



Rizzetta & Company

# **Bainebridge Community Development District**

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**Board of Supervisors' Meeting  
March 19, 2026**

**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<br>Samuel Helms<br>Larry Hall<br>Alton Mabb<br>Wally David | Chairman<br>Vice Chairman<br>Assistant Secretary<br>Assistant Secretary<br>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

March 12, 2026

## FINAL AGENDA

Dear Board Members:

The **regular** meeting of the Bainebridge Community Development District will be held on **March 19, 2026 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 September 18, 2025 – *Under Separate Cover*
  - B. Ratification of Operation and Maintenance Expenditures for August 2025 through February 2026 ..... Tab 1
5. **STAFF REPORTS**
  - A. Landscape Inspection Reports ..... Tab 2
  - B. Landscape and Irrigation Reports ..... Tab 3
    1. Consideration of BrightView Landscaping Proposals
  - C. District Counsel
  - D. Amenity Manager ..... Tab 4
  - E. District Manager ..... Tab 5
    1. Charles Aquatics Pond & Fountain Reports
6. **BUSINESS ITEMS**
  - A. Consideration of Community Pressure Washing Services Proposals ..... Tab 6
  - B. Consideration of Pool Water Feature Equipment Replacement Proposal ..... Tab 7
  - C. Consideration of Resolution 2026-01; General Election ..... Tab 8
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.

Sincerely,  
*Benjamin Pfuhl*  
Benjamin Pfuhl

# **Tab 1**

# 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 August 2025 Presented For Board Approval**

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

The total items being presented:

**\$ 24,045.60**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

August 1, 2025 Through August 31, 2025

| <u>Vendor Name</u>                            | <u>Check Number</u> | <u>Invoice Number</u>            | <u>Invoice Description</u>            | <u>Invoice Amount</u> |
|---|---------------------|----------------------------------|---------------------------------------|-----------------------|
| Alton Mabb Jr.                                | 300082              | AM071725                         | Board of Supervisors Meeting 07/17/25 | \$ 200.00             |
| BrightView Landscape Services, Inc.           | 300075              | 9436447                          | Landscape Maintenance 08/25           | \$ 3,156.00           |
| BrightView Landscape Services, Inc.           | 300078              | 9458306                          | Irrigation Repairs 06/25              | \$ 239.75             |
| Charles Aquatics, Inc.                        | 300079              | 53724                            | Quarterly Fountain Maintenance 08/25  | \$ 125.00             |
| Charles Aquatics, Inc.                        | 300079              | 53751                            | Pond Maintenance 08/25                | \$ 775.00             |
| COMCAST                                       | 20250815-01         | 8495 74 120 2010538<br>08/25 ACH | Amenity Cable/Phone/Internet 08/25    | \$ 363.53             |
| First Coast Contract Maintenance Service, LLC | 300076              | 9690                             | Management Services 09/25             | \$ 4,584.31           |
| First Coast Contract Maintenance Service, LLC | 300076              | 9713                             | Reimbursable Expenses 07/25           | \$ 981.51             |
| First Coast Contract Maintenance Service, LLC | 300083              | 9737                             | Reimbursable Expenses 08/25           | \$ 1,125.78           |
| Florida Department of Revenue                 | 20250812-01         | 65-8016515152-1 07/25<br>ACH     | 65-8016515152-1 Sales & Use Tax 07/25 | \$ 9.00               |

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

August 1, 2025 Through August 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          | 300084              | X233.021099           | Off Duty Detail 07/22/25, 07/24/25 &<br>07/25/25 | \$ 657.65             |
| Hart Halsey, LLC          | 300084              | X233.021303           | Off Duty Detail 07/31/25 & 08/04/25              | \$ 409.35             |
| Hart Halsey, LLC          | 300084              | X233.021512           | Off Duty Detail 08/07/25 & 08/10/25              | \$ 409.35             |
| Hart Halsey, LLC          | 300084              | X233.021745           | Off Duty Detail 08/11/25, 08/13/25 &<br>08/14/25 | \$ 660.24             |
| Hart Halsey, LLC          | 300084              | X233.992234           | Off Duty Detail 07/07/25                         | \$ 435.68             |
| Hart Halsey, LLC          | 300084              | X233.992265           | Off Duty Detail 08/05/25                         | \$ 435.68             |
| Hi-Tech System Associates | 300080              | 77278                 | Mount Card Reader 08/25                          | \$ 282.50             |
| Hi-Tech System Associates | 300080              | 428499                | Access Control 08/25                             | \$ 117.95             |
| Jacksonville Daily Record | 300077              | 25-04262D             | Legal Advertising 07/25                          | \$ 96.50              |
| JEA                       | 20250822-01         | 4849510511 07/25 ACH  | Utility Services 07/25                           | \$ 2,169.52           |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

August 1, 2025 Through August 31, 2025

| <u>Vendor Name</u>       | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>                           | <u>Invoice Amount</u>      |
|--------------------------|---------------------|-----------------------|--|----------------------------|
| Larry M. Hall            | 300085              | LH071725              | Board of Supervisors Meeting 07/17/25                | \$ 200.00                  |
| Republic Services        | 20250805-01         | 0687-001548192 ACH    | Account 3-0687-0000251 Waste Disposal Services 08/25 | \$ 472.12                  |
| Rizzetta & Company, Inc. | 300074              | INV0000101175         | District Management Fees 08/25                       | \$ 5,564.18                |
| Samuel Lincoln Helms III | 300086              | SH071725              | Board of Supervisors Meeting 07/17/25                | \$ 200.00                  |
| VGlobal Tech             | 300081              | 7552                  | ADA Website Maintenance 08/25                        | \$ 175.00                  |
| William R. Huff II       | 300087              | WH071725              | Board of Supervisors Meeting 07/17/25                | <u>\$ 200.00</u>           |
| <b>Report Total</b>      |                     |                       |  | <b><u>\$ 24,045.60</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

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## **Operation and Maintenance Expenditures September 2025 Presented For Board Approval**

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

The total items being presented:

**\$ 64,071.12**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

| <u>Vendor Name</u>                  | <u>Check Number</u> | <u>Invoice Number</u>            | <u>Invoice Description</u>            | <u>Invoice Amount</u> |
|-------------------------------------|---------------------|----------------------------------|---------------------------------------|-----------------------|
| Alton Mabb Jr.                      | 300091              | AM081425                         | Board of Supervisors Meeting 08/14/25 | \$ 200.00             |
| Alton Mabb Jr.                      | 300091              | AM091825                         | Board of Supervisors Meeting 09/18/25 | \$ 200.00             |
| BrightView Landscape Services, Inc. | 300090              | 9472461                          | Landscape Maintenance 09/25           | \$ 3,156.00           |
| BrightView Landscape Services, Inc. | 300092              | 9475850                          | Landscape Maintenance 08/25           | \$ 560.00             |
| BrightView Landscape Services, Inc. | 300092              | 9506118                          | Remove Tree 09/25                     | \$ 665.00             |
| Charles Aquatics, Inc.              | 400000              | 53937                            | Pond Maintenance 09/25                | \$ 775.00             |
| Charles Aquatics, Inc.              | 400000              | 54078                            | Fountain Maintenance 09/25            | \$ 3,943.00           |
| COMCAST                             | 20250915-01         | 8495 74 120 2010538<br>09/25 ACH | Amenity Cable/Phone/Internet 09/25    | \$ 363.53             |
| Dewberry Engineers, Inc.            | 400004              | 22463248                         | Engineering Services 08/25            | \$ 1,762.50           |
| Egis Insurance Advisors, LLC        | 400001              | 29442                            | Policy# 100125602 10/01/25-10/01/26   | \$ 24,283.00          |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

| <u>Vendor Name</u>                               | <u>Check Number</u> | <u>Invoice Number</u>        | <u>Invoice Description</u>            | <u>Invoice Amount</u> |
|--|---------------------|------------------------------|---------------------------------------|-----------------------|
| First Coast Contract<br>Maintenance Service, LLC | 400002              | 9775                         | Management Services 10/25             | \$ 4,587.00           |
| First Coast Contract<br>Maintenance Service, LLC | 400002              | 9779                         | Reimbursable Expenses 08/25           | \$ 875.40             |
| First Coast Contract<br>Maintenance Service, LLC | 400002              | 9795                         | Reimbursable Expenses 09/25           | \$ 7,227.96           |
| Fitness Pro                                      | 300093              | 35862                        | Preventative Maintenance 08/25        | \$ 529.50             |
| Florida Department of<br>Revenue                 | 20250919-01         | 65-8016515152-1 08/25<br>ACH | 65-8016515152-1 Sales & Use Tax 08/25 | \$ 1.13               |
| Florida Pump Service, Inc.                       | 400003              | 100079                       | Service Call 08/25                    | \$ 2,021.00           |
| Hart Halsey, LLC                                 | 300094              | X233.021986                  | Off Duty Detail 08/20/25 & 08/21/25   | \$ 440.16             |
| Hart Halsey, LLC                                 | 300094              | X233.022215                  | Off Duty Detail 08/30/25              | \$ 220.08             |
| Hart Halsey, LLC                                 | 300094              | X233.022443                  | Off Duty Detail 09/03/25 & 09/07/25   | \$ 435.04             |
| Hart Halsey, LLC                                 | 300094              | X233.022921                  | Off Duty Detail 09/18/25 & 09/21/25   | \$ 440.16             |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 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          | 300094              | X233.992364           | Off Duty Detail 09/02/25                             | \$ 435.68             |
| Hi-Tech System Associates | 300095              | 429989                | Access Control 09/25                                 | \$ 117.95             |
| Jacksonville Daily Record | 300089              | 25-04995D             | Legal Advertising 08/25                              | \$ 96.50              |
| JEA                       | 20250919-02         | 4849510511 08/25 ACH  | Utility Services 08/25                               | \$ 1,138.65           |
| Kutak Rock, LLP           | 400005              | 3627227               | Legal Services 07/25                                 | \$ 1,684.55           |
| Larry M. Hall             | 300096              | LH081425              | Board of Supervisors Meeting 08/14/25                | \$ 200.00             |
| Larry M. Hall             | 300096              | LH091825              | Board of Supervisors Meeting 09/18/25                | \$ 200.00             |
| Republic Services         | 20250905-01         | 0687-001555790 ACH    | Account 3-0687-0000251 Waste Disposal Services 09/25 | \$ 473.15             |
| Rizzetta & Company, Inc.  | 300088              | INV0000102221         | District Management Fees 09/25                       | \$ 5,564.18           |
| Samuel Lincoln Helms III  | 300097              | SH081425              | Board of Supervisors Meeting 08/14/25                | \$ 200.00             |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

| <u>Vendor Name</u>       | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>            | <u>Invoice Amount</u>      |
|--------------------------|---------------------|-----------------------|---------------------------------------|----------------------------|
| Samuel Lincoln Helms III | 300097              | SH091825              | Board of Supervisors Meeting 09/18/25 | \$ 200.00                  |
| VGlobal Tech             | 300098              | 7622                  | ADA & WCAG Audits 09/25               | \$ 100.00                  |
| VGlobal Tech             | 300098              | 7633                  | ADA Website Maintenance 09/25         | \$ 175.00                  |
| Walter David             | 300099              | WD081425              | Board of Supervisors Meeting 08/14/25 | \$ 200.00                  |
| Walter David             | 300099              | WD091825              | Board of Supervisors Meeting 09/18/25 | \$ 200.00                  |
| William R. Huff II       | 300100              | WH081425              | Board of Supervisors Meeting 08/14/25 | \$ 200.00                  |
| William R. Huff II       | 300100              | WH091825              | Board of Supervisors Meeting 09/18/25 | <u>\$ 200.00</u>           |
| <b>Report Total</b>      |                     |                       |                                       | <b><u>\$ 64,071.12</u></b> |

# BAINEDRIDGE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

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

WWW.BAINEDRIDGECDD.ORG

## **Operation and Maintenance Expenditures October 2025 Presented For Board Approval**

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

The total items being presented:

**\$ 32,258.88**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

| <u>Vendor Name</u>                               | <u>Check Number</u> | <u>Invoice Number</u>            | <u>Invoice Description</u>         | <u>Invoice Amount</u> |
|--|---------------------|----------------------------------|------------------------------------|-----------------------|
| Charles Aquatics, Inc.                           | 400006              | 54137                            | Pond Maintenance 10/25             | \$ 775.00             |
| City of Jacksonville                             | 400012              | ARF25100893                      | Fire Inspection 09/25              | \$ 56.20              |
| COMCAST  | 20251015-01         | 8495 74 120 2010538<br>10/25 ACH | Amenity Cable/Phone/Internet 10/25 | \$ 363.53             |
| Dewberry Engineers, Inc.                         | 400013              | 22466632                         | Engineering Services 09/25         | \$ 2,940.00           |
| First Coast Contract<br>Maintenance Service, LLC | 400007              | 9836                             | Management Services 11/25          | \$ 4,587.00           |
| First Coast Contract<br>Maintenance Service, LLC | 400014              | 9841                             | Reimbursable Expenses 09/25        | \$ 1,361.16           |
| First Coast Contract<br>Maintenance Service, LLC | 400014              | 9867                             | Reimbursable Expenses 10/25        | \$ 6,360.82           |
| Fitness Pro                                      | 400015              | 36300                            | Preventative Maintenance 10/25     | \$ 175.00             |
| Florida Department of<br>Commerce                | 400016              | 92990                            | Special District Fee for FY25-26   | \$ 175.00             |
| Hart Halsey, LLC                                 | 400017              | X233.023428                      | Off Duty Detail 10/02/25           | \$ 215.47             |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 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          | 400017              | X233.023898           | Off Duty Detail 10/16/25                             | \$ 220.08                  |
| Hart Halsey, LLC          | 400017              | X233.992470           | Off Duty Detail 09/25                                | \$ 435.68                  |
| Hi-Tech System Associates | 400008              | 431537                | Access Control 10/25                                 | \$ 117.95                  |
| JEA                       | 20251022-01         | 4849510511 09/25 ACH  | Utility Services 09/25                               | \$ 1,177.54                |
| Republic Services         | 20251006-01         | 0687-001563648 ACH    | Account 3-0687-0000251 Waste Disposal Services 10/25 | \$ 472.12                  |
| Rizzetta & Company, Inc.  | 400010              | INV0000103539         | District Management Fees 10/25                       | \$ 6,509.33                |
| Rizzetta & Company, Inc.  | 400011              | INV0000103655         | Assessment Roll FY25/26                              | \$ 6,142.00                |
| VGlobal Tech              | 400009              | 7767                  | ADA Website Maintenance 10/25                        | <u>\$ 175.00</u>           |
| <b>Report Total</b>       |                     |                       |  | <b><u>\$ 32,258.88</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

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## Operation and Maintenance Expenditures

November 2025

Presented For Board Approval

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

The total items being presented:

**\$ 22,740.83**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

| <u>Vendor Name</u>                               | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>  | <u>Invoice Amount</u> |
|--|---------------------|-----------------------|-----------------------------|-----------------------|
| C BUSS Enterprises, Inc.                         | 400019              | 4774                  | Pool Maintenance 11/25      | \$ 3,300.00           |
| Charles Aquatics, Inc.                           | 400020              | 54314                 | Fountain Maintenance 11/25  | \$ 125.00             |
| Charles Aquatics, Inc.                           | 400020              | 54343                 | Pond Maintenance 11/25      | \$ 775.00             |
| First Coast Contract<br>Maintenance Service, LLC | 400021              | 9903                  | Management Services 12/25   | \$ 4,587.00           |
| First Coast Contract<br>Maintenance Service, LLC | 400021              | 9907                  | Reimbursable Expenses 10/25 | \$ 1,355.09           |
| Gannett Florida LocaliQ                          | 400022              | 0007406054            | Legal Advertising 10/25     | \$ 477.80             |
| Hart Halsey, LLC                                 | 400023              | X233.024136           | Off Duty Detail 10/24/25    | \$ 220.08             |
| Hart Halsey, LLC                                 | 400023              | X233.992586           | Off Duty Detail 11/04/25    | \$ 435.68             |
| Hi-Tech System Associates                        | 400024              | 433096                | Access Control 11/25        | \$ 117.95             |
| JEA  | 20251121-1          | 103025-4849510511     | Utility Services 10/25      | \$ 2,154.10           |

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

| <u>Vendor Name</u>       | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>                           | <u>Invoice Amount</u>      |
|--------------------------|---------------------|-----------------------|--|----------------------------|
| Kutak Rock, LLP          | 400025              | 3644723               | Legal Services 09/25                                 | \$ 3,080.64                |
| Republic Services        | 20251105-01         | 0687-001572076 ACH    | Account 3-0687-0000251 Waste Disposal Services 11/25 | \$ 578.16                  |
| Rizzetta & Company, Inc. | 400018              | INV0000104451         | District Management Fees 11/25                       | \$ 5,359.33                |
| Vglobal Tech             | 400026              | 7857                  | Website Maintenance 11/25                            | <u>\$ 175.00</u>           |
| <b>Report Total</b>      |                     |                       |  | <b><u>\$ 22,740.83</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

December 2025

Presented For Board Approval

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

The total items being presented:

**\$ 19,396.60**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 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.           | 400031              | 9604945               | Irrigation Repair 12/25     | \$ 633.66             |
| Charles Aquatics, Inc.                        | 400028              | 54498                 | Fountain Maintenance 11/25  | \$ 60.00              |
| Charles Aquatics, Inc.                        | 400028              | 54544                 | Pond Maintenance 12/25      | \$ 775.00             |
| First Coast Contract Maintenance Service, LLC | 400029              | 9937                  | Reimbursable Expenses 10/25 | \$ 1,662.14           |
| First Coast Contract Maintenance Service, LLC | 400029              | 9979                  | Management Services 01/26   | \$ 4,587.00           |
| First Coast Contract Maintenance Service, LLC | 400029              | 9983                  | Reimbursable Expenses 11/25 | \$ 320.34             |
| First Coast Contract Maintenance Service, LLC | 400032              | 10005                 | Reimbursable Expenses 12/25 | \$ 1,272.06           |
| Hart Halsey, LLC                              | 400030              | X233.025149           | Off Duty Detail 11/19/25    | \$ 220.08             |
| Hart Halsey, LLC                              | 400030              | X233.025407           | Off Duty Detail 11/30/25    | \$ 218.04             |
| Hart Halsey, LLC                              | 400033              | X233.025905           | Off Duty Detail 12/25       | \$ 476.84             |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

December 1, 2025 Through December 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          | 400030              | X233.992766           | Off Duty Detail 11/25         | \$ 435.68                  |
| Hi-Tech System Associates | 400034              | 434551                | Access Control 12/25          | \$ 117.95                  |
| JEA                       | 20251230-1          | 4849510511-120325 ACH | Utility Services 11/25        | \$ 1,583.44                |
| Kutak Rock, LLP           | 400035              | 3669318               | Legal Services 10/25          | \$ 719.00                  |
| Republic Services         | 20251209-1          | 0687-001579798 ACH    | Waste Disposal Services 12/25 | \$ 581.04                  |
| Rizzetta & Company, Inc.  | 400027              | INV0000105266         | Accounting Services 12/25     | \$ 5,359.33                |
| VGlobal Tech              | 400036              | 7933                  | Website Maintenance 12/25     | \$ 100.00                  |
| VGlobal Tech              | 400036              | 7950                  | Website Maintenance 12/25     | \$ 175.00                  |
| VGlobal Tech              | 400036              | 8055                  | Website Maintenance 12/25     | <u>\$ 100.00</u>           |
| <b>Report Total</b>       |                     |                       |                               | <b><u>\$ 19,396.60</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

January 2026

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2026 through January 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented:

**\$ 15,034.00**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

January 1, 2026 Through January 31, 2026

| <u>Vendor Name</u>                               | <u>Check Number</u> | <u>Invoice Number</u>            | <u>Invoice Description</u>             | <u>Invoice Amount</u> |
|--|---------------------|----------------------------------|--|-----------------------|
| COMCAST  | 012026-1            | 112425-<br>8495741202010538 ACH  | Phone, Internet & Cable Services 12/25 | \$ 410.58             |
| COMCAST  | 012026-1            | 8495 74 120 2010538<br>11/25 ACH | Amenity Cable/Phone/Internet 11/25     | \$ 364.20             |
| COMCAST  | 012026-1            | 8495741202010538-<br>122425      | Phone, Internet & Cable Services 01/26 | \$ 398.43             |
| Extra Duty Solutions                             | 300107              | X233.026600                      | Deputy Services 12/25                  | \$ 220.08             |
| Extra Duty Solutions                             | 300107              | X233.026782                      | Deputy Services 01/26                  | \$ 217.49             |
| Extra Duty Solutions                             | 300105              | X233.992873                      | Deputy Services 01/26                  | \$ 435.68             |
| First Coast Contract<br>Maintenance Service, LLC | 300108              | 10042                            | Special Events 12/25                   | \$ 3,174.34           |
| First Coast Contract<br>Maintenance Service, LLC | 300108              | 10059                            | Reimbursable Expenses 01/26            | \$ 445.80             |
| Hi-Tech System Associates                        | 300102              | 436138                           | Access Control 01/26                   | \$ 117.95             |
| Jacksonville Daily Record                        | 300103              | 25-07633D                        | Legal Advertising 12/25                | \$ 100.00             |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

January 1, 2026 Through January 31, 2026

| <u>Vendor Name</u>       | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>    | <u>Invoice Amount</u>      |
|--------------------------|---------------------|-----------------------|-------------------------------|----------------------------|
| JEA                      | 012726-1            | 4849510511-010526     | Utility Services 11/25        | \$ 1,806.60                |
| Kutak Rock, LLP          | 300106              | 3685832               | Legal Services 11/25          | \$ 76.50                   |
| Republic Services        | 010626-1            | 0687-001587888        | Waste Disposal Services 01/26 | \$ 582.02                  |
| Rizzetta & Company, Inc. | 300101              | INV0000106186         | Accounting Services 01/26     | \$ 6,509.33                |
| VGlobal Tech             | 300104              | 8081                  | Website Maintenance 01/26     | <u>\$ 175.00</u>           |
| <b>Report Total</b>      |                     |                       |                               | <b><u>\$ 15,034.00</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

February 2026

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2026 through February 28, 2026. This does not include expenditures previously approved by the Board.

The total items being presented:

**\$ 38,636.52**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

February 1, 2026 Through February 28, 2026

| <u>Vendor Name</u>                  | <u>Check Number</u> | <u>Invoice Number</u>   | <u>Invoice Description</u>             | <u>Invoice Amount</u> |
|-------------------------------------|---------------------|-------------------------|--|-----------------------|
| BrightView Landscape Services, Inc. | 300113              | 9661392                 | Landscape Replacement 10/25            | \$ 3,156.00           |
| BrightView Landscape Services, Inc. | 300113              | 9661396                 | Landscape Maintenance 11/25            | \$ 3,156.00           |
| BrightView Landscape Services, Inc. | 300113              | 9661436                 | Landscape Maintenance 12/25            | \$ 3,156.00           |
| BrightView Landscape Services, Inc. | 300113              | 9661443                 | Landscape Maintenance 01/26            | \$ 3,156.00           |
| BrightView Landscape Services, Inc. | 300113              | 9661445                 | Landscape Maintenance 02/26            | \$ 3,156.00           |
| Charles Aquatics, Inc.              | 300111              | 54750                   | Pond Maintenance 01/26                 | \$ 775.00             |
| Charles Aquatics, Inc.              | 300114              | 54922                   | Fountain Maintenance 02/26             | \$ 125.00             |
| Charles Aquatics, Inc.              | 021326-1            | 54952                   | Fountain Maintenance 02/26             | \$ 775.00             |
| COMCAST                             | 022026-1            | 8495741202010538-012426 | Phone, Internet & Cable Services 02/26 | \$ 395.16             |
| Extra Duty Solutions                | 300109              | X233.027031             | Deputy Services 01/26                  | \$ 220.08             |

# BAINBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

February 1, 2026 Through February 28, 2026

| <u>Vendor Name</u>                               | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>    | <u>Invoice Amount</u> |
|--|---------------------|-----------------------|-------------------------------|-----------------------|
| Extra Duty Solutions                             | 300115              | X233.027285           | Deputy Services 01/26         | \$ 220.08             |
| Extra Duty Solutions                             | 300115              | X233.992979           | Deputy Services 02/26         | \$ 435.68             |
| First Coast Contract<br>Maintenance Service, LLC | 300110              | 10036                 | Management Services 02/26     | \$ 4,587.00           |
| First Coast Contract<br>Maintenance Service, LLC | 021026-1            | 10086                 | Management Services 03/26     | \$ 4,587.00           |
| First Coast Contract<br>Maintenance Service, LLC | 021726-1            | 10108                 | Irrigation Repair 02/26       | \$ 125.00             |
| Florida Department of<br>Revenue                 | 021826-1            | 6580165151521-021726  | Sales & Use Tax 01/26         | \$ 15.79              |
| Hi-Tech System Associates                        | 300116              | 437636                | Access Control 02/26          | \$ 117.95             |
| JEA  | 022526-1            | 4849510511-020326     | Utility Services 01/26        | \$ 1,887.53           |
| Kept Companies, Inc.                             | 300119              | X-D157487             | Miscellaneous Expense 01/26   | \$ 2,473.90           |
| Republic Services                                | 020626-1            | 0687-001595908        | Waste Disposal Services 02/26 | \$ 582.02             |

# BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

## Paid Operation & Maintenance Expenditures

February 1, 2026 Through February 28, 2026

| <u>Vendor Name</u>       | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u>      |
|--------------------------|---------------------|-----------------------|----------------------------|----------------------------|
| Rizzetta & Company, Inc. | 300112              | INV0000106608         | Accounting Services 02/26  | \$ 5,359.33                |
| VGlobal Tech             | 300117              | 8161                  | Website Maintenance 02/26  | <u>\$ 175.00</u>           |
| <b>Report Total</b>      |                     |                       |                            | <b><u>\$ 38,636.52</u></b> |

## **Tab 2**

# BAINEBRIDGE

## LANDSCAPE INSPECTION REPORT



November 6, 2025  
Rizzetta & Company  
Matthew Mironchik – Landscape Specialist  
Landscape Inspection Services



Rizzetta & Company  
Professionals in Community Management

# Summary/Bainebridge Drive

## General Updates, Recent & Upcoming Maintenance Events

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. **Orange** indicates items for staff. **Black, bold and underlined text represents updates or questions for the BOS.**

1. The main entrance monument bed plants look excellent. Shrubs are in good order and beds have nice and tidy defined edges. Great job.

2. To the East of Bainebridge Dr. entrance along Pecan Park Rd., in the CDD maintained area behind the resident at 15612 Mason Lakes Dr., there are two(2) dead Pine trees that need to be removed before the fall and cause damage to CDD or residential property or persons.(pic.2)



3. To the West of Bainbridge Dr. along Pecan Park Rd., in front of the retention pond, there is a black aluminum fence that has been damaged, as well as a section missing before the stone pillar/vinyl fence begins. This should be repaired.(pic.3a>,3b>)

4. In that same area, along Pecan Park Rd., an Oak limb has broken and is now touching the vinyl fence. This needs to be pruned out before it causes damage. (pic.4>>)



# Bainebridge Drive/Pecan Park Road



5. In the center median of the Bainebridge Dr. entrance, there are several mature Ligustrums that are weak and sparse. The deadwood has been pruned out of them, but I recommend removing them and replacing them. There are four(4) in total: Three(s) directly behind the monument sign and one(1) at the other end of the median behind the HOA announcement sign.(pic.5a,5b>)



1. The Holly trees along Bainebridge Dr. look Chlorotic and weak. I recommend adding a fertilizer blend specific for Hollies to the AG program to see if we can get them back.(pic.6a>,6b>>)



# Amenity Center

7. The light post at the entrance to the amenity center parking lot along the sidewalk is being blocked by the Elm at the corner. This needs to be trimmed for clearance. A couple of strategic pruning cuts will clear this right up.(pic.7a,7b)



8. Some of the branches from the Crape Myrtle at the East exit/entrance of the Amenity Center are still touching the roof line. These should be pruned to prevent damage to the roof and soffit.(pic.8>)

9. The conservation area along the sidewalk that heads East from the Amenity Center towards the pond is starting to encroach. This should be pruned back to prevent future problems.(pic.9>)

10. The canopy of the Elm, above the bench in the playground area, should have its canopy raised for clearance.(pic.10)



# Amenity Center Pool Area

1. On the East side of the pool area, outside of the fence, there is a large area of erosion that needs to be filled in. A cause should be determined first, and a plan to prevent it from happening in the future should be made as well.(pic.11a,11b,11c>)

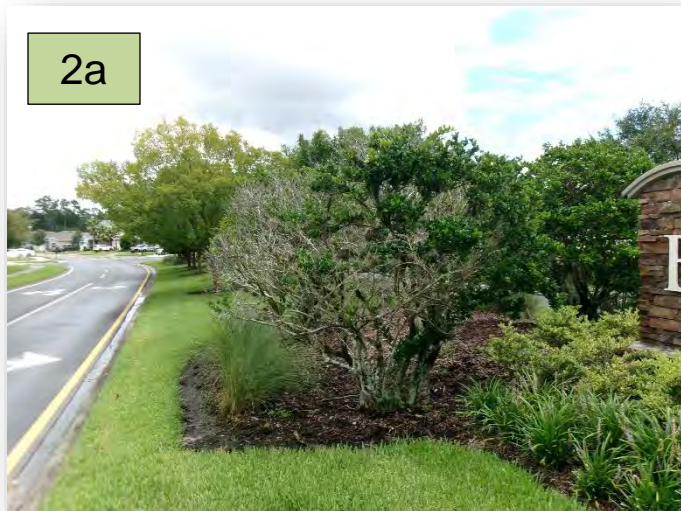


# Proposals

1. Removal of the dead Pine trees behind 15612 Mason Lakes Dr, as well as pruning trees for clearance around streetlights and raising the canopy of the Oak trees off the fence line along Pecan Park Rd.(pic.1)



2. Removal and replacement of weak and bare multi-stem Ligustrum in the main entrance median beds.(pic.2a,2b>)



2. Determine cause of erosion on East side of pool area near the fence and fill area.(pic.3>)



# Proposals

3. A proposal should be made for the removal and replacement of the Bottlebrush in the pool area.(pics.3a,3b)



2. A proposal should be made to fill in the holes of the Viburnum hedge in the pool area.(pic.4)



# BAINEBRIDGE

## LANDSCAPE INSPECTION REPORT



January 19, 2026  
Rizzetta & Company  
Matthew Mironchik – Landscape Specialist  
Landscape Inspection Services



Rizzetta & Company  
Professionals in Community Management

# Summary/Bainebridge Drive

## General Updates, Recent & Upcoming Maintenance Events

- **Recent cold temperatures have caused damage to tender plant material. An inventory of plant material that does not bounce back should be made in the spring so that replacements can be made.**

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. **Orange** indicates items for staff. **Black, bold and underlined text represents updates or questions for the BOS.**

1. Annuals at the entrance monument sign suffered from recent frosts. Some of the plant material can be dead headed, while others that will not bounce back should be replaced with winter annuals.
2. **The two Pine Trees just South of the entrance on Bainebridge Dr., adjacent to Pecan Park Rd, are dead and should be removed to prevent damage to CDD and/or residential property.(pic.2)**
4. In that same area, what appears to be mower damage on turf that was too wet is present. When conditions are conducive, this area should be fixed.(pic.4>>)



3. **To the West of Bainbridge Dr. along Pecan Park Rd., in front of the retention pond, there is a black aluminum fence that has been damaged, as well as a section missing before the stone pillar/vinyl fence begins. This should be repaired.(pic.3a>,3b>)**



# Bainebridge Drive/Pecan Park Road/Amenity Center



5. Bed weeds have been observed throughout CDD maintained property. This is the time of year to make sure this get under control before the growing season starts. It is sporadic and not over the top, but falling behind now means playing catch up later.(pic.5a,5b>,5c)



6. Area to the East of the pool area mentioned in previous report still has erosion issues. At the time of this inspection, there was standing water in the largest area of erosion located near the East gate of the pool fence.(pic.6a>,6b>>,6c>>,6d>>)



# Amenity Center



# Proposals

1. Removal of the dead Pine trees behind 15612 Mason Lakes Dr, as well as pruning trees for clearance around streetlights and raising the canopy of the Oak trees off the fence line along Pecan Park Rd. Item #2.(pic.1)



2. Determine reason for erosion on East side of pool area. Fill areas of depression for safety reasons. Item #6(pic.2a,2b>,2c>,2d>)



## **Tab 3**



# Quality Site Assessment

Prepared for: Bainebridge CDD

## General Information

**DATE:** Friday, Jan 02, 2026  
**NEXT QSA DATE:** Monday, Mar 09, 2026  
**CLIENT ATTENDEES:**  
**BRIGHTVIEW ATTENDEES:** Jennifer Mabus

## Customer Focus Areas

Main Entry and Amenity detail

### Quality you can count on.

|   |   |  |  |
|---|---|--|--|
| <h1>7</h1> <p>Seven Standards of Excellence</p> |  <p>1 Site Cleanliness</p> |  <p>2 Weed Free</p>          |  <p>3 Green Turf</p>            |
|   |  <p>4 Crisp Edges</p>        |  <p>5 Spectacular Flowers</p> |  <p>6 Uniformly Mulched Beds</p> |

### Maintenance Items



- 1** Amenity Center shrubs are trimmed, turf is mowed and edged.
- 2** Winter work - Ornamental grasses will be cut back now that they have stopped blooming. The crape myrtles on the property will start to be pruned in January for crossing branches and low limbs up to contract height.
- 3** Front entrance annuals were still looking good, but are scheduled to be changed out in January. They will be changed with a winter selection.

### Recommendations for Property Enhancements



- 1** Proposal submitted for adding river rock to the area behind the pool where the water drains off of the pool deck. It has created a long wash out.
- 2** Proposal submitted for removing two dead pine trees at the front entrance. Only 1 of them needs to be stump ground, the other is behind some shrubs.



# Quality Site Assessment

Prepared for: Bainebridge CDD

## General Information

- DATE:** Thursday, Mar 05, 2026
- NEXT QSA DATE:** Tuesday, May 12, 2026
- CLIENT ATTENDEES:** Ben Pfuhl
- BRIGHTVIEW ATTENDEES:** Jennifer Mabus

## Customer Focus Areas

Main Entry and Amenity detail

### Quality you can count on.

|   |   |  |  |
|---|---|--|--|
| <b>7</b><br>Seven Standards of Excellence | <b>1</b><br><br>Site Cleanliness | <b>2</b><br><br>Weed Free          | <b>3</b><br><br>Green Turf            |
|   | <b>4</b><br><br>Crisp Edges        | <b>5</b><br><br>Spectacular Flowers | <b>6</b><br><br>Uniformly Mulched Beds |

### Maintenance Items



- 1** Front entrance of Bainebridge, the turf is dormant right now. The Jack Frost Ligustrum received a tip burn from the freezes that we have received this winter. The Ligustrum will recover with some fertilizer. The liriope will be cut back over the next month and fertilized as well. Annuals are scheduled, availability has been low due to the freeze stretching down into the Orlando market where the growers are located.
- 2** The contract mulch was installed in the beds in February. The Ligustrum trees on the back half of the Island are healthy, and the grasses that were cut back are starting to grow
- 3** There is some Flax Lily that has freeze damage, but cutting it back and fertilize and it should come back.
- 4** The Loropetalum is blooming and has not been trimmed. Once it stops blooming, we will be pruning it.

# QUALITY SITE ASSESSMENT

## Bainebridge CDD

### Maintenance Items



**5** The turf at the Amenity Center is dormant and turf weeds have been treated. Fertilization of turf will be in the next application.

**6** The edging of the turf has been done even though the turf is dormant.

**7** The palms at the entrance to the Amenity Center has some freeze damage on the outer edges of the palm fronds. Palms are very slow to show any type of freeze damage because they have one point of growth at the center of the bud. They don't begin to grow until later in spring and we will monitor them and keep you updated.

### Recommendations for Property Enhancements



**1** Proposal submitted to remove declining Ligustrum trees behind the sign. They declined due to excessive water and we have removed dead branches as they die back.

**2** Pool area, a proposal was submitted to remove the shrubs closest to the pool that fall into the pool and create a maintenance issue.

**3** Erosion in the back of the pool from the pool deck, proposal was submitted to install edging and rock. The edging helps keep the rock in place so it doesn't get thrown by our mowers.

## Proposal for Extra Work at Bainebridge CDD

|                  |  |                 |   |
|------------------|--|-----------------|---|
| Property Name    | Bainebridge CDD                                  | Contact         | Ben Pfuhl   |
| Property Address | 15855 Twin Creek Drive<br>Jacksonville, FL 32218 | To              | Bainebridge CDD   |
|                  |  | Billing Address | c/o Rizzetta & Company Inc 3434 Colwell<br>Ave Ste 200<br>Tampa, FL 33614 |

Project Name      Bainebridge CDD - dead pine trees removal

Project Description      Remove 1 dead pine tree (no stump grind) and remove and grind 1 dead pine at the front property.

### Scope of Work

| QTY  | UoM/Size | Material/Description  | Unit Price | Total    |
|------|----------|---|------------|----------|
| 1.00 | LUMP SUM | Remove dead pine tree no stump grind provided it is on CDD property.    | \$560.00   | \$560.00 |
| 1.00 | LUMP SUM | Remove dead pine tree and grind stump - provided it is on CDD property. | \$665.00   | \$665.00 |

For internal use only

**SO#**                      8806865  
**JOB#**                    346101085  
**Service Line**        300

**Total Price**                      \$1,225.00

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014  
Enhancement Manager  
Certified Arborist #FL-6354A  
Certified Pest Control Operator JF95758

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY**

Customer

**Property Manager**

Signature Title

**Ben Pfuhl** **January 06, 2026**  
Printed Name Date

**BrightView Landscape Services, Inc. "Contractor"**

**Enhancement Manager**

Signature Title

**Jen Mabus** **January 06, 2026**  
Printed Name Date

**Job #:** 346101085

**SO #:** 8806865

**Proposed Price:** \$1,225.00

## Proposal for Extra Work at Bainebridge CDD

|                  |  |                 |   |
|------------------|--|-----------------|---|
| Property Name    | Bainebridge CDD                                  | Contact         | Ben Pfuhl   |
| Property Address | 15855 Twin Creek Drive<br>Jacksonville, FL 32218 | To              | Bainebridge CDD   |
|                  |  | Billing Address | c/o Rizzetta & Company Inc 3434 Colwell<br>Ave Ste 200<br>Tampa, FL 33614 |

Project Name        Bainebridge CDD - rock for back drainage off pool

Project Description    Install metal edging on both sides and gravel to prevent erosion

### Scope of Work

| QTY  | UoM/Size | Material/Description  | Unit Price | Total    |
|------|----------|---|------------|----------|
| 1.00 | LUMP SUM | Mobilization, pick up materials, and prep of the area           | \$400.83   | \$400.83 |
| 6.00 | EACH     | Metal edging on both sides to keep rock from spilling into turf | \$85.03    | \$510.17 |
| 1.50 | EACH     | River rock Brown 1 inch + to fill hole to prevent soil erosion  | \$626.29   | \$939.44 |

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**SO#**                    8806862  
**JOB#**                 346101085  
**Service Line**        130

**Total Price**                    \$1,850.44

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014  
 Enhancement Manager  
 Certified Arborist #FL-6354A  
 Certified Pest Control Operator JF95758

# TERMS & CONDITIONS

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Customer

**Property Manager**

|                  |                          |
|------------------|--------------------------|
| Signature        | Title                    |
| <b>Ben Pfuhl</b> | <b>November 20, 2025</b> |
| Printed Name     | Date                     |

**BrightView Landscape Services, Inc. "Contractor"**

**Enhancement Manager**

|                  |                          |
|------------------|--------------------------|
| Signature        | Title                    |
| <b>Jen Mabus</b> | <b>November 20, 2025</b> |
| Printed Name     | Date                     |

|               |                  |                        |                   |
|---------------|------------------|------------------------|-------------------|
| <b>Job #:</b> | <b>346101085</b> |                        |                   |
| <b>SO #:</b>  | <b>8806862</b>   | <b>Proposed Price:</b> | <b>\$1,850.44</b> |

## Proposal for Extra Work at Bainebridge CDD

|                  |  |                       |  |
|------------------|--|-----------------------|--|
| Property Name    | Bainebridge CDD                                  | Contact               | Ben Pfuhl  |
| Property Address | 15855 Twin Creek Drive<br>Jacksonville, FL 32218 | To<br>Billing Address | Bainebridge CDD<br>c/o Rizzetta & Company Inc 3434 Colwell<br>Ave Ste 200<br>Tampa, FL 33614 |

Project Name            Bainebridge CDD - pool plant replacement  
 Project Description    Fill in gap in Viburnum hedge at back of pool

### Scope of Work

| QTY  | UoM/Size | Material/Description   | Unit Price | Total    |
|------|----------|--|------------|----------|
| 1.00 | LUMP SUM | Mobilization and pick up of plant material, rake back existing mulch, and prep for planting. | \$153.33   | \$153.33 |
| 7.00 | EACH     | Viburnum odoratissimum 7 gallon installed in gap in hedge.                                   | \$70.28    | \$491.94 |
| 5.00 | BAG      | Brown mulch installed to touch up  | \$14.50    | \$72.50  |

For internal use only

**SO#**                    8834775  
**JOB#**                 346101085  
**Service Line**        130

**Total Price**                    \$717.77

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 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014  
 Enhancement Manager  
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Customer

|                  |                         |
|------------------|-------------------------|
|                  | <b>Property Manager</b> |
| Signature        | Title                   |
| <b>Ben Pfuhl</b> | <b>March 06, 2026</b>   |
| Printed Name     | Date                    |

### BrightView Landscape Services, Inc. "Contractor"

|                  |                            |
|------------------|----------------------------|
|                  | <b>Enhancement Manager</b> |
| Signature        | Title                      |
| <b>Jen Mabus</b> | <b>March 06, 2026</b>      |
| Printed Name     | Date                       |

**Job #:** 346101085

**SO #:** 8834775

**Proposed Price:** \$717.77

## Proposal for Extra Work at Bainebridge CDD

|                  |  |                 |   |
|------------------|--|-----------------|---|
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|                  |  | Billing Address | c/o Rizzetta & Company Inc 3434 Colwell<br>Ave Ste 200<br>Tampa, FL 33614 |

Project Name        Bainebridge CDD - pool replacement for Bottlebrush  
 Project Description    Remove the bottle brush by the pool and install Jack Frost Ligustrum

### Scope of Work

| QTY  | UoM/Size | Material/Description   | Unit Price | Total    |
|------|----------|--|------------|----------|
| 1.00 | LUMP SUM | Mobilization and removal of bottle brush near the edge of the pool, remove excess mulch and grade for planting | \$460.00   | \$460.00 |
| 7.00 | EACH     | Jack Frost Ligustrum 3 gallon installed  | \$31.63    | \$221.43 |
| 8.00 | BAG      | Brown mulch installed  | \$14.50    | \$116.00 |
| 1.00 | EACH     | Irrigation modifications for new plants  | \$199.48   | \$199.48 |

For internal use only

**SO#**                    8834776  
**JOB#**                 346101085  
**Service Line**        130

**Total Price**                    \$996.91

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|                         |                       |
|-------------------------|-----------------------|
| <b>Property Manager</b> |                       |
| Signature               | Title                 |
| <b>Ben Pfuhl</b>        | <b>March 06, 2026</b> |
| Printed Name            | Date                  |

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|                            |                       |
|----------------------------|-----------------------|
| <b>Enhancement Manager</b> |                       |
| Signature                  | Title                 |
| <b>Jen Mabus</b>           | <b>March 06, 2026</b> |
| Printed Name               | Date                  |

**Job #: 346101085**

**SO #: 8834776**

**Proposed Price: \$996.91**

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Project Name      Bainebridge CDD - soil refresh prior to next annual installation

Project Description    Add soil to the annual bed as a yearly re-fresh for health and drainage

### Scope of Work

| QTY  | UoM/Size | Material/Description                               |
|------|----------|--|
| 2.00 | LUMP SUM | Install soil mix prior to the next annual rotation |

For internal use only

**SO#**                    8841373  
**JOB#**                 346101085  
**Service Line**        140

**Total Price**                    \$291.67

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17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY**

Customer

|                  |                         |
|------------------|-------------------------|
|                  | <b>Property Manager</b> |
| Signature        | Title                   |
| <b>Ben Pfuhl</b> | <b>March 06, 2026</b>   |
| Printed Name     | Date                    |

### BrightView Landscape Services, Inc. "Contractor"

|                  |                            |
|------------------|----------------------------|
|                  | <b>Enhancement Manager</b> |
| Signature        | Title                      |
| <b>Jen Mabus</b> | <b>March 06, 2026</b>      |
| Printed Name     | Date                       |

**Job #:** 346101085

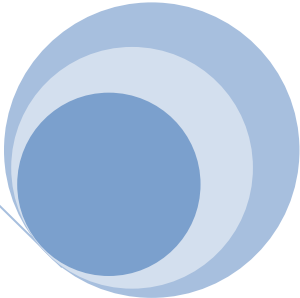
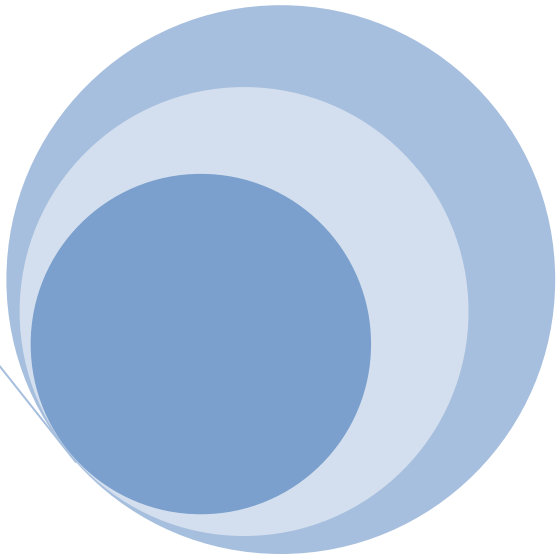
**SO #:** 8841373

**Proposed Price:** \$291.67

# Tab 4



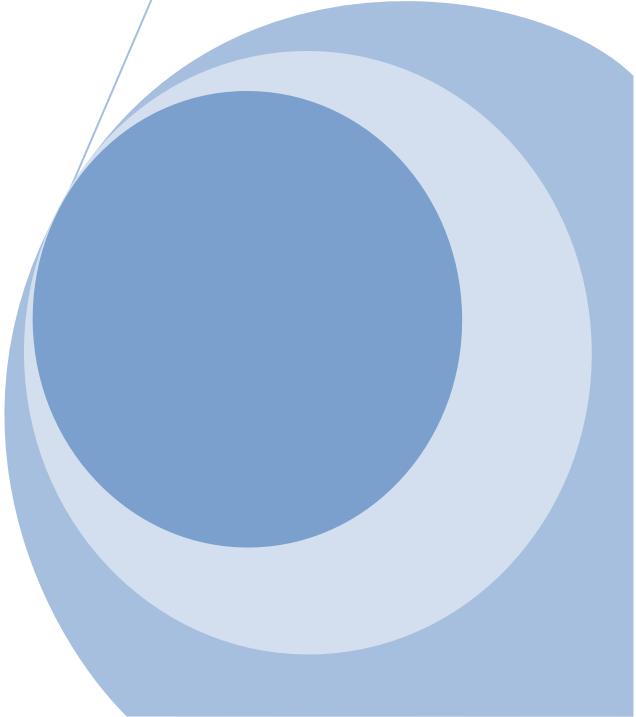
**First Coast**  
CMS



**Bainebridge  
Community  
Development District**

Field Report January 2026

First Coast CMS LLC  
01/07/2025



## ***Swimming Pool***

At the time of this report, we are still waiting for the update from the Manufacturer on the status of the failed VFD that operates the water feature.

The chemical probes for the pool chemical feeder system needed to be replaced

The broken pool tiles were replaced by C Buss Enterprises

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

The clear viewing dome on playground became damaged and required the playground feature to be taped off with caution tape. Amenity Manager was able to locate this acrylic dome online and replaced it in-house.

Management recommends pressure washing the facility and parking lot sidewalks. Two bids are attached.

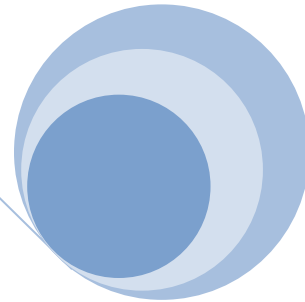
A/C system was inspected and Preventative Maintenance performed. See attached inspection check list.

Both lights in men's bathroom across from gym had a ballast failure. It was cheaper to replace the entire fixture rather than just the ballast so both fixtures were replaced with LED fixtures.

A new bench for the back side of the pool deck as been ordered and will be installed as soon as it arrives. This will be done in-house by staff.



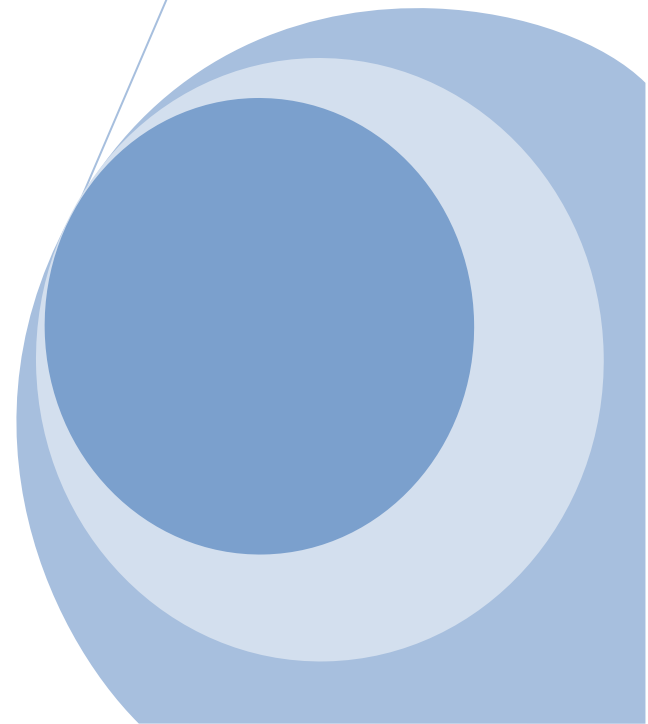
**First Coast**  
CMS



# **Bainebridge Community Development District**

Field Report March 2026

**First Coast CMS LLC**  
03/04/2026



## ***Swimming Pool***

We have heard back from Frank's Pool Service regarding the VFD for the water Feature. They have informed us that the manufacturer is not covering the VFD under their warranty. At this we are waiting on documentation from the manufacturer on why they did not cover it. I have received two quotes to replace the VFD. Franks Pool Service was \$6625 and CBus Enterprises is \$4175.89

The chemical probes for the pool chemical feeder system needed to be replaced

The broken pool tiles were replaced by C Buss Enterprises

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

The clear viewing dome on playground became damaged and required the playground feature to be taped off with caution tape. Amenity Manager was able to locate this acrylic dome online and replaced it in-house.

Kept companies power washed the amenity center, tennis court, and parking lot sidewalk/curbing.

A/C system was inspected and Preventative Maintenance performed in November. See attached inspection check list. Next PM is scheduled of May.

Both lights in men's bathroom across from gym had a ballast failure. It was cheaper to replace the entire fixture rather than just the ballast so both fixtures were replaced with LED fixtures.

A new bench for the back side of the pool deck as been ordered and will be installed as soon as it arrives. This will be done in-house by staff.

We requested Brightview provide proposal to fill in washout on east side of pool deck, behind playground

The facility was prepped for the freeze on February 2<sup>nd</sup> and water left running. The drinking fountain across from the gym was damaged by a burst internal pipe. Staff was able to come out on that Sunday to get the water off. The Drinking fountain was taken apart and the damage part was identified and ordered. Part was able to be reinstalled in house with out any additional vendor or labor charge.

At this time, we have a collapsed pipe under the pavers behind the storage room, causing the pavers in this area to sink. We are waiting for two bids to make this repair, which I will forward to the Board.

There is a lifting sidewalk that has been trimmed in the past. The sidewalk has lifted more and needs to be replaced. We are awaiting bids and will present to Board at Meeting. Staff has painted the area with bright orange paint to make as visible as possible to prevent tripping

Tennis Court lights were reported to being out. We have American Electrical schedule for 3/5 to diagnose and repair.

## **Tab 5**



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6869 Phillips Parkway Drive S Jacksonville, FL 32256

Phone: 904-997-0044

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## Service Report

**Date:** September 24, 2025

**Aquatic Tech:** Justin Powers  
Richard Powers

**Client:** Bainebridge CDD

**Waterways:** 21 ponds

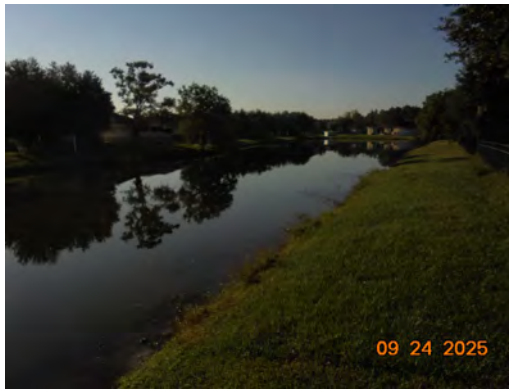
**Pond 1:** Pond was in great shape. Level and clarity were both great, and the fountain was not running at time of visit.



**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. No algal blooms during visit.



**Pond 4:** Pond was in great shape. Level and clarity were both normal. Last visit's treatment was highly effective.



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



**Pond 6:** Pond was in good shape. Treated pond during visit for emergent weeds.



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



**Pond 8:** Pond was in good shape. Level and clarity were both normal. Treated pond during visit for emergent weeds.



**Pond 9:** Pond was in fair shape upon inspection. No algal issues during visit.



**Pond 10:** Pond was in good shape. Shoreline weeds to be treated when the boat can be launched.



**Pond 11:** Pond was in decent shape. Level and clarity were both normal. Last visits' treatment was highly effective.



**Pond 12:** Pond was in fair shape. Level and clarity were both normal, and there were no algal blooms.



**Pond 13:** No access.

**Pond 14:** Pond in great shape. No active algal blooms



**Pond 15:** Pond was in great shape. Level and clarity were normal.



**Pond 16:** Pond in good condition. Level and clarity were both normal, and there were no algal issues.



**Pond 17:** Pond in good shape. Level and clarity were both normal.



**Pond 18:** Pond was in decent shape. Level and clarity were both normal. Last visit's treatment for weeds was highly effective.



**Pond 19:** Pond in good condition. Level was low and clarity was normal.



**Pond 20:** Pond in good condition. Level was high and clarity was great.



**Pond 21:** Pond blocked off by newly installed fence.





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6869 Phillips Parkway Drive S Jacksonville, FL 32256

Phone: 904-997-0044

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## Service Report

**Date:** October 27, 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 great, 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. No algal blooms during visit.



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



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



**Pond 6:** Pond was in good shape. Last visit's treatment was effective.



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

**Pond 8:** Pond was in good shape. Level and clarity were both normal. Last visit's treatment was effective.



**Pond 9:** Pond was in good shape upon inspection. No algal issues during visit.



**Pond 10:** Pond was in good shape. Shoreline weeds to be treated when the boat can be launched.



**Pond 11:** Pond was in good shape. Level and clarity were both normal.



**Pond 12:** Pond was in good shape. Level and clarity were both normal, and there were no algal blooms.



**Pond 13:** No access.

**Pond 14:** Pond in great shape. No active algal blooms. Level and clarity were both great.



**Pond 15:** Pond was in great shape. Level and clarity were normal.



**Pond 16:** Pond in great shape. Level and clarity were both normal, and there were no algal issues.



**Pond 17:** Pond in great shape. Level and clarity were both normal.



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



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



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



**Pond 21:** Pond blocked off by newly installed fence.



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6869 Philips Parkway Drive South, Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

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## Service Report

**Date:** November 4, 2025

**Fountain Tech:** Tom Hair

**Client:** Bainebridge CDD

**Contact:** Ben Pfuhl

**Pond 1 Fountain:** Quarterly maintenance service has been performed on the fountain in Pond 1. I cleaned the float, intake screen, nozzle and the lights. Fountain lights were checked for blown bulbs. The timers, voltage, amperage, and mooring lines were checked on the fountain. All electrical readings were good. The fountain is running as it should be.

Replaced 1 run capacitor.



**Please contact our office with any further questions or comments.**



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6869 Phillips Parkway Drive S Jacksonville, FL 32256

Phone: 904-997-0044

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## Service Report

**Date:** November 13, 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 great, and the fountain was running normally.



**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 normal. No algal blooms during visit.



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



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



**Pond 6:** Pond was in good shape. Minor algal bloom to be treated once launch is dry enough.



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

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



**Pond 9:** Pond was in good shape upon inspection. Pond was very low during visit, and clarity was normal.



**Pond 10:** Pond was in good shape. Shoreline weeds to be treated when the boat can be launched/dry enough.



**Pond 11:** Pond was in good shape. Level was fairly low, and clarity was normal.



**Pond 12:** Pond was in good shape. Level was low, and clarity was normal.



**Pond 13:** No access.

**Pond 14:** Pond in great shape. No active algal blooms. Level and clarity were both normal



**Pond 15:** Pond was in great shape. Level and clarity were normal.



**Pond 16:** Pond in great shape. Level and clarity were both normal.



**Pond 17:** Pond in great shape. Level and clarity were both normal.



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



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



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



**Pond 21:** Pond blocked off by newly installed fence.



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6869 Phillips Parkway Drive S Jacksonville, FL 32256

Phone: 904-997-0044

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## Service Report

**Date:** December 8, 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 great, and the fountain was running normally.



**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 normal.



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



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



**Pond 6:** Pond was in good shape. Minor algal bloom to be treated once launch is dry enough.



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

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



**Pond 9:** Pond was in good shape upon inspection. Pond was very low during visit, and clarity was normal.



**Pond 10:** Pond was in good shape. Shoreline weeds to be treated when the boat can be launched/dry enough.



**Pond 11:** Pond was in good shape. Level was normal, and clarity was normal.



**Pond 12:** Pond was in good shape. Level was low, and clarity was normal.



**Pond 13:** No access.

**Pond 14:** Pond in great shape. No active algal blooms. Level and clarity were both normal



**Pond 15:** Pond was in great shape. Level and clarity were normal.



**Pond 16:** Pond in great shape. Level and clarity were both normal.



**Pond 17:** Pond in great shape. Level and clarity were both normal.



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



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



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



**Pond 21:** Pond blocked off by newly installed fence.



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6869 Phillips Parkway Drive S Jacksonville, FL 32256

Phone: 904-997-0044

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## Service Report

**Date:** January 13, 2026

**Aquatic Tech:** Justin Powers  
Richard Powers

**Client:** Bainebridge CDD

**Waterways:** 21 ponds

**Pond 1:** Pond was in great shape. Level and clarity were both great, and the fountain was running normally.



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



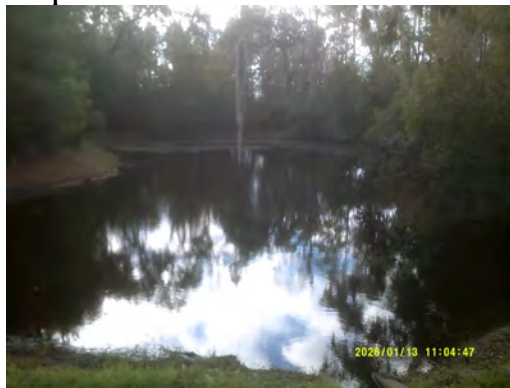
**Pond 3:** Pond was in great shape. Level and clarity were both normal.



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



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



**Pond 6:** Pond was in good shape. Minor algal bloom to be treated once launch is dry enough for equipment use.



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

**Pond 8:** Pond was in good shape. Level and clarity were both normal. Will treat duckweed when easement is dry for equipment.



**Pond 9:** Pond was in good shape upon inspection. Pond level was normal during visit, and clarity was normal.



**Pond 10:** Pond was in good shape. Shoreline weeds to be treated when the boat can be launched/dry enough.



**Pond 11:** Pond was in good shape. Level was normal, and clarity was normal.



**Pond 12:** Pond was in good shape. Level was low, and clarity was normal.



**Pond 13:** No access.

**Pond 14:** Pond in great shape. No active algal blooms. Level and clarity were both normal



**Pond 15:** Pond was in great shape. Level and clarity were normal.



**Pond 16:** Pond in great shape. Level and clarity were both normal.



**Pond 17:** Pond in great shape. Water level was a little low.



**Pond 18:** Pond was in great shape. Water level was low.



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



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



**Pond 21:** Pond blocked off by newly installed fence.



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6869 Philips Parkway Drive South, Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

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## Service Report

**Date:** February 12, 2026

**Fountain Tech:** Tom Hair

**Client:** Bainebridge CDD

**Contact:** Ben Pfuhl

**Pond 1 Fountain:** Quarterly maintenance service has been performed on the fountain in Pond 1. I cleaned the float, intake screen, nozzle and the lights. Fountain lights were checked for blown bulbs. The timers, voltage, amperage, and mooring lines were checked on the fountain. All electrical readings were good. The fountain is running as it should be.



**Please contact our office with any further questions or comments.**



---

6869 Phillips Parkway Drive S Jacksonville, FL 32256

Phone: 904-997-0044

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## Service Report

**Date:** February 16, 2026

**Aquatic Tech:** Justin Powers  
Richard Powers

**Client:** Bainebridge CDD

**Waterways:** 21 ponds

**Pond 1:** Pond was in great shape. Level and clarity were both great, and the fountain was running normally.



**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 normal.



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



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



**Pond 6:** Pond was in good shape. Minor algal bloom to be treated once launch is dry enough for equipment use.



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

**Pond 8:** Pond was in good shape. Level and clarity were both normal. Will treat duckweed when easement is dry for equipment.



**Pond 9:** Pond was in good shape upon inspection. Level and clarity were both normal.



**Pond 10:** Pond was in good shape. Level and clarity were both normal, and all shoreline weeds are dead.



**Pond 11:** Pond was in good shape. Level and clarity were both normal.



**Pond 12:** Pond was in good shape. Level was low, and clarity was normal. Heavy pollen in pond during visit.



**Pond 13:** No access.

**Pond 14:** Pond in great shape. No active algal blooms. Level and clarity were both normal



**Pond 15:** Pond was in great shape. Level and clarity were normal.



**Pond 16:** Pond in great shape. Level and clarity were both normal.



**Pond 17:** Pond in great shape. Water level was quite low, and clarity was normal.



**Pond 18:** Pond was in great shape. Water level was quite low, and clarity was normal.



**Pond 19:** Pond in good condition. Level was low, and clarity was normal. Heavy pollen in pond during visit.



**Pond 20:** Pond in good condition. Level was low, and clarity was normal.



**Pond 21:** Pond blocked off by newly installed fence.

## **Tab 6**



# QUOTE

## Get R Clean Pressure Washing LLC

Customer Satisfaction Guaranteed

2005 Pebble Point Drive,  
Green Cove Springs, FL 32043  
904-655-1333  
Email

INVOICE # NO. 08479

DATE: 10/19/2025

EXPIRATION DATE - 30 DAYS

TO Tony Shiver  
Baine Bridge  
2806 N. Fifth Street  
Suite 403  
St. Augustine, FL 32084

Customer ID No. 0121

| SALESPERSON | JOB              | PAYMENT TERMS   | DUE DATE |
|-------------|------------------|-----------------|----------|
| Nick Boies  | Pressure Washing | Upon Completion |          |

| QTY   | DESCRIPTION   | UNIT PRICE                  | LINE TOTAL |
|---|---|-----------------------------|------------|
| 1   | All sidewalks except playground area                                  |                             | \$420      |
| 1   | ALL CURB  |                             | \$100.5    |
| 1   | Sidewalk around playground  |                             | \$92       |
| 1   | Playground area   |                             | \$150      |
| 1   | Patio and facing wall - includes 4 green tables                       |                             | \$600      |
| 1   | Tennis court  | \$1,859-20% discount        | \$1,488    |
|   | Furniture moving fee will not be applied if removed before start date |                             |            |
|   |   |                             |            |
|   |   |                             |            |
|   | Subtotal  | Furniture Moving Fee        | \$200.00   |
|   |   | TOTAL                       | \$2,850.5  |
| Quotation prepared by:                          |   | IF FURNITURE FEE IS APPLIED | \$3050.50  |
| To accept this quotation, sign here and return: |   |                             |            |

Thank you for your business!



PO Box 350028  
 Jacksonville FL 32235  
 (904) 579-0124  
 info74@keptcompanies.com

# Estimate 1076609999

|                    |  |
|--------------------|--|
| <b>DATE</b>        | 03/22/2024                                       |
| <b>PO #</b>        |  |
| <b>Provided By</b> | Marc Ferretti<br>Marc.Ferretti@keptcompanies.com |

| CUSTOMER  |
|---|
| Bainebridge CDD c/o First Coast CMS, LLC<br>Tony Shiver |
| (904) 537-9034<br>Tony@FirstCoastCMS.com                |

| SERVICE LOCATION  |
|---|
| Bainebridge CDD c/o First Coast CMS, LLC<br>Bainebridge CDD c/o First Coast CMS, LLC<br>15855 Twin Creek Drive<br>Jacksonville, FL, 32218<br>(904) 537-9034<br>Tony@FirstCoastCMS.com |

| DESCRIPTION                             |
|---|
| Soft washing amenity center and fencing |

## Estimate

### Estimate

| Description  | Qty  | Rate     | Total    |
|--|------|----------|----------|
| <p><b>Amenity Center Sidewalk Cleaning</b></p> <p>*Includes Parking lot sidewalks, sidewalk to gym, playground sidewalk and sidewalk leading from Amenity Center to Tennis Court/Baxter Creek Drive.</p> <p>-Sidewalks and walkways around building will be pressure cleaned to remove dirt and grime build up.<br/>           -Krystal Klean will apply professional solution and commercial grade 'Hot Wash' process if needed, for optimal results in cleaning &amp; lightening stains in heavy traffic areas. Some concrete stains may be permanent.<br/>           -Areas being cleaned are secured and fully monitored to ensure pedestrian safety during cleaning process.</p> <p>-Please note: Surfaces will be wet following cleaning. We highly recommended areas not be walked on, or utilized until thoroughly dry, as this can pose a potential slip hazard. Krystal Klean accepts no liability for injuries due to wet surfaces.</p> | 1.00 | \$885.80 | \$885.80 |
| <p><b>Soft Wash Tennis Court</b></p> <p>-Exterior of building to be cleaned using professional 'Soft Wash' process in order to avoid damage to façade and window seals.<br/>           -Solution include algaecides, fungicides and phosphate-free detergents to extend life of cleaning and provide optimal results.<br/>           -Locks and electrical elements to be protected during cleaning process.<br/>           -Extra care/precaution to be taken with landscaping.<br/>           -We provide vehicular/pedestrian traffic control and maintain highest safety standards, in compliance with OSHA guidelines at all times.<br/>           -Water to be provided on-site.</p> <p>*Soft washing removes most mildew, dirt, and algae which accounts for 95% of roof discoloration in Florida. This process potentially expose mineral deposit stains that</p>  | 1.00 | \$648.12 | \$648.12 |

would require additional chemical treatment to remove. Please discuss any questions with your sales representative.

|   |      |          |          |
|---|------|----------|----------|
| <b>Amenity Center Parking Lot Curb Cleaning</b><br>Pressure wash curbs with moderate heat and regulated pressure to remove mildew, dirt, and algae. | 1.00 | \$350.00 | \$350.00 |
|---|------|----------|----------|

|   |      |          |          |
|---|------|----------|----------|
| <b>Pressure Washing - Amenity Center Rear Patio and Stone Wall</b><br>* Does not include pool deck area | 1.00 | \$395.00 | \$395.00 |
|---|------|----------|----------|

- Pressure wash surfaces with moderate heat, regulated pressure, and a balanced anti-microbial solution to remove organic build-up. Some stains may not be fully removable from surfaces being cleaned.
- Please review any specific concerns with your estimator so we arrive prepared to meet your needs.
- Technicians work safely to protect customer property and the surrounding environment.
- Technicians will inspect surfaces to identify potential water intrusion points and give recommendations for waterproofing, painting, or sealing. Cleaning methods may be adjusted depending on surface conditions.

|  |      |          |          |
|--|------|----------|----------|
| <b>Soft Wash Play Ground Equipment</b> | 1.00 | \$195.00 | \$195.00 |
|--|------|----------|----------|

- Exterior of building to be cleaned using professional 'Soft Wash' process in order to avoid damage to façade and window seals.
- Solution include algaecides, fungicides and phosphate-free detergents to extend life of cleaning and provide optimal results.
- Locks and electrical elements to be protected during cleaning process.
- Extra care/precaution to be taken with landscaping.
- We provide vehicular/pedestrian traffic control and maintain highest safety standards, in compliance with OSHA guidelines at all times.
- Water to be provided on-site.

\*Soft washing removes most mildew, dirt, and algae which accounts for 95% of roof discoloration in Florida. This process potentially expose mineral deposit stains that would require additional chemical treatment to remove. Please discuss any questions with your Krystal Klean representative.

**Estimate Total: \$2,473.92**

**CUSTOMER MESSAGE**

Thank you for the opportunity to serve you!

We uphold the highest industry standards for glass cleaning tools and methods but must inform and educate its customers about the inherent risk of scratches when cleaning glass. Given the facts below, we cannot be held liable for glass scratches. Minuscule glass particles (or "glass fines") may exist on the pane surface. This flaw is common for tempered or hurricane-proof glass often installed in Florida. During a normal cleaning process, these glass fines can break off and cause hairline scratches. Removal of paint, adhesives, calcium deposits, or construction debris may require the use of scrubbing pads or scrapers, which increases the risk of scratched glass, and is a separate service from standard window cleaning. When cleaning glass to remove calcium deposits, some brands of tinted or soft glass may be micro-scratched with vinyl buffing pads. Preexisting scratches may be visible or apparent after the glass is cleaned.

Terms of payment: The total amount stated is due upon completion. Where applicable, credit cards will be charged for the total amount upon completion based on the credit card information provided in advance. All late payments (over 30 days) may bear interest at the highest rate permissible under Florida law calculated daily and compounded monthly. Customer shall also be responsible for paying all reasonable costs incurred in collecting any late payments, including, without limitation, attorneys' fees.

Estimate Accepted By:

Accepted Date:

# **Tab 7**

# ESTIMATE

C Buss Enterprises Inc  
152 Lipizzan Trl  
Saint Augustine, FL 32095-8512

clayton@cbussenterprises.com  
+1 (904) 710-8161  
www.cbussenterprises.com



**Bill to**  
Bainebridge CDD  
3434 Colewell Ave  
Tampa, FL 33614

## Estimate details

PO: WATER FEATURE

Estimate no.: 1646  
Estimate date: 02/19/2026

| #  | Product or service | Description  | Qty | Rate         | Amount            |
|----|--------------------|--|-----|--------------|-------------------|
| 1. | <b>POOL PARTS</b>  | 20HP 3-PHASE (10HP 1-PHASE) VFD<br>230VAC<br>PREPROGRAMMED AND TESTED<br>INSTALLATION/LABOR INCLUDED | 1   | \$4,175.89   | \$4,175.89        |
|    |                    |  |     | <b>Total</b> | <b>\$4,175.89</b> |

## Note to customer

Limited Warranty Coverage: The pool parts installed by C Buss Enterprises is warranted to be free from defects in material and workmanship for a period of 1-year from the date of installation.  
Exclusions: This warranty does not cover:  
-Damage due to improper use or abuse, including but not limited to failure to follow operating instructions, improper voltage, or exposure to extreme conditions.  
-Normal wear and tear from regular use, including but not limited to noise, vibration, or minor cosmetic damages.  
-Electrical or water damage caused by power surges, natural disasters, lightning strikes, or improper electrical installation or maintenance.  
-Damage resulting from improper installation by parties other than C Buss Enterprises or authorized personnel.  
-Modifications made to the pool motor or equipment that were not authorized by C Buss Enterprises.

Accepted date

Accepted by

# Tab 8

**RESOLUTION 2026-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), FLORIDA STATUTES, AND REQUESTING THAT THE DUVAL COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Duval County Supervisor of Elections (“**Supervisor**”) to conduct the District’s elections by the qualified electors of the District at the general election (“**General Election**”).

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

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by William Huff II, and Seat 5 currently held by Larry Hall, are scheduled for the General Election in November 2026. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Duval County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2026. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **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.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 19th day of March 2026.

**BAINEBRIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

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CHAIRPERSON / VICE CHAIRPERSON

ATTEST:

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SECRETARY / ASSISTANT SECRETARY

**EXHIBIT A**

**NOTICE OF QUALIFYING PERIOD FOR CANDIDATES  
FOR THE BOARD OF SUPERVISORS OF THE  
BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Bainebridge Community Development District (“District”) will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Duval County Supervisor of Elections located at 1 Imeson Park Blvd, Jacksonville, FL 32218, Ph: (904) 255-8683. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Duval County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Bainebridge Community Development District has three (3) seats up for election, specifically seats 1 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Duval County Supervisor of Elections.

**Publish on or before May 25, 2026.**