

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, January 8, 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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| Cindy Nelsen | Chairperson |
| Barry Morton | Supervisor (by phone) |
| Scott Thomas | Supervisor |
| Tom Horton | Supervisor |
| Chad Davis | Supervisor |

Also present were:

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| Jim Perry | District Manager |
| Jason Walters | District Counsel (by phone) |
| Jay Soriano | GMS Community Manager |
| Wanda McReynolds | GMS |

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Perry called the meeting to order at 4:00 p.m.

SECOND ORDER OF BUSINESS **Audience Comments**

There being none, the next item followed.

THIRD ORDER OF BUSINESS **Approval of Consent Agenda**

- A. Approval of the Minutes of the December 11, 2017 Meeting
- B. Financial Statements
- C. Assessment Receipt Schedule
- D. Check Register

Mr. Perry stated there was a separate email in regards to the financials and the supervisors have those in front of them. Also, there was a change to the check register and you have that in front of you. The only change was the addition of the payroll under the general fund of \$923.50 and that's supervisors' compensation. The assessments receipts schedule is at

93% collected on the roll which is higher than normal. It means people are taking advantage of the early payment discount on their property taxes.

Mr. Morton stated my conflict with Vesta ended in mid-October.

Mr. Perry stated yes item number four is going to be scratched from the agenda until future agendas if we have conflict.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the Consent Agenda was approved

FOURTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated we had discussed before that there was a question on a bill two months ago that was billed in error to the wrong district. If you look at the bills this month you'll see a credit for that.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Perry stated we are in the process with working with the auditors on the annual audit. Since we've closed out in September we have provided them working papers so we're fielding their questions right now.

D. Operations Manager - Report

Mr. Soriano stated we just had our Christmas event, Cocoa with Claus, here at your sister district. This was the first year that we were charging. It was free in past years and over time that has caused issues with our larger events. I had two comments about the cost before registration but it was received well. We explained that we were making sure people were attending and that everyone had time with Santa Claus. This was one of our smoothest Cocoa with Claus events. We had almost 300 people here. It helped us plan a little better with food and drink and ended up having a couple hundred cookies left over. Our next event coming up

is the Polar Plunge. I'd like to do it the ending of January or beginning of February because it's our coldest time of year. I'm looking at January 27th or February 10th. I try to get with some of the other organizations just to make sure there's no conflict. They may be in different areas but if there are big events going on I try to stay away from that. I'll send out an email and let everyone know what the date is after I check with those other organizations.

The pools are closed. We have been heating over here at your sister district and using the covers. The operational hours cuts down to day time only so there are no night time hours. That's going to change. I made the recommendation to your sister district today to go ahead and close that pool. This winter has been a little colder than winters in the past and we are at that budget amount that we set aside for gas. We usually like to close down for a month in February and then open back up in March and heat the pool enough. The rest of the family pools open for weekends in April. I'll end up being a little over that budget line being as cold of a winter as it is. I'm going to send out an email this week to let people know. I did present them with usage numbers. People are scanning their cards and since November 1st we have had 67 people go into that pool. Ten of those people have been here four times or more. There are two that come religiously every day to do laps, no matter how cold it is. At this point we have spent \$13,000 to heat the pool for two to four people so I did make that recommendation to go ahead and cover the pools for this cold part of the season.

Mr. Horton asked Middle Village pays for all of the gas?

Mr. Soriano responded correct. Out of those ten people that come more than four times, a few of those are Double Branch. The two people live in the Preserves but most of the usage does come from Middle Village. You will notice our facility usage has had a big drop from last month. It does take into account that we are closed for the holidays but this time a year usage at the courts and fitness center drops completely and there is no one out taking advantage of the swim at your own risk times. People will get mad if we have a nice weather day, especially if it falls on a Saturday, but realistically, no one is out right now. Our cards however, have been going up. Some of that I'll contribute to the fact that we have a lot of homes being completed so we are seeing new families. If you see the number there for both districts for December, 167 cards printed. That's pretty impressive.

Moving on to the operations side, there are a few items I want to go over with you. Off season pool repairs, I mentioned this last month also that we have a tank that has a big crack in

it. I would've liked to get that started this month, however, that repair requires epoxy and fiberglass work and we can't do that in this type of weather. We have to have weather that's 50 degrees or higher for that fiberglass to cure. I would like to get to that this upcoming month. I know in the next couple of weeks we should have some days that will be warm enough. If you notice I have the pool drained out right now because of it and I can only leave that drained out for so long. I can fill it back up even if we're not done with the repairs and dive in later to pull the plugs but right now I have it ready to go so as soon as I have warm enough weather we're going to start that epoxy and fiberglass repair.

The leg curl machine gives us constant problems. It is an engineering issue. It has a pop pin on a range of motion limiter so there is a device that allows you to control how far you can pull your leg back and how far the machine will pull it back up. The pop pin is designed where it wears down after a while and we have to replace it. Unfortunately, they wear down really quick. They don't even make the one year warranty and we have replaced this thing about six or seven times in the seven years that building has been there. The company that makes that equipment is no longer in business so I can't buy the pop pins anywhere. We are fabricating them now and it's going to get to the point that I'm going to run out of the ability to fabricate them. We probably have three or four left that we can go through. The machine is in great condition, it's just the pin itself. What happens is it wears down and it allows the weight to snap the leg back into a straight position and it catches people by surprise and they think the weight is dropping so that's when we will hear them complain. We put a sign on it that it's out of order until we get the pop pin. The thought process is we can keep fabricating them or if I can get lucky and find a warehouse that has some of these pins left or start looking at a replacement machine. They're in great shape and I'm not looking at replacing any of those machines for the next couple of years. We can get to nine or ten years. Our capital plan is ten years and we're going on the seventh year now so we're a couple of years away but if we have to replace one machine just to make sure it's safe and it's not always down we have to do that so I wanted you guys to be prepared for that but we will continue to do what we can for right now.

The last thing I have for you is a fence at Merchants Way. We have talked about this many times and we have gone to the point where we've said we're just not going to deal with because it isn't our property, although there have been times we've come back and said let's

just fix it one last time. I've instructed my guys not to touch it because the church that's there now did fix it one time for us a few months ago. This was also during a time period where they were building sidewalks. It was part of their building approval that they had to help complete the sidewalk. It's a Jacksonville owned sidewalk. The space after the fence area is privately owned. Our property does not begin until those grasses on the next sidewalk where the waterfall is. That little patch of weedy grass that's inbetween is privately owned.

Mr. Davis asked who owns that?

Mr. Soriano responded one of the old developers. I've instructed my guys not to mess with it. I'll leave it to you guys if you want to direct me any other way.

Mr. Davis stated I'm done with it. We have fixed that thing so many times. People run it over all the time.

Ms. Nelsen stated the reason we put that fence there is because they were parking the tractor trailer trucks and it was very muddy. The purpose for that is now gone since the sidewalk and grass is there.

Mr. Soriano stated right, it is not a safety barrier and Jacksonville is not looking at it like that either. It was just put there to look good and hinder people from going in that area. Now with the development and the changes, I don't think we're going to see trucks being parked back there. I can talk to the church and see if they want it removed. It's pretty ugly looking. I can call Jacksonville and see if it can be taken down.

Ms. Nelsen asked we can't just go and take it down? We need permission you think?

Mr. Davis responded we should be able to just take it down.

Mr. Horton stated I'd suggest talking to the church and see what they want to do. Tell them we're not going to maintain it anymore and if they want to, they can have it.

Mr. Soriano stated that may be the case between DLC and Jacksonville Public Works. They may be waiting for someone else to take the reigns on it. I'll talk to them first because we're going to get complaints no matter how we look at it even when I explain it's not our property.

Mr. Davis stated I had some questions on the vandalism in the bathrooms and basketball courts. Are we able to find the parties responsible for that?

Mr. Soriano responded not really. The biggest problem with it is it occurred at a time where there were people there for soccer practice so I could see people on the camera going in

and out but no one reported it to our security guards. Our janitorial found it the next morning. There were a ton of people going in and out the whole night so there's no way to prove anything.

Mr. Horton asked does it take a card to get in during the day?

Mr. Soriano responded during the day but this was done at a time that it was unlocked because of soccer practice and right now we don't have official practice but there are a lot of Florida Elite teams that are still out there practicing and they haven't given me a shut down time.

Mr. Davis asked is there something you think we should do differently where that's concerned?

Mr. Soriano responded I get on the sports organizations all the time and I have that problem every year with softball not informing me of practice times. The travel teams are all over the place. I don't want to block anybody out and kids having accidents because we know residents don't bring their cards all the time. It would help if we had good coordination with the sports programs. Soccer and I-9 are supposed to be helping out with keeping an eye on that field house. There are teams there but they are so far away.

Mr. Horton asked what's the estimated cost to repair it?

Mr. Soriano responded it wasn't real expensive. They ripped the dividers for the bathroom stalls out of the wall so it's concrete anchors and time to put them up. The biggest issue is we haven't that kind of vandalism in a while other than some kids tagging, spray painting or putting sharpie on the wall. It's been pretty good out of both districts.

Mr. Davis asked and then the basketball vandalism with the fencing?

Mr. Soriano responded that's been going on for a few months. They're bending the faux iron fence to slide in and we've fixed it multiple times but it's just aluminum fencing so it's easy to pull.

Mr. Davis asked what if you put a black cross bar?

Mr. Soriano responded that's what we're going to go. We're going to have to tack weld something on to it. We've actually had to trespass more kids on your courts in the last six months since I brought the last big issue to you guys than in the last two years. We've gotten to the point where the security guards will stop the game and get on to the residents that are there that when they see it, they need to tell them and take ownership of it too. That's helped out a

bit but it doesn't control everything. What we did over here years ago, but it's a big cost, is we stationed a guard that sits at the basketball court. It's kind of wasted because they're just stuck there watching kids play basketball. I'd hate to get to that point.

Mr. Horton asked what about cameras? They don't catch that section?

Mr. Soriano responded I can catch them but it's not a monitor thing and I can't do anything after the fact. I can watch them sneak in and sneak out but I don't know who they are. What I've gone to doing with the staff that's there is when they catch it, they don't go out and warn these kids, the first thing they're going to do is call the Clay County Sheriff's Office. We have an off-duty officer and he can go over there. If he thinks it's a misunderstanding or will give a kid a warning, I leave that to the officer but there have been times over the years where one officer gives them a warning and then the next officer gives a warning and then they end up getting 20 warnings because we have 26 different officers out there.

Mr. Horton asked are these resident's kids?

Mr. Soriano responded many are, they just don't get a card. Mom and Dad don't care to come down and do the paperwork. We've actually talked to the parents before and they don't care about the kids getting in trouble either. It's not something that's costing a lot of money, it's causing more of a headache than anything.

Mr. Horton asked is it during the day or at night?

Mr. Soriano responded night time. Although we did have a few during the day while we were closed down for Christmas. Our officers were nice and let them go. They asked them how they got in and they said they walked through the front door but the whole place is locked up so they know they either climbed over, through or shimmied up.

Mr. Davis stated and in either case, you're damaging property and you're costing money for repairs. If you're climbing over you're probably going to bend something and you're definitely pulling the rails apart. That's all maintenance, it's all money and it's frustrating.

Mr. Thomas asked how wide is the fence they're coming through? Is it worth putting a higher more sturdy fence there? Eventually if they keep doing it it's going to come apart and then somebody is going to go through it and get cut.

Mr. Soriano responded since it's the faux iron I'm going to have to do something a little more decorative so it's not so ugly.

Mr. Davis stated if you go black aluminum rail right across the middle they're not going to be able to pull that apart. They're pulling it apart because it's a five-foot span.

Mr. Thomas stated either that or you put a camera there because eventually they're going to break it.

Mr. Soriano stated we will take a look at it and try to find some solutions.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is February 12, 2018, 6:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman