2025 in the amount of \$27,184.47, for Bainebridge Community Development District.

**NINTH ORDER OF BUSINESS**

**STAFF REPORTS**

**A. Landscape Report**

Ms. Mabus reviewed her report with the Board.

Mr. Huff questioned how often the annual flowers at the entrance are replaced, Ms. Mabus explained they are rotated on a quarterly basis.

Ms. Mabus reviewed the proposal to prune two elm trees in the amenity center parking lot to provide clearance for the lights.

On a motion by Mr. Mabb, seconded by Mr. Helms, with all in favor, the Board approved the BrightView proposal for elm tree pruning in the amount of \$560, for Bainebridge Community Development District.

Ms. Mabus reviewed the proposal to remove a dead pine tree and stated she was not certain if the tree was District Property.

On a motion by Mr. Helms, seconded by Mr. Hall, with all in favor, the Board approved the BrightView proposal for the pine tree removal in the amount of \$665, conditionally following confirmation that the tree is located on District Property, for Bainebridge Community Development District.

**B. Pond Report**

Mr. Pfuhl reviewed the pond report with the Board.

Mr. Huff requested that the pond reports have more recent pictures of the pond in the pond reports prior to the Board Meetings.

Mr. Mabb raised a concern about Pond #21 and stated that a fence should be installed in that area.

A resident raised a concern about the frequency of the maintenance of Pond #12.

119 **C. District Counsel**

120  
121 Mr. Magee did not have a report at this time but was available for questions from the Board.  
122

123 **D. Amenity Manager**

124  
125 Mr. Shiver reviewed his report with the Board.  
126

127 **E. District Manager**

128  
129 Mr. Pfuhl informed the Board that as of April 15, 2025, there were 1,054 registered voters residing  
130 in the Bainebridge Community Development District.  
131

132 **TENTH ORDER OF BUSINESS**

**Public Hearings on Fiscal Year 2025-2026  
Budget and Special Assessments**

133  
134  
135 On a motion by Mr. Hall, seconded by Mr. Helms, with all in favor, the Board opened both the  
136 Public Hearing on the Fiscal Year 2025-2026 Budget, and the Public Hearing on Special  
137 Assessments, for Bainebridge Community Development District.  
138

139 Audience Members questioned how CDD Special Assessments were collected and the  
140 difference between the Operations and Maintenance Assessment and the Debt Service  
141 Assessment.  
142

143 On a motion by Mr. Mabb, seconded by Mr. Hall, with all in favor, the Board closed both the  
144 Public Hearing on the Fiscal Year 2025-2026 Budget, and the Public Hearing on Special  
145 Assessments, for Bainebridge Community Development District.  
146

147 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-06;  
Adopting Fiscal Year 2025-2026 Budget**

148 On a motion by Mr. Helms, seconded by Mr. Hall, the Board adopted Resolution 2025-06;  
149 Adopting the Fiscal Year 2025-2026 Budget, for Bainebridge Community Development  
150 District.  
151

152 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-07;  
Imposing Special Assessments**

153 On a motion by Mr. Huff, seconded by Mr. Helms, the Board adopted Resolution 2025-07;  
154 Imposing Special Assessments, for Bainebridge Community Development District.

**TENTH ORDER OF BUSINESS**

**SUPERVISOR REQUESTS AND AUDIENCE  
COMMENTS**

**Supervisors**

There were no Supervisor comments at this time.

**Audience**

There were no Audience comments at this time.

**ELEVENTH ORDER OF BUSINESS**

**ADJOURNMENT**

On a motion by Mr. Mabb seconded by Mr. Hall, with all in favor, the Board adjourned the meeting at 7:44 p.m., for Bainebridge Community Development District.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

# **Exhibit A**

July 17, 2025

SouthState Bank, N.A.  
1951 8<sup>th</sup> Street NW  
Winter Haven, Florida 33881  
Attention: Beth DeSimone, Esq., General Counsel

Bainebridge Community Development District  
c/o Rizzetta & Company, Incorporated  
3434 Colwell Avenue, Suite 200  
Tampa, FL 33431  
Attention: Ben Pfuhl

Re: **Conflict Waiver Request Regarding Bainebridge Community Development District and SouthState Bank**

Dear Beth and Ben:

Greenberg Traurig, P.A. (together with Greenberg Traurig, LLP, “Greenberg Traurig”) has been asked to represent the Bainebridge Community Development District (“Bainebridge”) to provide advice and counsel with respect to the proposed issuance of tax-exempt special assessment revenue refunding bonds to refund a series of outstanding bonds of Bainebridge, which refunding bonds are expected to be privately placed with SouthState Bank, N.A. (“SouthState”), or an affiliate thereof, as bond purchaser (the “Transaction”). Greenberg Traurig is currently representing SouthState in connection with unrelated matters. While we are not representing SouthState in connection with the Transaction, nonetheless our representation of Bainebridge in connection with those Transaction presents a potential for a conflict, although the Transaction is not a contentious matter.

Rule 4-1.7 of the Florida Rules of Professional Conduct provides as follows:

(a) Representing Adverse Interests. A lawyer shall not represent a client if the representation of that client will be directly adverse to the interest of another client, unless:

- (1) the lawyer reasonably believes the representation will not adversely affect the lawyers’ responsibilities to and relationship with the other client; and
- (2) each client consents after consultation.

Before Greenberg Traurig may proceed with our representation of Bainebridge in connection with the Transaction, we must confirm that SouthState has no objection to our representation of Bainebridge with respect to the Transaction and continuing representation in

other unrelated matters, and that Bainebridge has no objection to Greenberg Traurig's continuing representation of SouthState with respect to other unrelated matters.

We have examined our proposed representation of Bainbridge and have concluded that our representation of Bainebridge will not be adversely affected by any representation of SouthState in connection with the unrelated matters, that our representation of SouthState will not be adversely affected by the representation of Bainebridge in connection with the Transaction or other unrelated matters, and that our duty of confidentiality to either party will not be breached by our representation of Bainebridge with respect to the Transaction or our continuing representation of SouthState with respect to the unrelated matters.

This letter will confirm that each of you: (i) acknowledges that you have been advised of the potential conflict of interest involved in our representation of Bainebridge with respect to the Transaction; (ii) having been advised of such potential conflict of interest, consents to our continued representation of Bainebridge in connection with the Transaction and other unrelated matters and of SouthState in connection with the other unrelated matters; and (iii) waives and releases Greenberg Traurig from any claims in the nature of conflict of interest arising out of such representations or that may presently or hereafter exist based on the continuing relationships of Greenberg Traurig with each of you.

In the event of any controversy which results in the threat or commencement of litigation or other adversarial proceedings between the parties with respect to the Transaction, we will notify both parties at the earliest practicable moment and discuss such matters with both of you (to the extent not prohibited by the attorney/client privilege). Furthermore, in the event a dispute should arise between you in regard to the Transaction, Greenberg Traurig will not represent either party in any controversy or litigation.

In no event will confidential information obtained from either party be disclosed or used in any proceeding adverse to the other. During our representation of Bainebridge in connection with the Transaction, (i) none of our attorneys involved in that representation of Bainebridge will share files or other information relative thereto with any of our attorneys representing SouthState with respect to the unrelated matter, and (ii) none of our attorneys involved in the representation of SouthState in connection with unrelated matter will share files or other information relative thereto with any of our attorneys representing Bainebridge with respect to Transaction, or be involved in the representation of SouthState with respect to the Transaction.


If you find this letter and the waivers and acknowledgements contained in this letter acceptable, kindly oblige and countersign the enclosed copy of this letter where indicated on page 3, insert the date you sign it and return the countersigned copy of the letter to me by email ([sanfords@gtlaw.com](mailto:sanfords@gtlaw.com)) at your earliest convenience.

This letter may be executed in counterparts, all of which shall evidence only one agreement and only one copy of which need be produced for any purpose. An electronically transmitted or facsimile signature will have the same legal effect as an originally drawn signature.

We appreciate your courtesy in waiving this potential conflict and allowing us to continue to serve as counsel to both Bainebridge and SouthState. Thank you for your consideration of this request.


Sincerely,

GREENBERG TRAURIG, P.A.

By:   
Stephen D. Sanford

**ACCEPTED AND AGREED TO:**

**SOUTHSTATE BANK, N.A.**

By:   
Name: Beth S DeSimone  
Title: SR EVP CRO & GC

Dated: July 14, 2025

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

c/o Rizzetta & Company, Incorporated, as District Manager

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Dated: \_\_\_\_\_, 2025

## **Tab 2**

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.BAINEBRIDGECDD.ORG

## Operation and Maintenance Expenditures

June 2025

### Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2025 through June 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:

**\$ 28,253.02**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300048	9366477	Landscape Maintenance 06/25	\$ 3,156.00
Charles Aquatics, Inc.	300052	53346	Pond Maintenance 06/25	\$ 775.00
COMCAST	20250615-01	8495 74 120 2010538 06/25 ACH	Amenity Cable/Phone/Internet 06/25	\$ 363.49
First Coast Contract Maintenance Service, LLC	300049	9528	Reimbursable Expenses 05/25	\$ 246.26
First Coast Contract Maintenance Service, LLC	300053	9567	Management Services 07/25	\$ 4,584.31
First Coast Contract Maintenance Service, LLC	300053	9574	Reimbursable Expenses 05/25	\$ 2,573.78
First Coast Contract Maintenance Service, LLC	300058	9603	Reimbursable Expenses 06/25	\$ 1,007.55
Florida Department of Health-Duval	20250617-01	16-BID-7819479	Permit# 16-60-01329 Swimming Pool 2025	\$ 325.35
Florida Department of Revenue	20250613-01	65-8016515152-1 05/25 ACH	65-8016515152-1 Sales & Use Tax 05/25	\$ 106.52
Florida Pump Service, Inc.	300059	99247	Service Call - Replace Motor 06/25	\$ 2,140.00
Hart Halsey, LLC	300047	X233.019178	Off Duty Detail 05/19/25, 05/21/25 & 05/22/25	\$ 657.16

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hart Halsey, LLC	300054	X233.019417	Off Duty Detail 05/29/25	\$ 293.44
Hart Halsey, LLC	300060	X233.019638	Off Duty Detail 06/05/25, 06/06/25 & 06/08/25	\$ 638.83
Hart Halsey, LLC	300060	X233.019857	Off Duty Detail 06/12/25	\$ 217.49
Hart Halsey, LLC	300054	X233.992130	Off Duty Detail Scheduler 05/25	\$ 435.68
Hi-Tech System Associates	300050	425413	Access Control 06/25	\$ 117.95
Jacksonville Daily Record	300056	25-03193D	Legal Advertising 06/25	\$ 992.68
JEA	20250626-01	4849510511 05/25 ACH	Utility Services 05/25	\$ 2,152.22
Kutak Rock, LLP	300055	3579133	Legal Services 03/25	\$ 424.00
Republic Services	20250605-01	0687-001531589 06/25 ACH	Account 3-0687-0000251 Waste Disposal Services 06/25	\$ 468.71
Rizzetta & Company, Inc.	300046	INV0000099633	District Management Fees 06/25	\$ 5,564.18
Rizzetta & Company, Inc.	300057	INV0000099823	Mass Mailing - Budget Notice 06/25	\$ 737.42

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
VGlobal Tech	300051	7327	ADA & WCAG Audits 06/25	\$ 100.00
VGlobal Tech	300051	7340	ADA Website Maintenance 06/25	<u>\$ 175.00</u>
<b>Report Total</b>				<b><u>\$ 28,253.02</u></b>

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.BAINEBRIDGECDD.ORG

## Operation and Maintenance Expenditures

July 2025

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2025 through July 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:

**\$ 28,825.90**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300062	9399939	Landscape Maintenance 07/25	\$ 3,156.00
Charles Aquatics, Inc.	300064	53541	Pond Maintenance 07/25	\$ 775.00
COMCAST	20250715-01	8495 74 120 2010538 07/25 ACH	Amenity Cable/Phone/Internet 07/25	\$ 363.52
First Coast Contract Maintenance Service, LLC	300070	9629	Management Services 08/25	\$ 4,584.31
First Coast Contract Maintenance Service, LLC	300065	9647	Reimbursable Expenses 06/25	\$ 880.44
First Coast Contract Maintenance Service, LLC	300070	9673	Reimbursable Expenses 07/25	\$ 1,027.12
Fitness Pro	300071	35469	Preventative Maintenance 07/25	\$ 175.00
Hart Halsey, LLC	300066	X233.020072	Off Duty Detail 06/19/25	\$ 223.16
Hart Halsey, LLC	300066	X233.020285	Off Duty Detail 06/24/25, 06/26/25 & 06/28/25	\$ 657.16
Hart Halsey, LLC	300066	X233.020486	Off Duty Detail 07/03/25	\$ 217.49

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

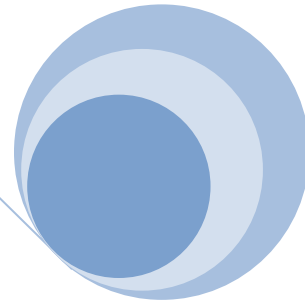
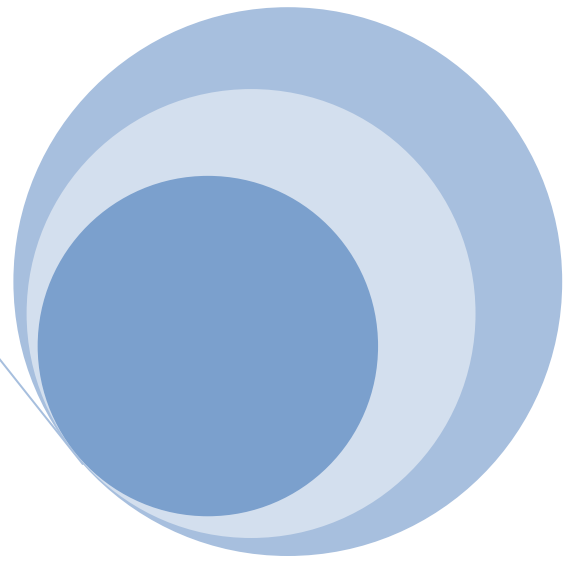
July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hart Halsey, LLC	300072	X233.020695	Off Duty Detail 07/13/25-07/14/25	\$ 437.57
Hart Halsey, LLC	300072	X233.020895	Off Duty Detail 07/17/25	\$ 217.49
Hi-Tech System Associates	300067	76966	Alarm Controls Push to Exit Button 06/25	\$ 274.99
Hi-Tech System Associates	300067	426970	Access Control 07/25	\$ 117.95
JEA	20250725-01	4849510511 06/25 ACH	Utility Services 06/25	\$ 2,117.07
Kutak Rock, LLP	300073	3594646	Legal Services 05/25	\$ 2,305.75
Republic Services	20250706-01	0687-001540295 ACH	Account 3-0687-0000251 Waste Disposal Services 07/25	\$ 466.07
Rizzetta & Company, Inc.	300061	INV0000100447	District Management Fees 07/25	\$ 6,614.18
U.S. Bank	300063	7793212	Trustee Fees 2007 06/01/25-05/31/26	\$ 4,040.63
VGlobal Tech	300068	7473	ADA Website Maintenance 07/25	<u>\$ 175.00</u>
<b>Report Total</b>				<b><u>\$ 28,825.90</u></b>

## **Tab 3**



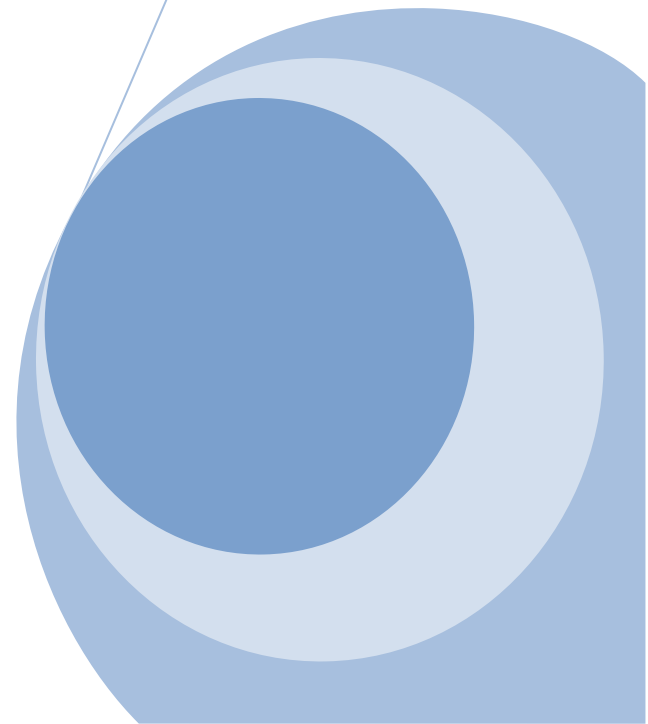
**First Coast**  
CMS



# **Bainebridge Community Development District**

Field Report August 2025

**First Coast CMS LLC**  
08/02/2025



## ***Swimming Pool***

At the time of this report, The pool is closed.

One filter pump has a leaking shaft seal and is scheduled to be repaired by Florida Pump Service. The motor has been turned off in order to save it from water damage.

The other filter pump has seized up and will not start. It is our recommendation that this entire pump be upgraded to a new variable speed pump.

## ***Common Area and Events***

25 lb weight has been replaced in gym

Beeping access control prox reader was scheduled to be replaced Monday, 8/3

# Tab 4



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6869 Phillips Parkway Drive S Jacksonville, FL 32256

Phone: 904-997-0044

---

## Service Report

**Date:** July 21, 2025

**Aquatic Tech:** Justin Powers/Richard Powers

**Client:** Bainebridge CDD

**Waterways:** 21 ponds

**Pond 1:** Pond was in great shape. Level and clarity were both normal, and the fountain was not running at time of visit.



**Pond 2:** Pond was in great shape. Level and clarity were both normal.



**Pond 3:** Pond was in great shape. Level and clarity were both great.



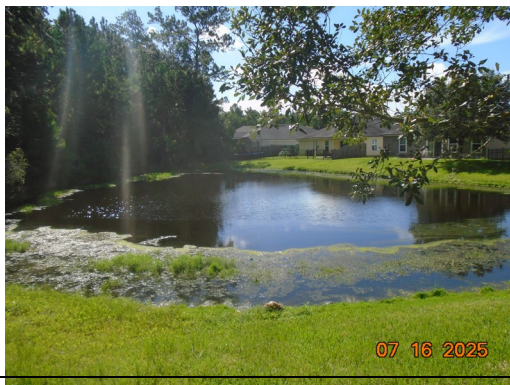
**Pond 4:** Pond in great shape. Level and clarity were both normal.



**Pond 5:** Pond was in good shape. Level and clarity were normal, and the outflow was in good shape.



**Pond 6:** Pond was in fair shape. Level and clarity were normal, and there were no issues with invasive weeds.



**Pond 7:** NO access to this pond.



**Pond 8:** Pond was in good shape. Level and clarity were both normal.



**Pond 9:** Outflow was clear. No current boat access to the pond.



**Pond 10:** Pond was in good shape. Minor emergent weeds can be treated when launch is dry enough.



**Pond 11:** Pond was in decent shape. Level and clarity were both normal. All weeds treated last visit are dead.



**Pond 12:** Pond was in good shape. Level and clarity were both normal. Treated perimeter weeds.



**Pond 13:** No access.

**Pond 14:** pond in good condition, previous treatment was effective.



**Pond 15:** previous treatment was effective.



**Pond 16:** pond in good condition, previous treatment was effective.



**Pond 17:** Treated pond during visit for emergent weeds and algae.



**Pond 18:** Pond was in good shape. Level and clarity were both normal.



**Pond 19:** Pond in good condition. Level and clarity were normal. Treated perimeter weeds.



**Pond 20:** Pond in good condition. Level and clarity were normal.



**Pond 21:** Pond in good shape. Pond blocked off by newly installed fence.



## **Tab 5**



This agreement dated \_\_\_\_\_, is made between **Charles Aquatics, Inc.**, a Florida Corporation, and

Name Bainebridge CDD c/o Ben Pfuhl - Rizetta and Company

Address 2806 N Fifth Street, Unit 403

City St. Augustine State FL Zip 32084

Phone (904) 436-6270 Fax \_\_\_\_\_

E-Mail BPfuhl@rizzetta.com

Hereinafter called "CLIENT".

1. **Charles Aquatics, Inc.**, agrees to provide fountain services in accordance with the terms and conditions of this Agreement at the following location(s): **Bainebridge Pond 1 Fountain**
2. CLIENT agrees to pay **Charles Aquatics, Inc.** , the following sum(s) for the listed fountain services:

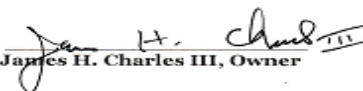
**Pond 1 Fountain:** Replace the 5hp 230v 1ph Power Unit on Fountain

**3 Year Warranty on Power Unit**

\$ 3,943.00

3. This quote is valid for 60 days. Client agrees to pay the balance in full within 10 days of the completion of work. Client agrees to pay 1.5% of unpaid sum(s) after 30 days of installation.

Charles Aquatics, Inc.

  
James H. Charles III, Owner

8-6-25

Representative of Charles Aquatics, Inc.

Date

Customer Signature

Date

## **Tab 6**

First Coast Contract Maintenance Service LLC.  
352 Perdido St  
St Johns, FL 32259

(PH) 904-537-9034  
(FX) 904-485-8089



August 1, 2025

**Prepared For: Lesley Gallagher  
Rizzetta & Company Inc.**

**Prepared By: Tony Shiver  
President First Coast CMS LLC**

## **Proposal:**

First Coast Contract Maintenance Service LLC, is a maintenance and janitorial service company designed to assist overburdened property management companies with the day to day management of onsite maintenance tasks and personnel. With a dedicated maintenance manager directing onsite workers and job tasks, Owners/Management can focus on the other aspects of the property.

A few ways First Coast CMS outmatches traditional onsite maintenance and janitorial staffs are:

- Immediate coverage when needed for emergencies
- Assist Managers in locating outside contractors when the job calls for it.
- Support for larger jobs for instances that more workers are needed.
  - i.e. clean up after extreme weather
- Records of maintenance task performed and recommendations for projects and preventative maintenance
- Technicians are NSPF Certified Pool Operators, eliminating the need for traditional pool service companies.

- No need to worry about payroll, insurance, or workers compensation, it's all covered!

Each property is evaluated and a maintenance and janitorial program is created to accommodate whatever the needs may be.

## **Property: Bainbridge Estates CDD**

### **Scope:**

#### **Pool (\$885)**

Our certified technician will be responsible for and maintaining correct water chemistry in the swimming pool. A series of water tests will be conducted at each visit. The results of these tests will be interpreted and used to determine the chemicals needed to maintain and assure purity and water balance as recommended by the NSPF and required by the State of Florida.

In addition, the technician will be responsible for cleaning the filter, pump and skimmer baskets as needed. The technician will also be responsible for general maintenance and adjustment of pool equipment as needed. The pool will be vacuumed regularly and surface water skimmed to remove floating debris. The technician will manually clean pool steps and tiles as needed.

The pool will be inspected regularly and anything that appears to be in violation of the state pool code will either be corrected, or management notified of the violation so it can be corrected as soon as possible.

A manually written record will be kept showing activities of the pool, as well as a full test kit onsite at all times. Entries will show water test, chemicals added, filter condition, and whatever maintenance task performed on the pool that day. The routine chemical test performed by the technician will be Free Chlorine Residual, pH, Acid Demand, Total Alkalinity, Calcium Hardness, and Cyanuric Acid.

Any repairs or additional work will be charged for extra. This includes work on mechanical seals, bearings, gaskets, light bulbs, or any other part of the pool that is not "routine" pool maintenance.

Any chemicals and filter media used to properly treat and balance the pool are not covered and will be invoiced monthly.

#### **Common Area Maintenance (\$ 320)**

Three hours per week will be dedicated to general facilities maintenance and repair. The onsite personnel may repair any minor issue that 1) does not require a trade license 2) Is not covered under another contract 3) Can be completed within the allotted time frame, and 4) Does not require prior approval from management. Materials for repairs are not covered and will be submitted for reimbursement. Management will be notified about any issue that can't be repaired "in house" or requires invoicing upon completion.

## **Staffing (\$ 3382)**

The option below is for providing the district with an onsite staff member. The staff member's duties will include setting up activities for the community, janitorial duties, and other activities decided by the amenity manager.

- Empty all trash cans on site and replace liners
- Clean all glass windows and doors inside and out
- Clean all windowsills
- Vacuum all carpeted areas. Sweep and mop all resilient floors
- Sanitize all sinks, faucets, and countertops
- Wipe down all fitness equipment with germicidal spray
- Clean light fixtures, A/C vents, ceiling fans and any window treatments (as needed)
- Clean and sanitize all toilets, urinals, and diaper changing stations
- Clean all mirrors and stainless fixtures
- Restock all paper products, soaps, and restroom toiletries
- Blow off pool patio and keep free of debris
- Wipe down pool chairs and chaise lounges
- Wipe down patio tables and water fountains
- Police all common area property (clubhouse, playground, tennis court, pool and entrance) for trash

Multiple staff members working (40 hrs total) weekly, plus current services

Materials purchased to provide services, for repair and janitorial, are not covered under the estimate and will be submitted for reimbursement and a 3% purchase delivery fee.

In consideration for providing personnel onsite for *Janitorial, Maintenance Pool and staffing* services, minimum three visits a week and as needed for emergencies, provided by the Contractor, First Coast CMS LLC, remuneration to the order of **\$4587 per month** is to be paid on the first of every month.

If agreed upon, a contract would be drafted and signed by both parties specifying details and could be terminated at any time by either party given a 60 day written notice. This proposal is meant to be in effect for a period of 24 months from the signed date. There will be an automatic 3% increase after 12 months.

Thank you for your consideration and we hope to do business with your organization.

Tony Shiver  
President  
First Coast CMS LLC.