

***DOUBLE BRANCH***  
***Community Development District***

***MARCH 12, 2018***

# *AGENDA*

# Double Branch Community Development District

475 West Town Place  
Suite 114  
St. Augustine, Florida 32092

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March 5, 2018

Board of Supervisors  
Double Branch Community Development District  
**Staff Call In # 1-800-264-8432 Code 182247**

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, March 12, 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of Consent Agenda
  - A. Approval of the Minutes of the February 12, 2018 Meeting
  - B. Financial Statements
  - C. Assessment Receipt Schedule
  - D. Check Register
- IV. Other Business
- V. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
  - D. Operations Manager - Report

VI. Audience Comments / Supervisor's Requests

VII. Next Scheduled Meeting – April 9, 2018 @ 4:00 p.m. at the Plantation Oaks  
Amenity Center

VIII. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

*James A. Perry*

James A. Perry  
District Manager

### *THIRD ORDER OF BUSINESS*

*A.*

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, February 12, 2018 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Community Manager
Dan Fagen	Vesta

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 6:00 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 January 8, 2018 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated on the assessment receipts schedule you are 93% collected so you are a little ahead of last year which is great.

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

**FOURTH ORDER OF BUSINESS****Acceptance of the Public Facilities Report**

Mr. Perry stated this is a report prepared by Peter Ma, the District Engineer, and this is a standard report that is updated periodically and it's included in various documents of the district. It's pretty much in line with what we've had in the past because there hasn't been any major changes to this district in regards to the various public facilities and at this point in time there are no proposed additions or replacement of any existing public facilities.

Mr. Horton asked on section two, paragraph two, it says "also the District has acquired the County Library Parcel / Village Green and the Mail Kiosk in the Village Center" is this talking about the landscaping part of it?

Mr. Perry responded correct.

Mr. Horton asked the County still owns the library?

Mr. Perry responded correct.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the public facilities report was approved.

**FIFTH ORDER OF BUSINESS****Update on Park Improvements**

Mr. Soriano stated I have gotten a couple of new quotes on sidewalks for the park parcel that we have on the corner. Those are more in line with what I was looking at, about \$12,000. The one thing I started looking at is going ahead and clearing that ourselves and then that way I can get a little better estimate because people can come in and measure and give us a better quote. If that goes down another thousand or two I will bring that to you and let you know but we will go ahead and clear it out and in another month you will see us clearing out the design of the sidewalk and of course landscaping would be last. This is all in the amount that we approved last month. By April I would like to start the landscaping portion.

Mr. Davis asked in the initial quote that you received it was a bundled quote. Do you know if they had planned on doing the irrigation prior to the concrete or are they going to jet under it?



Mr. Soriano responded right now it runs around the outside already so I'm guessing they were planning on jetting under it. They didn't actually spell that out. There is a main line that runs down one side of the road where the well is and then it turns and runs along Oakleaf Village Parkway so we could branch off each side rather than jetting under the concrete or even doing the meter addition first and then laying the concrete.

**SIXTH ORDER OF BUSINESS****Consideration of Amenity Staffing**

Mr. Perry stated the board has before them a proposal that was prepared by district staff in regards to staffing of the amenity facilities. As part of our planning for the budget this year we've taken a look at various items and this is one item that we thought warranted consideration of the board. If you'll remember, several years ago we looked at staffing of the facilities and the various models that are out there including contracting, which you have right now, but another option was to consider having district employees and have those managed by the operations director here on site. During this process Jay has spent quite a bit of time looking at the staffing levels and the requirements and levels of service and so forth and has worked up this proposal for the board. With that said, even though this would require approval of this board, it also requires approval of your sister board because most districts don't have this ability to do district employees because there are just not enough employees out there to make it economically feasible. Since you have two districts here that share resources you have enough mass to make it economically feasible. With the budget process we looked at this and said at this time it might be good for the board to consider this because there is significant savings for both districts based upon the proposal as outlined. Your sister district looked at this earlier and they agreed to move forward with this on the provision that your district would also move forward with it.

Mr. Soriano stated one thing that I'm looking for is to be able to increase pay throughout. I gave you two separate proposals. The first page is comparative and it's a little bit more like what we do now and then the second page is how I would like to operate and take those starting hourly pays up a little higher for our lifeguards, supervisors and management. When it's all said and done you would see a savings between \$25,000 and \$41,000. \$25,000 if we're doing the high end of pay and \$41,000 would be if we pay on the low end and not bump anybody up. Those numbers were done as an apples to apples comparison to what's been done in the contract in the past so I based it off of the hours that we had in there five years ago when

we redid the RFP with Vesta. Realistically, we don't operate in that fashion. We've never really operated 100%. Sometimes we hit some things at 100% but most things I try to work with them and they work with me to cut where ever they can. A few years ago I adjusted our calendar to start shutting down every other day so in the spring time and fall you are shut down Tuesday and Thursday but Middle Village is opened up and then Monday and Wednesday you might be open but Middle Village is shut down. We also a year ago moved to putting pool monitors on those lower hour times. When we do that it brings the operating hours down so much that even with the high end payment and bringing everybody up we're still looking at right around \$41,000 savings. When I look at that much money it's something I have to consider. I hope you have the confidence in me. I know that I have the ability to do these things. I have done them in the past and I have experience. I would love to be able to run this and even just save \$10,000, however when we get to \$40,000 I think it is really something we need to consider. When I looked at the two districts together we're adding up to as much as \$100,000 savings. That savings is something I can put towards Oakleaf pretty well whether it's spending more money on hourly wages, whether it's more training or even events at the pool. The current contractor is here. This is not in response to anything they've done, it really is more the cost savings and the business side of it.

Mr. Davis asked you're currently heavily involved in handling this right now, correct?

Mr. Soriano responded correct. Officially this does put more responsibility on me. Unofficially you guys have never heard me say that's not my job. I'm a big part of everything. Whenever there's an issue whether it's a complaint from a resident or it's a billing issue, I am the one spending time making sure everything goes right so I already do the work now.

Mr. Morton asked can you tell me organizationally how it would work from you down?

Mr. Soriano responded I've spoken to Vesta about the employees and the transition and I look for a good transition, even help, to make sure everything starts off smoothly but everybody would step over and work under the district and myself so our employees that are here off-season would be directly under me and I'd be able to supervise them. Like I said, I'm looking forward to being able to offer them increases in wages and those hourly employees will be directly paid by the district. This was chosen for the advantages. We can get advantages of being considered a small business rather than one big business. We are breaking them up.

There's going to be Double Branch employees and Middle Village employees and a couple of employees that will fall directly under my control.

Mr. Morton stated from a liability perspective, in today's world if something happens, Vesta is a party to the lawsuit, we're a party to the lawsuit I'm assuming. In tomorrow's world, we are a party to the lawsuit.

Mr. Walters stated when we contract out with a vendor we always provide in those agreements for indemnification and insurance requirements so that's the layer of liability that's removed. From a district standpoint, the things we rely upon generally are liability insurance and we will coordinate with the carrier to make sure we've got coverage for employment liability-type issues and then our sovereign immunity.

Mr. Morton asked will we have to increase anything insurance-wise?

Mr. Perry responded there is. You guys have district employees that you're going to have unemployment compensation insurance, you will have a minor increase in your liability insurance but it's not material compared to what your policy is right now. Back to your question as to exposure, unfortunately if there is ever an issue, even if you have a contract, the district is named, we are named, the contractor anybody is named in it. This in theory should help because you do have sovereign immunity and built into any contract with a for-profit entity their insurance is going to be higher because they don't have that sovereign immunity so this does help in regards to that.

Mr. Walters stated the other issue is you will become an employer so we are subject to all of those employment laws like anyone else so if we decide to go this direction we may look at employment practices liability insurance. Most businesses have it and if it's available in this context I think it might be a decent practice as well.

Mr. Morton asked in your experience, Jim, how many other districts have done this or do this at the magnitude of the amenities we have?

Mr. Perry responded locally there is only one right now and that is the Nocatee community which is Tolomato CDD. They went to this model about 5-7 years ago and they have saved hundreds if not over a million dollars in cost. They obviously have a lot more amenities than you do. They have their own landscaping crews because they maintain County Road 210 out there, they have a large trail system, they have onsite full-time employees that run their amenity centers plus the seasonal employees. During the peak time they have about

180 employees out there. By not contracting it out they've saved a lot of money. Keep in mind what I said in the beginning is there are not a lot of entities that have the mass that you can do this. Most districts only have 800-2,000 homes. Even at the 2,000 home level with the amenities you have there it's probably not economically viable to have your own district employees because there is that administration there so there's not a lot of that here. The other one I'm aware of is Viera down in Brevard County. They have a number of district employees.

Mr. Horton asked you talk about the liability and you say it's manageable? There's no number to go with that?

Mr. Perry responded I haven't asked for quotes but I know at the Nocatee project it did not go up that much in regards to having district employees.

Mr. Soriano stated when I spoke to our general liability insurance provider that I work with whenever we have issues or someone threatens a lawsuit they didn't see a need for increase on this operating schedule but we will go back to them.

Mr. Horton asked about how many employees are we talking about?

Mr. Soriano responded it depends on the employees that we hire. Some work very minimal hours and some will work 40 hours a week during the summer so it depends on those kids that we hire and whether they are going to be working a full schedule or they just want to be here on the weekend. We could operate with as many as 30-40 employees between the two districts. Off season you're talking about eight.

Mr. Morton asked how many incidents have we had in terms of liability that stems from the pool?

Mr. Perry responded I don't recall any. There have been incidents but no lawsuits. We've had other suits.

Mr. Soriano stated we've had lots of issues where I've had to deal with our insurance carrier and go through depositions but not at the pool.

Mr. Horton stated my only other concern you've pretty much answered that you can handle this.

Mr. Soriano stated I don't normally sit up here and blow my own horn but I do have a lot of experience doing this. The districts I've worked for were operated in this fashion but it's because there was a developer there. I know some of you received some concerns from the contractor. One of those points would be how heavily you guys are involved. I'm not looking

for that at all. There have been formats in other districts where the supervisors get involved in hiring and firing. I would never ask that. You guys are able to call me, come down to my office and ask me anything but I try to handle everything myself so that it's easier on you guys. I wasn't looking for anybody to help out with HR guidance or scheduling or anything like that.

Mr. Horton stated I wasn't really questioning your qualifications, I know you're more than qualified it's just that it's something else you have to do in addition to everything else.

Mr. Soriano responded I already do this anyway. I'm heavily involved in the summer and am here anyway. It's not a lack of their involvement it's just that I'm here anyway. If we want to we can very easily run it in-house.

Mr. Thomas asked if we say we're going to move forward with it then we would need the policies for employment?

Mr. Walters responded we will talk to the broker about that.

Mr. Perry responded we would be working with ADP or one of those firms and they provide all of the administrative services as a package deal. Nocatee used to use ADP and recently they brought that in-house. We wouldn't do that here. We have enough magnitude of employees to make it worth but we don't have enough to have that expertise for HR in-house.

Mr. Soriano stated that amount was part of that 18% you saw plugged in there. That is for things like worker's comp, payroll taxes.

Mr. Horton asked are you just going to look around and see what the pay scale is at other places?

Mr. Soriano responded in our area lifeguards are not that high. We would end up being one of the higher ones which I would prefer. Hopefully that will draw better employees to us. There are districts out by the beaches that pay \$10 an hour to start. I looked at what's here in the area, not lifeguards. We ended up looking at places like Publix where you can start at \$9.50 an hour for baggers or Costco is starting employees off at \$13 an hour. High school kids may not be able to compete to get a job there but even our market is going up in starting pay. Florida minimum wage has gone up to \$8.25 so with some of these low end wages I just don't see how we get good employees like that.

Mr. Horton asked what did the other district decide to do for pay?

Mr. Soriano responded they didn't give me direction of which way they wanted me to pay. I'd prefer to go the higher rate. I would also be working with a person such as Susie. We

have employees in place. I'm not trying to get rid of anybody and tell them they're only going to make this much or anything like that. I'm going to work with her to see where they're already at on that scale. There are a couple that have already been given higher pay grades for a reason.

Mr. Thomas asked what is the time frame?

Mr. Soriano responded this would happen rather quickly. We are not under contract with the contractor right now. We will be giving them a 30-day notice and will work with them on that transition period but it would be 30 days from tonight if you guys want to go that route.

Mr. Fagen stated like Jay said we will be glad to work with Jay and his team to make this as seamless as possible so none of our people are under non-competes. I think Susie is definitely a keeper and to the extent you guys can keep her, then great. I think she's been a strong performer so if that's Jay's decision then so be it. As far as notice is concerned, yes we are not under contract and we will be glad to exercise the 30 days, however I would prefer a request that our contract end on the 8<sup>th</sup>. Today is the 12<sup>th</sup>. That way it would be right before spring break and would help us out as far as on boarding employees is concerned and it would make it easier for us.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor the proposal for in-house amenity staffing was approved.
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Mr. Horton asked are we going to leave the pay schedule up to whomever?

Mr. Walters responded the last meeting there wasn't a direction on that. I think Jay's proposal is giving you the two sides of that coin, again not wanting to have the boards dive into the nitty gritty.

Mr. Perry stated I think that the end of the day he needs to do a little more evaluation of what employees are coming on and to see where they fall on the scale just to say automatically there is a raise for everyone is probably not appropriate so if you can give him that leeway.

Mr. Horton stated I was thinking if you start right at the top there's nowhere to go so maybe some in between area.

Mr. Soriano stated that's why on the proposal it says average; it doesn't say this is going to be the rate. There may be some that are well deserving of that increase and some that

are kept at what they're at but the higher average is what I was looking at on a competitive scale.

Mr. Horton stated so maybe if some returning employees are good they will be a little higher than some of the new ones coming on, something like that.

Mr. Perry stated we will work with Dan and them to make sure everything is transitioned as smoothly as possible.

Mr. Fagen stated I want to confirm that termination date so our last date would be March 8<sup>th</sup>, dependent on the other district.

Mr. Davis asked are there any issues with the termination date request?

Mr. Soriano responded we didn't speak about a termination date with them but I will have Jason make sure there's no issue with that.

Mr. Horton asked I'm assuming you ran it by Middle Village too?

Mr. Perry responded no they said they will follow the direction of this board.

Mr. Fagen stated I don't know what our out clause is, if any, if there's no contract so I don't know what our rights are but obviously we want to have a seamless transition with you guys. If we're onboarding 50 people, that's a significant expense to us as far as HR is concerned so I'd appreciate it if we could work together on that.

Mr. Perry asked can we just say 30 days from today?

Mr. Fagen responded that would mean that we're onboarding 50 people for spring break so again that means drug screenings, background tests. If we could just have a termination date of March 8<sup>th</sup> so March 9<sup>th</sup> being the Friday before Spring Break, which is really when you ramp up.

Mr. Soriano stated spring break is March 16<sup>th</sup>.

Mr. Fagen stated I thought it was the 9<sup>th</sup> and then the following week.

Mr. Walters stated how about we just say no later than 30 days. We've got to look at the contract and look at Jay's schedule.

Mr. Soriano stated I will double check the dates on spring break.

Mr. Fagen stated Friday March 9<sup>th</sup> is the end of the third grading period so March 12<sup>th</sup> is Spring Break. I believe we ramp up that Friday prior. I'd just like to work with the board to make sure we're not onboarding. That's a significant expense.

Mr. Soriano stated we will continue to work with them. They have talked to me about things like certification and let's say they offered to pay for somebody's certification and then a week later they're coming to work for us. I have no problem bringing to you guys that we will pay for it because we were going to pay for it anyway to hire them here. The same way if they have a drug screening or background checks for people that have contact with children. We are going to do the same thing because it's part of our process.

Mr. Perry stated we will work with them because there might be an issue with them doing the drug screening and then turning the records over to us. We have direction from the board and we will work through that with them to make sure you don't incur any additional costs.

Mr. Fagen stated we appreciate the opportunity. I think we've had a great staff out here and no significant events, which is a blessing. We're thankful for the team and appreciate the opportunity to serve you guys. Who knows how things will shake out five years from now or whatever that may be but keep us in mind. We want a smooth transition and ultimately we want a community that's running smoothly without events.

Mr. Davis stated the willingness to participate in a smooth transition is greatly appreciated.

## **SEVENTH ORDER OF BUSINESS**

### **Discussion of Amenity Policies**

Mr. Soriano stated next month we will have the same night time meeting with Middle Village. This is something that we're looking at for the next few months, this is not something that you have to make a decision on tonight. Many of the times these are special requests whether it's from a supervisor or a resident. Our policies have not changed in years. We did an update back in 2013. Most of that was to wording so that we could have better clarification on rules. One of them was the guest pass. We put a 50 mile radius addition in there but it was still the same rule. If you had a house guest you could bring them to the pool but you can't just bring your friends from down the road. I haven't looked to do much on changes since then but we have had some requests over the last couple of years. I did want to bring forward one or two of them. The black font paragraphs with the numbers are how everything is written in our policies right now and the red version is the wording that I would like to see. The first one is addressing the children and their cards. Right now, we explain that children to not need cards. In the last few years after putting the computers pool-side and having staff in different places



including downstairs here at your sister district's fitness center we have recommended that families get cards for their young ones. However, with some issues that have occurred out there I want a good explanation that while kids are not required to have cards, there are times that we would like them to have cards. One of them is if they are coming to the facilities by themselves. This is part of the rules already that if they are going to be down here it's expected that we know who they are or where they're at or they're not supposed to be here. The rule was if you're not with your parents then you should have a card or you're not going to be here. Our security guards don't have a lot of confidence enforcing some of these rules when they argue with them that they're residents but they're 16 and don't need a pass then it makes it kind of hard so we are going to get to that point where we ask them to have a pass if they are without their parents. We spell out farther down that if they are bringing their younger sibling we would want that person's card that way it's not a 16 year old bringing a guest. We don't have enough time in the summer to be looking everybody up so we would ask that they have a card.

Mr. Davis stated I don't have any issues with that one.

Mr. Soriano stated the next one is really the wording. House guests bringing their own guests. The way we've always explained it is when you are a house guest we give them a card that covers that week and you are basically treated like a resident. That card opens doors and puts up a note on the computer that this is Johns Smith visiting from Alabama. We know who they are and they don't need the resident there with them. However, house guests don't have the ability to bring guests. Over the years I have worked to try to cut some of those policies out that seemed odd but it's one of those ones that people have argued with us that it's not in the policies so I would like to add that one in.

Number thirteen was a request. We get people that come to us about their guest pass when they actually use them. We don't have many people that use up all twelve guest passes. However, when you buy extra guest passes you pay for them in packs of twelve. It's always been twelve and it's been set to \$60. That is the equivalent of \$5 every time you bring a guest. I went through this years ago and did spreadsheets on what it costs for bringing guests. There are districts that do different rates, even for different days so that's where I came up with this set up. Our biggest problem is the weekend. Since we've put computers down at the pool we have been able to cut down on the issues of being over-packed. Last year was the first time that we had a pool facility shut down because we hit maximum capacity. That was your sister

district's facility. We don't have rules to say we're going to cut people out during the holiday or that you can't bring guests. I'd rather not get into that but by looking at some of those other districts the one thing they do is they have different rates during the weekday compared to the weekend and the idea is to deter people from bringing guests on a Saturday, Sunday or holiday. I was looking at \$3 for a weekday guest pass and on the weekend you will use two of those guest passes which would be \$6. This would also give us the option to be able to give different packages. Since we're going cheaper you can implement the 5 or 10 packs of passes and I would give them a better rate for doing that. Right now I go through all of those home sites and reload the twelve passes. There are some homes that as much as eight years ago have never run out of passes. We have to go through one at a time and pull those out of the system and then I have to punch those back in after I give the twelve for all homes. There are about 40 all together, about 20 of them have been there for years and they just never used them up. We would change the rate and they would become cheaper and we would also put an expiration date on these guest passes. We already give twelve free passes and most homes will not go through them.

Mr. Davis asked if we are trying to cut down on the additional guests, you've already used your twelve passes and you're going to buy some more, then why make it cheaper?

Mr. Soriano responded it actually becomes more expensive if they use them on the weekend or a holiday. If you bring three people with you on a weekend or holiday you have to use six passes. We don't tend to have problems on weekdays.

Mr. Morton asked that brings up the question do we need to specify what is considered a weekend? For some people a weekend starts Friday and for some people that's Saturday. Do we need to put Saturday to Sunday on there?

Mr. Soriano responded if we want to cut that out we can and make sure it says Saturday and Sunday. If you want to include Friday, you could. Really the only Fridays we have a problem with are on the holidays.

Mr. Horton asked fitness centers are where you get the guest passes?

Mr. Soriano responded yes whenever you are buying extra guest or house passes, everything is done at the fitness center.

The next policy under pool and water park was the same thing. I want to stiffen up that wording that if the kids are down here without parents that they have their own cards. The ages

are all staying the same so at 16 years old they are able to bring guests and siblings, we just want to know who they are without having to look everybody up. I had one incident last year where I had a child pass out on the playground and he didn't have his card but luckily I was able to find somebody that knew where he lives so we were able to contact his parents. If I had an emergency and everyone had cards I could just go scan their card and see their address and that is why a lot of parents have moved to getting their kids cards.

Mr. Morton stated in the first sentence I think you meant "of" instead of "at" after District card holder.

Mr. Soriano responded yes, thank you.

The next one is a new one. You don't have this one on your side, this is on the Middle Village side. They have changed their operations down stairs at their fitness center to match you guys a little more. It has worked out well and they've provided their residents with new machinery. With that though the one thing you guys did away with years ago that has worked out well was there are no guests in the fitness room. That is for you guys as the residents. They did not change that at the time you were changing it though we did put limits on the time. Guests were not allowed in at certain times so they do that those off-peak hours there. If that is something you guys want to consider, we do get requests from residents however it is not an over abundance of requests. The advantages we've seen as far as making sure residents have priority when using the equipment or making sure people are taking care of equipment we've seen it outweighs whether there are guests in there or not. I try to operate the two districts as closely as possible so that is one I'm bringing to you guys if you want to adopt that. It would be for bringing guests, just not at peak hours.

Mr. Horton asked you're talking about a guest pass?

Mr. Soriano responded any guest. Let's say you have a friend that lives down the street and you want to bring your guest, just as you do at the pool you can punch that pin number in and it allows that person to come in with you.

Mr. Horton asked they're going to pay one way or another with the guest pass?

Mr. Soriano responded correct, you would use a pin pass to get them in. At the moment you can't use your pin to get a guest in to your fitness facility.

Mr. Davis stated I don't think it's big enough.

Mr. Morton asked we're open from 5:00 a.m. until 10:00 p.m. and then we have an hour for lunch at 1:00 p.m. correct?

Mr. Soriano responded correct. I had it alternate so over here it would be 12:00 to 1:00 and when they open back up you're shutting down so one is always open.

Mr. Morton asked so we're pushing guests to a window of 9:00 to 1:00 and 2:00 to 3:00?

Mr. Soriano responded correct. It's a small amount of time. It has worked here, however they've always allowed guests. This would be a change for you guys.

Mr. Morton stated I look at it two ways. One, I think if we went to this, people would complain about that. Second, I go back to before we built the facility and thinking about it and our logic was wear and tear and I don't want a resident to have to wait on a treadmill because a guest is there. At the end of the day it is a resident's and they should have first right to use that equipment.

Mr. Horton stated I agree.

Mr. Morton stated it's one thing with the pool but the gym is small.

Mr. Davis stated there's only one bench. If there's a guest in there doing dumbbells I have to sit there and watch until he's done. There's only one cable machine. It's not big enough.

Mr. Soriano stated there really hasn't been any direction to change this side to follow Double Branch where they don't have guests either. It has been brought up but I don't know that they're going to change that. I can always bring that back to you. One thing we let residents know is that you can't work out here as a guest but you guys are able to under the policies the way it's written to right now. Middle Village does allow you to do it in those peak times so there is still something available.

Mr. Horton stated besides that, with the time frames someone is going to show up at the wrong time.

Mr. Soriano stated here they are lenient. Those peak times are set up by usage. Most of the time when we have a guest come over here it's not an issue.

Moving on this point is a problem that Middle Village has. For the first couple months I asked the staff downstairs to be lenient. There are a lot of people that are used to not using their cards when there wasn't staff so we've got people in the habit of operating the same way you

guys do. The one big problem we have here is with parents that bring in their under age kids. Fourteen and 15 year olds are able to work out with their parents. At 16 they can come on their own. This is for the parents that bring the 12 or 13 year old and tell us they're 14 or 15. Every once in a while we can catch it if we have time to go in and look at the address and go through the paperwork and they listed birth dates when they first moved in so this is one to solve a problem over here. If they're 14 and 15 and you want to bring them into the fitness facility then we would them to get a card.

Mr. Morton stated if there is an older sibling who is an adult and they are bringing in a 14 or 15 year old sibling I don't think that I would have a problem with that and then we're forcing the attendant to ask if they're a parent. What's more important than them being a parent is if they're an adult. I'm just hung up on that verbage. We live in a society where families look a little bit different than they used to and it may not be a parent, it may be a guardian or older sibling.

Mr. Soriano stated the policy has always been parents bringing in the 14 or 15 year old. It's never really supposed to be allowed to be an 18 or 19 year old brother. We can adjust that part of the policy if that's what you would like to see. I don't have a good way of proving they are the parent, even if we have the card.

Mr. Davis stated I see what you're saying. I think we can take parent out of it and say if you are with a district card holder, so long as you are 14 or 15 and have a card.

Mr. Soriano stated right now a 16 year old brother or sister can bring in the younger siblings to the pool. The main concern is with liability with some of the weight machines. Most fitness facilities are 14 and up so we could change that and say if you are 16 years old and you have a card you can bring that 14 and 15 year old sibling.

Mr. Davis stated verify their age.

Mr. Soriano stated that's a whole other policy. I can change that wording too if that's what you want to do.

Ms. Nelsen stated I think district card holder adult rather than parent.

Mr. Soriano asked would we say adult or 16 years of age?

Mr. Morton responded I think adult.

Mr. Soriano stated I can take out parent and insert adult. The change was really for requesting that they have their card to prove their age.

Mr. Horton asked are you saying #3 is a current policy? It says they can come in with a guest.

Mr. Soriano responded I apologize. Some of these were written from the Middle Village policies. Yours do not say guests. The guest part would be for the Middle Village facility and I will make the same recommendation for them, especially when it comes to the age because it makes it easier for the staff if they know what age group is allowed to bring friends and siblings if it matches both sides. The only difference is guests are allowed here and they are not allowed on your side.

The last page has to do with rentals. The wording on security deposit I'd like to change to booking fee and security deposit. It doesn't affect you as much as it does for Middle Village. We do have that club room that we rent out as much as a year ahead of time for a resident. The biggest problem we have with cancellations is because of our lax cancellation fee so they book a long time in advance and that takes away from people who are looking to get that room. Over here it causes a huge problem. You'll notice the deposit and rental fees break up and go to 50%, that can be quite a few hundred bucks but for you guys it's \$50 so it doesn't affect them that much so we get that issue with you, it's just not a huge revenue loss. When they sign up for something six months in advance and we get down to two months away from the event and other people have looked at that date. Now what Wanda does is she keeps a record of people that have been interested and she goes back and digs through and makes phone calls to try to fill the room when she can but that's a lot of work. When we increased on this side one thing that I looked at was how other venues did that. They do typically cut that out. Your security deposit is for holding that room. If you decide you don't want it a month later, that's part of losing your security deposit and that's the recommendation I have there. In most cases they would lose the 50% of that booking fee and security deposit.

The final change is I'd like to spell out the rates. We have merchandise and we've never had rates on those. Tennis has been trying to do programs over at your facility so I'd like to have those rates in there so we can say they're covered. There is a rate for advertising. We've been asked before about advertising and we've talked about building a better website. Our website meets the need, however it has come up many times. We don't want to pay a ton of money for a website but if we did something like advertising like some districts do that would help to fund it so I've put that option in there. With rate changes we'd have to do a

public hearing on approving those rates. We would do that down the road because this is something that Middle Village will go through during their next meeting. If you like a lot of these changes and the rates involved we would come back and do a rate public hearing during our regular meeting so we can approve those rates.

The next one is a special request from a supervisor at your sister district. It is for a nanny pass. This has come up in years past and we have stayed away from it. I brought a spreadsheet on other districts that do this. Basically the nanny pass is selling a short term membership to our pools. People want this for the summer and that's what this amounts to. As residents we pay our fees to be able to use the facility and we're trying to make sure we're cutting down on who is going to be here at the pools and then we have other residents that would like to find an end round. Just as they did when we were doing the house guest pass. You could buy a house guest pass for your friends down at Water Mill years ago and it got them in all week long for \$5. We got away from that. That helps to make sure these facilities are for us as residents. The nanny pass goes against that however there was a request to figure out how we could do it. Is there a way we can give those people that truly need a nanny pass that option? Right now we are required to open that up as far as CDD purchase. You can buy in to the district and pretty much every district has that fee.

Mr. Walters stated we're actually required by statute to have that because we have public facilities but we are able to set that rate.

Mr. Soriano stated basically when you buy into our facilities they get all the rights we have as residents. We set that rate just above the highest assessment rate so we made it \$1,800. We have four or five families that buy that every year and utilize the facilities. Doing a shortened version was very hard for me. I had to take that \$1,800 and see what they were using and figure out if we just wanted to get one person in and you're looking for that nanny pass, what would it cost. I've got \$900 for the summer. We kind of broke it down that \$1,800 works out to be \$150 a month so I set this to double that. From Memorial Day to Labor Day it's 99 days so this works out to be an extra \$9 a day basically. It is kind of expensive but I have these other rules that guarantee that is what they're using it for, they're not just buying a pass for somebody to be able to use our facilities.

Mr. Morton asked that's basically a twelve week period, Monday through Friday that I have a nanny so that's 60 days. What would prevent someone from just getting a guest pass at \$5 a pop for \$300 instead of paying \$900.

Mr. Soriano responded with the guest pass they have to show us that they live more than 50 miles away and that's where we start getting hit more with nanny pass questions because that what people used to do. If they wanted to get someone in that didn't live here they just bought them a house guest pass.

Mr. Morton asked but what if I have a nanny who lives in Nassau County?

Mr. Soriano responded there's always going to be a line and if they pass that line and they fall into it, they could.

Mr. Morton stated the second issue is with the parent's card being inactive. I understand why we're doing that but if I have a nanny and my wife and I decide we want to take the kids to the pool on the weekend, how are we going to handle that?

Mr. Soriano responded my argument to that was these are for the people that tell us we can't make it to the pool. We're open a lot of hours here. For those parents that truly can't make it to the pool out of all of those hours that we are open Monday through Sunday, morning to night, then that is where this fell in for them. These people who can make it but would rather do something else but we want our kids to be able to go during the day when I work, that deters this and proves you are the person that needs this.

Mr. Horton asked how many requests do we get for nanny passes?

Mr. Soriano responded usually it's the week of Spring Break that we start to get them and each year we might get 10. However, this was a request because of the complaints we get on Facebook. This was from a supervisor wanting us to find a way to at least tell them we've looked at this many times but to me, it's got to be fair. Yes, they're jumping through hoops but those that truly need it are going to do that.

Mr. Horton stated when we do something special for a nanny it's almost the same as somebody living in Water Mill that wants to be over here. If you really want to do that then pay the \$1,800 or whatever it takes to buy a membership here.

Mr. Davis stated I agree.



Mr. Soriano stated that's why we've stayed away from it. We have a few that are like that now. They probably would move over to a pass of that nature if there was something cheaper because they're paying that full amount.

There should have been one more on there for Double Branch. I was going to look for a rate increase on the rental of your club room. Right now it is rather cheap. It costs the same \$150 to rent that nice club room that it does to rent the paver patio for a birthday party. The idea is that nicer room is a country club style room so I would like to take that up \$50 for the rental. This was just for those Friday, Saturday and Sunday times and the holidays. It is noted as Friday, Saturday, Sunday, not weekends in our policies. I will not be looking to increase the weekday rentals. We have a special rate that we created specifically for the HOAs which was a two hour rental at a discounted amount. I'm not looking to take any of those up. Even though we would put in during our rate hearing, all of those people that have booked at this time all the way up until next year would get the grandfather clause.

Mr. Horton asked you charge \$150 for a four hour period and you pay somebody to monitor that at \$25 an hour so the district makes \$50 to rent the room?

Mr. Soriano responded yes your revenue is much lower. We've addressed this before. Your club room is a benefit for the residents and we've always looked at trying to keep the rental rate low. I've just been having problems with the thought that we have this nice room and we're trying to put a perceived value on it. You're paying the same as somebody who pays for a birthday party that have to clean cake off the pavers and take out the trash. I think the room should be a little higher value but it is not something I want to mess with our rental rates. I do like keeping it packed so I'd like to go slow. Maybe in a few years take it up another \$50. If you look at the market around us for rental rooms we are bottom of the barrel but it's residents only.

Mr. Davis stated I'm fine with the increase. I think it's a good idea.

Mr. Soriano stated I will re-type this and with those catches that we talked about in there. I'm also going to go through these with your sister district next month. When we go through the rate portion we can include that increase there.

Mr. Horton asked what about the advertising on our website?

Mr. Soriano responded that's more if we were to do something like create a bigger website. I think our website serves its purpose pretty well and it's not expensive and everything

is available and easy to get to, however, if we wanted something a little more interactive whether it's more expensive or time consuming we can counter that cost of doing something by doing advertising.

Mr. Davis stated we don't do anything with it now, it's just a what-if.

Mr. Horton stated I'm against advertising.

Mr. Soriano stated we get hit with that question a lot about advertising, especially from residents that have their own small businesses here. We get the request to sponsor some of our CDD events and I just stay away from it. We have a budget line there for it and I don't need the extra money but it is a request. I'm okay staying away from it.

## **EIGHTH ORDER OF BUSINESS**

### **Other Business**

There being none, the next item followed.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Walters stated we discussed the most recent legislative updates so I will circulate that to the board by email and if you have questions on that, feel free to give me a call. It's starting to ramp up in terms of bills being filed. It is an election year though so that tends to steer clear of controversial issues. It will probably be a little more quiet but we will circulate that and it will ramp up as we get through the session and see what is actually moving versus what someone just wanted to file a bill on.

#### **B. Engineer**

There being none, the next item followed.

#### **C. Manager**

Mr. Perry stated based upon the actions of the board tonight with amenity staffing we will be doing during our budget process a bridge between what we currently have and then what we will be proposing for next year's budget so you can see the cost savings where we will come out for this next year. I anticipate for any of the cost savings to help build up our capital reserve funds instead of having a rate reduction for at least the first year so we can see where we're coming out and if we have to make any adjustments.

#### **D. Operations Manager - Report**

Mr. Soriano stated we just had our Polar Plunge in your pools this weekend. We had about 50-55 people show up. We've had about 13 of these events. It was one of the first events in the district years ago and I even have one family that shows up with all of their medals from every year. They are just missing one from the year we did the marcite and we didn't have this event because the pools were completely emptied. We have some tentative dates that I will be putting out to the residents on our upcoming events. For the Spring Campout we're looking at April 14<sup>th</sup>. Spring yard sale will be April 21<sup>st</sup> and the Spring Expo will be March 24<sup>th</sup> which is not ours. Generally I wait on everybody else to set their dates because I know it's hard for the soccer teams and I-9 to find space as it is. The Expo she makes money off of that event so I try not to mess anybody else up. So far I haven't gotten any issues or push backs from the dates we've picked out so as soon as I've heard from everybody I will send that out to the residents.

You will notice that our card printing is staying pretty high. Normally in the off season we may drop to as low as 50 cards printed for the month but the districts have stayed a little busier and we have a lot more of those empty homes filling up and on this side you have some units that are finishing being built so it is getting a lot busier in the off season. I'm hoping this is a good thing for Spring Break. It used to be people only came to us for cards the Friday before Spring Break so there may be quite a few hundred people standing in line trying to get their card so they can go to the pool. When it prints like this off season I'm hoping everyone is getting them in advance.

Moving on to the operations side, I have a couple of updates for you. I mentioned the leg curl machine in the fitness center. I was lucky enough to find a warehouse out in California that had multiple pins so I purchased a whole bunch of them and we put in a new one so it has been repaired and I have stock piled those pins so it will last for the life of that machine or at least until we're ready to swap out for new strength equipment. We have a few years still on that equipment that's in there.

I shot you guys an update on the column. If you've been out there you will notice there is an extension on rebar and blocks out there. We are still waiting on a right-of-way permit however I'm hoping he will start to build the center column soon, at least the block portion. His concern was the time on doing the forms for the decorative trim and molding that goes around the outside. The right-of-way permit is the County so whenever we're dealing with anything that's structural going in there or the fact that we will have a heavy piece of

machinery coming in to put the cap up they do want to know what's going on out there but we do have a vendor that's now working on that.

Mr. Horton asked because it's so hard to find somebody to make the plaque thing on there, I'm assuming he will make some kind of template?

Mr. Soriano responded I have two so if he can find somebody that will remake that one then we will be good to go. He's hoping the same people that are forming the decorative trim will be able to do it but if not, then my thought was we may strip the two columns in the median and fill those with bricks and that way I have enough to put on that column. That column and the one on the other side have sidewalks next to them so you will see all of the detail whereas the columns in the median you wouldn't know that there are four medallions going all the way around. That is a little labor intensive because they have to chip that out very carefully but it would give us the extra plaque if somebody cannot reform those.

Mr. Horton stated I was thinking if we could find somebody to do those for us we can get the template in case this happens again.

Mr. Soriano stated whenever we do this custom stuff I usually try to buy extra parts or get something that we can keep on hand for the future.

Mr. Horton asked that's what was keeping us from getting someone to do it initially, right?

Mr. Soriano responded that and the bricks are a hard one. I'm still not 100% sure he's going to be able to match the bricks but at this point it was about getting it as close as possible.

Mr. Morton asked is there any kind of estimate of when it might be done?

Mr. Soriano responded he was looking at one month out so that would be sometime at the end of February or beginning of March. I was hoping to see more of the column by now. They came in and created a new foundation. That was my request to make it a little more solid. It is not the hollow foundation that was there before and I am looking to back-fill the inside where before there was a space in between the brick layer that's on the outside. This one would cause more damage to a car. We've rebuilt a couple of these sign podiums in the entries and that's how we've rebuilt them.

Mr. Horton asked what about the waterfall pump?

Mr. Soriano responded that waterfall is off. I've mentioned before there are multiple pumps out there that are wired in line. There is a primary pump that has to go first. Many of

them have the old VFD's on there. All of our slides and our filters for our pools have these fancy computerized drives on them. Many of them are pretty old. This primary one, the first one in line did fry on me so I have to buy a new one. Because it's the primary one it runs everything else. I can wait until it comes in but if that starts taking too long I'll bring our electrician in to rewire one of the other pumps and move that to the primary so I can get the waterfall again.

Mr. Horton asked does that have to be specially made?

Mr. Soriano responded no it's just not something I can go to our pool supply place here or anything like that. It's an \$1,100 piece of equipment.

Mr. Davis stated I had a question about the expo. We have soccer and I-9 and the expo draws a large crowd. Has it ever been discussed as a possible if they could go to the food truck area to alleviate some congestion?

Mr. Soriano responded no it's always been held there and I don't think we've ever even made the suggestion. For years we've kind of stayed away from it because realistically that's the County's area. We lease a portion of it from the County and take care of it but when the idea of food trucks came in we were trying to figure out where we would put them and it worked out to be a good spot but for all those other events we don't really go over there.

Mr. Davis stated I'm just wondering because I know it gets congested with all of those things going on.

Mr. Soriano stated it does and I'm surprised she has enough to spread out because it seems like she gets more and more vendors every year. I know that she spoke to soccer about keeping their games going that day. She does like that traffic. Soccer spoke to me about it and I told them as long as they are able to make sure everything works well it's fine by us and please inform their participants because that is a day that not only do we have our towing services out there but Clay County Sheriffs will be out there and they are quick to tow somebody if they park on that road or on the grass.

## **TENTH ORDER OF BUSINESS**

### **Audience Comments / Supervisors' Requests**

#### **Audience Comments**

Mr. Arturo Jommott, 3027 Whispering Willow Way, stated I'm new to the neighborhood. I know you have the weight facility here and one closer to where we live but

I've heard it was at one time open and had access 24 hours like this one is so I'm wondering why isn't it now.

Mr. Soriano responded that is a separate board that handles this side and that was a decision they made when they re-did the facility. They put in all new machines and spent a lot of money to re-do that. 24/7 doesn't work well when it comes to making sure that we're taking care of the equipment and then we have the issues of there being no staff there. People would use it when they don't live here or they bring in guests, things like that so this board made the decision to change it to operate as the board does here. Also, years ago if you remember the Double Branch side was 24/7. That was a conscious choice to say we want our facilities to be a little nicer and better kept up.

Mr. Morton stated the original fitness center was in the main building there where you enter to get to the pool and it was about the size of this corner right here and I don't know how much money when we built that facility, over a million dollars, and to Jay's point it's also the access point for basketball courts, tennis courts and what not and I think Ms. Nelsen and I were the only ones on the board on that time but the decision was made then from a security standpoint and trying to keep it in as good condition as we can to cut the hours because of the staffing.

Mr. Arthuro Jommett asked how are you open 24 hours here?

Mr. Davis responded this one changed as well. We had some vandalism issues years ago.

Mr. George Lanier, 564 Millhouse Lane, stated I have a question in regards to the lighting going back into Piedmont. I know Clay Electric handles the lighting. I did see some gentlemen out painting the poles and they were numbering them as they were painting. Those particular poles going back into the neighborhood don't have any numbers so when I'm on the phone with Clay County I can never tell them a pole number and we always have lights out going back into that neighborhood and we have a lot of people walking so it's a big concern. Every time I get off late at night I drive through the neighborhood and can count multiple lights that are out. I'm on the phone with Clay County and I'm trying to tell them where.

Mr. Horton asked are you talking about the lights that are in the actual neighborhood?

Mr. George Lanier responded it's on the walkway.

Mr. Horton asked are they near houses?

Mr. George Lanier responded some are and some aren't.

Mr. Horton stated you could give a house number.

Mr. George Lanier stated they were asking for a house number and one night I walked through to try to find a landmark for them and I put a little white tape and said I put tape on every one that's out. They were able to change out a few but there are still some that are out and I tell my kids to go for a walk at night and I don't like them walking because there are some lights that are out.

Mr. Soriano stated we report those to Clay County. I'll get on them and some of them might get fixed and some of them get left off the list. They do have a lot of lights in the county to get to but we will continue to report those. They did report the issue that many do not have numbering. When they were building the development they put up some on one side of the street and then the next year as they were coming the other way they would have two of the same light numbers so they would get confused when people were reporting them. They told me they were going to come out and that may have been part of the painting process. You'll see us painting the ones on the main road but I'm hoping that as part of painting they will go out and start a new numbering system. Last month Clay Electric also told me they are looking at changing their reporting. Right now you can go online to Clay Electric and call them up if you want too. The nice part when you go to [clayelectric.com](http://clayelectric.com) to report the number is it gives you a feedback email with a ticket number so when you call to follow up it helps out.

Mr. George Lanier stated Jay I've emailed you a couple times and it is regarding the column out front and I want to thank you for your quick response. I moved here about a year ago and I come from Mandarin and when I first moved out here I was excited because of the schools. One thing I can say is the year I've been out here I'm a little disappointed that I go walking every Sunday morning. I want the neighborhood to look nice. I came in late so hopefully the conversation that you were having with the board in regards to more staff on Sunday morning when I go out the upkeep will get better.

Mr. Soriano stated some of that had to do with other staff. At the moment we have one person that goes up and down all of those roads in a golf cart and that is a contracted amount. We can always do more. We've talked about how we could employ a person 24/7 to clean and we will probably never catch up to that. It really depends on how much we want to increase the budget.

A resident stated I have seen him picking up anything he can reach from the golf cart so all the stuff that's in the branches and the pine needles is still there.

Mr. Soriano stated yes it is a 40 hour a week position so for them to get off and walk the property it would take much longer.

A resident asked can we try to organize a neighborhood cleanup?

Mr. Soriano responded I can only deal with our staff but if you guys are going to do that as a volunteer neighborhood organization talk to your HOA and that would be a great thing.

Mr. Horton stated I've seen people on Facebook do that. If you're on Facebook and you think you want to do that in a certain area then you can go on Facebook and say you'd like to volunteer.

Mr. Morton stated I thought we did that one time several years ago.

### **Supervisor Requests**

Mr. Thomas stated the sidewalks are starting to rise up as we're going for our bike rides and I don't want them to rise up to far again.

Mr. Soriano stated that is the county. Anything that runs next to the county road is the county right-of-way. The only sidewalk areas we own are the ones that are directly on the amenity center grounds. We have quite a few we have to break up on the back side of the soccer field.

Mr. Thomas stated I will continue my calls to the county.

Mr. Soriano stated that is even harder to get them on top of priority-wise compared to the lights. They do have a thousand miles worth of sidewalks in Clay County. It does help if you send pictures.

Mr. Horton stated the agenda has receipts in there and I keep seeing a lot of tennis stuff.

Mr. Soriano stated there are items we're trying to do on your side now. We're running a program over there and I have nets that are falling apart so I've asked him to order nets for us and that's something we have to pay for. We have the Tiny Tots tennis program starting up in a couple of weeks and he provides rackets for them to be able to use so if anything is bought for the Double Branch side to run a tennis program or equipment such as balls or the nets, that can't go to Middle Village, it has to go to Double Branch. If you see anything odd call me up



and I'll walk you through what is being used on the Double Branch side and what's being used in Middle Village.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is March 12, 2018, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

# *Double Branch*

## *Community Development District*

*Unaudited Financial Reporting*  
*January 31, 2018*

**DOUBLE BRANCH**  
**Community Development District**  
**Combined Balance Sheet**  
January 31, 2018

	<u>Governmental Fund Types</u>				<u>Totals</u>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>(Memorandum Only)</u>
<b>ASSETS:</b>					
Cash	\$76,576	\$102,283	\$124,432	---	\$303,291
Petty Cash	---	\$200	---	---	\$200
Investments:					
<b>Series 2013A-1</b>					
Revenue	---	---	---	\$1,857,037	\$1,857,037
Reserve A1	---	---	---	\$868,932	\$868,932
Interest A1	---	---	---	---	\$0
Acquisition and Construction	---	---	---	---	\$49,120
<b>Series 2013A-2</b>					
Reserve A2	---	---	---	\$101,941	\$101,941
Interest A2	---	---	---	---	\$0
Excess Revenue	---	---	---	\$40,594	\$40,594
Prepayment	---	---	---	\$3,166	\$3,166
<b>Operations</b>					
Custody Account-General Fund Excess	\$179,733	---	---	---	\$179,733
Custody Account-Recreation Fund Excess	---	\$1,460,870	---	---	\$1,460,870
Custody Account-Recreation Fund Reserve	---	---	\$817,630	---	\$817,630
Prepaid Expenses	---	---	---	---	\$0
Assessments Receivable	---	---	---	---	\$0
Due From General Fund	---	\$38,497	---	\$17,650	\$56,148
Due from Rec Fund	---	---	---	---	\$0
Due from Other	---	\$26	---	---	\$26
Electric Deposits	---	\$4,500	---	---	\$4,500
<b>TOTAL ASSETS</b>	<u>\$256,309</u>	<u>\$1,606,376</u>	<u>\$942,062</u>	<u>\$2,889,320</u>	<u>\$5,743,187</u>
<b>LIABILITIES:</b>					
Accounts Payable	\$258	\$85,559	---	---	\$85,818
Accrued Expenses	---	---	---	---	\$0
Fica Payable	---	---	---	---	\$0
Due to Capital Reserve	---	---	---	---	\$0
Due to Rec Fund	\$38,497	---	---	---	\$38,497
Due to Debt Service	\$17,650	---	---	---	\$17,650
Due to General Fund	---	---	---	---	\$0
Due to Middle Village	---	---	---	---	\$0
Deferred Rental Revenue	---	\$8,535	---	---	\$8,535
<b>FUND BALANCES:</b>					
Nonspendable	---	\$4,500	---	---	\$4,500
Restricted for Debt Service	---	---	---	\$2,889,320	\$2,889,320
Restricted for Capital Projects	---	---	---	---	\$49,120
Assigned	\$2,000	---	\$942,062	---	\$944,062
Unassigned	\$197,903	\$1,507,782	---	---	\$1,705,685
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u>\$256,309</u>	<u>\$1,606,376</u>	<u>\$942,062</u>	<u>\$2,889,320</u>	<u>\$5,743,187</u>

***DOUBLE BRANCH***  
***Community Development District***  
***GENERAL FUND***  
*Statement of Revenues & Expenditures*  
*For The Period Ending January 31, 2018*

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/2018	ACTUAL THRU 01/31/2018	VARIANCE
Assessment - Tax Roll	\$178,985	\$170,316	\$170,316	\$0
Interest Income	\$200	\$67	\$27	(\$40)

**TOTAL REVENUES**

\$179,185	\$170,382	\$170,343	(\$40)
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**EXPENDITURES:**

**Administrative**

Supervisors Fees	\$12,000	\$4,000	\$4,000	\$0
FICA Expense	\$918	\$306	\$306	\$0
Engineering	\$5,000	\$1,667	\$293	\$1,374
Arbitrage	\$700	\$233	\$0	\$233
Dissemination	\$1,333	\$444	\$333	\$111
Assessment Roll	\$7,520	\$7,520	\$7,520	\$0
Attorney	\$42,000	\$14,000	\$4,082	\$9,918
Annual Audit	\$5,900	\$1,967	\$0	\$1,967
Trustee fees	\$8,014	\$2,671	\$0	\$2,671
Management Fees	\$57,657	\$19,219	\$19,219	\$0
Information Technology	\$1,942	\$647	\$647	(\$0)
Telephone	\$290	\$97	\$77	\$20
Postage	\$1,900	\$633	\$733	(\$99)
Printing & Binding	\$3,400	\$1,133	\$642	\$491
Records Storage	\$300	\$100	\$0	\$100
Insurance	\$8,350	\$8,350	\$8,350	\$0
Legal Advertising	\$2,000	\$667	\$320	\$347
Property Taxes	\$0	\$0	\$1,536	(\$1,536)
Office Supplies	\$350	\$117	\$123	(\$7)
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$19,436	\$6,479	\$0	\$6,479

**TOTAL EXPENDITURES**

\$179,185	\$70,425	\$48,355	\$22,070
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**EXCESS REVENUES (EXPENDITURES)**

\$0	\$121,988
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**FUND BALANCE - Beginning**

\$0	\$77,916
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**FUND BALANCE - Ending**

\$0	\$199,903
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**DOUBLE BRANCH**  
*Community Development District*  
**RECREATION AND FACILITIES MAINTENANCE**  
*Statement of Revenues & Expenditures*  
*For The Period Ending January 31, 2018*

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/2018	ACTUAL THRU 01/31/2018	VARIANCE
<b>REVENUES:</b>				
Maintenance Assessments-Tax Roll	\$1,462,648	\$1,391,804	\$1,391,804	\$0
Interest Income	\$1,000	\$333	\$410	\$77
Amenities Revenue	\$33,690	\$11,230	\$14,361	\$3,131
Soccer Revenue	\$8,122	\$2,707	\$4,840	\$2,133
<b>TOTAL REVENUES</b>	<b>\$1,505,460</b>	<b>\$1,406,075</b>	<b>\$1,411,415</b>	<b>\$5,341</b>
<b>EXPENDITURES:</b>				
<b><i>Administrative:</i></b>				
Management Fees - Onsite	\$95,470	\$31,823	\$31,823	\$0
Insurance	\$62,789	\$62,789	\$59,192	\$3,597
Other Current Charges	\$3,818	\$1,273	\$1,286	(\$13)
Permit Fees	\$1,635	\$545	\$27	\$518
<b>Total Administrative</b>	<b>\$163,712</b>	<b>\$96,430</b>	<b>\$92,328</b>	<b>\$4,102</b>
<b><i>Maintenance:</i></b>				
<b><i>Common Area</i></b>				
Security	\$50,920	\$16,973	\$16,943	\$30
Security - Clay County Off Duty Sheriff	\$43,050	\$14,350	\$10,537	\$3,813
Water - Irrigation	\$9,000	\$3,000	\$1,046	\$1,954
Irrigation Maintenance	\$4,250	\$1,417	\$895	\$522
Streetlighting	\$33,066	\$11,022	\$9,491	\$1,531
Electric	\$42,000	\$14,000	\$13,068	\$932
Landscape Maintenance	\$315,774	\$105,258	\$105,258	\$0
Common Area Maintenance	\$43,564	\$14,521	\$9,574	\$4,947
Lake Maintenance	\$28,116	\$9,372	\$7,880	\$1,492
Landscape Reserve	\$35,000	\$11,667	\$0	\$11,667
Contingency	\$1,985	\$662	\$0	\$662
Capital Reserve (1)	\$15,565	\$5,188	\$0	\$5,188
Misc. Maintenance	\$2,986	\$995	\$0	\$995
General Reserve	\$22,894	\$7,631	\$0	\$7,631
<b>Total Common Area</b>	<b>\$648,170</b>	<b>\$216,057</b>	<b>\$174,691</b>	<b>\$41,365</b>
<b><i>Recreation Facility</i></b>				
Aquatics & Fitness Manager/Staff	\$50,744	\$16,915	\$16,915	\$0
Pool Attendants	\$107,650	\$3,019	\$3,019	\$0
Refuse Service	\$6,120	\$2,040	\$2,153	(\$113)
Telephone	\$4,500	\$1,500	\$1,079	\$421
Electric	\$47,000	\$15,667	\$13,147	\$2,520
Cable	\$4,752	\$1,584	\$2,741	(\$1,157)
Pool Maintenance/Chemicals	\$56,616	\$18,872	\$16,494	\$2,378
Water/Sewer/Reclaim	\$65,000	\$21,667	\$16,591	\$5,076
Facility Maintenance - General	\$27,500	\$9,167	\$9,163	\$4
Facility Maintenance - Preventative Contracts	\$5,617	\$1,872	\$2,610	(\$738)
Facility Maintenance - Contingency	\$29,750	\$9,917	\$9,812	\$105
Lighting Repairs	\$8,500	\$2,833	\$2,809	\$24
Special Events	\$10,500	\$3,500	\$5,826	(\$2,326)
Office Supplies and Equipment	\$4,000	\$1,333	\$256	\$1,077
Janitorial	\$31,512	\$10,504	\$9,897	\$607
Recreation Passes	\$7,565	\$2,522	\$681	\$1,841

**DOUBLE BRANCH**  
*Community Development District*  
**RECREATION AND FACILITIES MAINTENANCE**  
*Statement of Revenues & Expenditures*  
*For The Period Ending January 31, 2018*

	ADOPTED BUDGET	PRORATED BUDGET THRU 01/31/2018	ACTUAL THRU 01/31/2018	VARIANCE
<b><u>Recreation Facility-Continued</u></b>				
Repairs & Replacement	\$79,025	\$26,342	\$19,039	\$7,303
Pool Pump Reserve	\$9,500	\$3,167	\$0	\$3,167
Pool Leak Repairs	\$5,000	\$1,667	\$0	\$1,667
Soccer Field	\$21,250	\$7,083	\$0	\$7,083
<b>Total Recreation Facility</b>	<b>\$582,102</b>	<b>\$161,170</b>	<b>\$132,231</b>	<b>\$28,939</b>
<b><u>Fitness Center</u></b>				
Staffing	\$55,517	\$18,506	\$18,286	\$219
Telephone	\$1,092	\$364	\$0	\$364
Electric	\$12,300	\$4,100	\$4,560	(\$460)
Cable	\$4,169	\$1,390	\$0	\$1,390
Facility Maintenance - General	\$8,000	\$2,667	\$2,560	\$106
Facility Maintenance - Preventative	\$7,500	\$2,500	\$943	\$1,557
Facility Maintenance - Contingency	\$5,000	\$1,667	\$0	\$1,667
Office Supplies and Equipment	\$2,664	\$888	\$26	\$862
Janitorial	\$13,435	\$4,478	\$5,494	(\$1,015)
Repair and Replacements	\$1,800	\$600	\$1,174	(\$574)
<b>Total Exercise Facility</b>	<b>\$111,477</b>	<b>\$37,159</b>	<b>\$33,043</b>	<b>\$4,116</b>
<b>Total Maintenance</b>	<b>\$1,341,748</b>	<b>\$414,385</b>	<b>\$339,965</b>	<b>\$74,421</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,505,460</b>	<b>\$510,815</b>	<b>\$432,293</b>	<b>\$78,522</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$0)</b>		<b>\$979,122</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$533,159</b>	
<b>FUND BALANCE - Ending</b>	<b>(\$0)</b>		<b>\$1,512,282</b>	

*Double Branch  
Community Development District  
Month by Month Income Statement  
General Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessment - Tax Roll	\$0	\$36,134	\$131,788	\$2,394	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$170,316
Interest Income	\$2	\$2	\$2	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27
<b>Total Revenues</b>	<b>\$2</b>	<b>\$36,136</b>	<b>\$131,790</b>	<b>\$2,415</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,343</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Supervisors Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
FICA Expense	\$77	\$77	\$77	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$306
Engineering	\$98	\$0	\$195	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$293
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
Assessment Roll	\$7,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,520
Attorney	\$2,046	\$2,036	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,082
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$4,805	\$4,805	\$4,805	\$4,805	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,219
Computer Time	\$162	\$162	\$162	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$647
Telephone	\$9	\$21	\$12	\$34	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77
Postage	\$168	\$178	\$164	\$223	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$733
Printing & Binding	\$200	\$143	\$148	\$152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$642
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$8,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,350
Legal Advertising	\$127	\$65	\$65	\$63	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$320
Property Taxes	\$1,536	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,536
Office Supplies	\$24	\$30	\$24	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$123
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Administrative</b>	<b>\$26,378</b>	<b>\$8,598</b>	<b>\$6,735</b>	<b>\$6,644</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,355</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$26,376)</b>	<b>\$27,537</b>	<b>\$125,055</b>	<b>(\$4,229)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$121,988</b>



***Double Branch***  
***Community Development District***  
*Month by Month Income Statement*  
*Recreation Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Maintenance Assessments-Tax Roll	\$0	\$295,281	\$1,076,957	\$19,566	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,391,804
Interest Income	\$92	\$72	\$59	\$187	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$410
Amenities Revenue	\$2,936	\$2,684	\$2,428	\$6,314	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,361
Soccer Revenue	\$1,220	\$2,600	\$0	\$1,020	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,840
<b>Total Revenues</b>	<b>\$4,248</b>	<b>\$300,637</b>	<b>\$1,079,443</b>	<b>\$27,087</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,411,415</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Management Fees - Onsite	\$7,956	\$7,956	\$7,956	\$7,956	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,823
Insurance	\$59,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,192
Other Current Charges	\$267	\$373	\$414	\$233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,286
Permit Fees	\$0	\$27	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27
<b>Total Administrative</b>	<b>\$67,415</b>	<b>\$8,355</b>	<b>\$8,369</b>	<b>\$8,188</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$92,328</b>
<b>MAINTENANCE- Common Area</b>													
Security	\$4,236	\$4,236	\$4,236	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,943
Security - Clay County Off Duty Sheriff	\$1,540	\$2,523	\$2,468	\$4,007	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,537
Water - Irrigation	\$286	\$252	\$276	\$232	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,046
Irrigation Maintenance	\$0	\$895	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$895
Streetlighting	\$2,548	\$2,548	\$2,022	\$2,373	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,491
Electric	\$3,329	\$3,074	\$2,885	\$3,780	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,068
Landscape Maintenance	\$26,315	\$26,315	\$26,315	\$26,315	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,258
Common Area Maintenance	\$2,521	\$964	\$2,415	\$3,674	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,574
Lake Maintenance	\$1,970	\$1,970	\$1,970	\$1,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,880
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve (1)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Common Area</b>	<b>\$42,744</b>	<b>\$42,776</b>	<b>\$42,586</b>	<b>\$46,585</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$174,691</b>

*Double Branch  
Community Development District  
Month by Month Income Statement  
Recreation Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Recreation Facility</u></b>													
Aquatics & Fitness Manager/Staff	\$4,229	\$4,229	\$4,229	\$4,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,915
Pool Attendants	\$3,019	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,019
Refuse Service	\$0	\$1,585	\$0	\$568	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,153
Telephone	\$343	\$298	\$219	\$219	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,079
Electric	\$4,343	\$3,949	\$2,448	\$2,407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,147
Cable	\$771	\$653	\$534	\$784	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,741
Pool Maintenance/Chemicals	\$4,095	\$4,095	\$4,152	\$4,152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,494
Water/Sewer/Reclaim	\$3,364	\$4,375	\$5,118	\$3,734	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,591
Facility Maintenance - General	\$2,290	\$2,290	\$2,291	\$2,292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,163
Facility Maintenance - Preventative Contracts	\$2,230	\$0	\$225	\$155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,610
Facility Maintenance - Contingency	\$2,477	\$2,376	\$2,479	\$2,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,812
Lighting Repairs	\$701	\$689	\$709	\$710	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,809
Special Events	\$2,297	\$3,529	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,826
Office Supplies and Equipment	\$0	\$256	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$256
Janitorial	\$2,079	\$2,444	\$2,079	\$3,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,897
Recreation Passes	\$0	\$0	\$0	\$681	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$681
Repairs & Replacement	\$8,543	\$7,934	\$2,178	\$383	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,039
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Leak Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Soccer Fields	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,781	\$38,701	\$26,661	\$26,088	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,231
<b><u>Exercise Facility</u></b>													
Staffing	\$4,744	\$4,399	\$4,493	\$4,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,286
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$1,340	\$1,173	\$665	\$1,382	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,560
Cable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - General	\$659	\$667	\$567	\$667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,560
Facility Maintenance - Preventative	\$471	\$0	\$471	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$943
Facility Maintenance - Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies and Equipment	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26
Janitorial	\$1,240	\$1,891	\$1,206	\$1,156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,494
Repair and Replacements	\$648	\$526	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,174
<b>Total Exercise Facility</b>	\$9,128	\$8,656	\$7,402	\$7,856	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,043
<b>Total Expenses</b>	\$160,069	\$98,489	\$85,018	\$88,717	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$432,293
<b>Excess Revenues (Expenditures)</b>	(\$155,821)	\$202,148	\$994,425	(\$61,630)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$979,122

***DOUBLE BRANCH***  
***Community Development District***  
***Capital Reserve Fund***  
***Statement of Revenues & Expenditures***  
***For The Period Ending January 31, 2018***

**REVENUES:**

	ADOPTED BUDGET	PRORATED THRU 01/31/2018	ACTUAL THRU 01/31/2018	VARIANCE
Interest Income	\$1,000	\$333	\$546	\$213
Landscape Reserve - Transfer In	\$35,000	\$11,667	\$0	(\$11,667)
Capital Reserve - Transfer In	\$15,565	\$5,188	\$0	(\$5,188)
Pool Pump Reserve - Transfer in	\$9,500	\$3,167	\$0	(\$3,167)
General Reserve - Transfer in	\$22,894	\$7,631	\$0	(\$7,631)
General Fund Reserve- Transfer in	\$19,436	\$6,479	\$0	(\$6,479)

**TOTAL REVENUES**

\$103,395	\$34,465	\$546	(\$33,919)
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**EXPENDITURES:**

Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0

**TOTAL EXPENDITURES**

\$0	\$0	\$0	\$0
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**EXCESS REVENUES (EXPENDITURES)**

\$103,395	\$546
-----------	-------

**FUND BALANCE - Beginning**

\$838,330	\$941,516
-----------	-----------

**FUND BALANCE - Ending**

\$941,725	\$942,062
-----------	-----------

**DOUBLE BRANCH  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND**

*Series 2013 A-1, & 2013 A-2 Special Assessment Bonds  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2018*

	ADOPTED BUDGET	PRORATED THRU 01/31/2018	ACTUAL THRU 01/31/2018	VARIANCE
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$1,962,561	\$1,869,617	\$1,869,617.39	\$0
Interest Income	\$6,000	\$2,000	\$5,070	\$3,070
<b>TOTAL REVENUES</b>	<b>\$1,968,561</b>	<b>\$1,871,617</b>	<b>\$1,874,687</b>	<b>\$3,070</b>
<b>Expenditures:</b>				
<b>Series 2013 A-1</b>				
Interest Expense - 11/1	\$417,973	\$417,973	\$408,304	\$9,669
Interest Expense - 5/1	\$417,973	\$0	\$0	\$0
Principal Expense 5/1	\$910,000	\$0	\$0	\$0
<b>Series 2013 A-2</b>				
Interest Expense - 11/1	\$62,963	\$62,963	\$62,963	\$0
Prepayment Call 11/1	\$25,000	\$0	\$0	\$0
Interest Expense - 5/1	\$62,963	\$0	\$0	\$0
Principal Expense 5/1	\$80,000	\$0	\$0	\$0
Principal Expense 5/1 (Prepayment)	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,976,871</b>	<b>\$480,936</b>	<b>\$471,267</b>	<b>\$9,669</b>
EXCESS REVENUES (EXPENDITURES)	<b>(\$8,310)</b>		<b>\$1,403,420</b>	
<b>Other Sources/(Uses)</b>				
Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0
<b>TOTAL OTHER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net change in Fund Balance</b>	<b>(\$8,310)</b>		<b>\$1,403,420</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$519,790</b>		<b>\$1,485,899</b>	
<b>FUND BALANCE - Ending</b>	<b>\$511,480</b>		<b>\$2,889,320</b>	

***DOUBLE BRANCH***  
***Community Development District***  
***CAPITAL PROJECTS FUND***  
***Statement of Revenues & Expenditures***  
***For The Period Ending January 31, 2018***

SERIES 2013 A-1 AND A-2
----------------------------

**REVENUES:**

Interest Income	\$155
-----------------	-------

**TOTAL REVENUES**

\$155
-------

**EXPENDITURES:**

Capital Outlay - Series 2013 A1 and A2	\$0
--	-----

Cost of Issuance	\$0
------------------	-----

**TOTAL EXPENDITURES**

\$0
-----

**EXCESS REVENUES (EXPENDITURES)**

\$155
-------

**FUND BALANCE - Beginning**

\$48,965
----------

**FUND BALANCE - Ending**

\$49,120
----------

*Double Branch*  
*Community Development District*  
*Long Term Debt Report*

<b>Series 2013 A-1 Special Assessment Refunding Bonds</b>	
Interest Rate:	1.3%-4.25%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$868,932
Reserve Fund Balance:	\$868,932
 Bonds outstanding - 9/30/2013	 \$24,850,000
Less: November 1, 2013	\$0
Less: May 1, 2014 (Mandatory)	(\$860,000)
Less: May 1, 2015 (Mandatory)	(\$875,000)
Less: May 2, 2016 (Mandatory)	(\$890,000)
Less: May 2, 2017 (Mandatory)	(\$910,000)
 Current Bonds Outstanding	 \$21,315,000

<b>Series 2013 A-2 Special Assessment Refunding Bonds</b>	
Interest Rate:	5.750%
Maturity Date:	5/1/34
Reserve Fund Definition:	50% Max Annual on Outstanding
Reserve Fund Requirement:	\$105,106
Reserve Fund Balance:	\$101,941
 Bonds outstanding - 9/30/2013	 \$2,900,000
Less: November 1, 2013 (Prepayment)	(\$145,000)
Less: May 1, 2014 (Mandatory)	(\$75,000)
Less: November 1, 2014 (Prepayment)	(\$75,000)
Less: May 1, 2015 (Mandatory)	(\$75,000)
Less: May 1, 2015 (Prepayment)	(\$45,000)
Less: November 1, 2015 (Prepayment)	(\$50,000)
Less: May 2, 2016 (Mandatory)	(\$75,000)
Less: May 2, 2016 (Prepayment)	(\$35,000)
Less: November 1, 2016 (Prepayment)	(\$35,000)
Less: May 2, 2017 (Mandatory)	(\$75,000)
 Current Bonds Outstanding	 \$2,215,000

*C.*

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2018 Assessments Receipts Summary**

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,484	1,963,130.49	178,834.52	1,461,418.30	3,603,383.31
<b>TOTAL ASSESSED</b>	<b>45,484</b>	<b>1,963,130.49</b>	<b>178,834.52</b>	<b>1,461,418.30</b>	<b>3,603,383.31</b>

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/15/17	125,146.17	68,179.89	6,210.96	50,755.32
2	11/30/17	602,920.13	328,472.10	29,922.69	244,525.34
3	12/12/17	2,378,821.52	1,295,986.76	118,059.99	964,774.77
4	12/21/17	276,605.40	150,695.18	13,727.82	112,182.40
5	01/18/18	48,244.05	26,283.46	2,394.33	19,566.26
6	02/20/18	20,852.93	11,360.72	1,034.92	8,457.29
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>3,452,590.20</b>	<b>1,880,978.11</b>	<b>171,350.71</b>	<b>1,400,261.38</b>

PERCENT COLLECTED	TOTAL	DEBT	O&M
<b>TOTAL PERCENT COLLECTED</b>	<b>95.82%</b>	<b>95.82%</b>	<b>95.82%</b>

-                      17,650.38                      (26,666.02)                      9,015.64



*D.*

# Double Branch

## Community Development District

### Check Run Summary

February 28, 2018

<i>Fund</i>	<i>Date</i>	<i>Check No.</i>	<i>Amount</i>
<i>General Fund</i>			
<i>Payroll</i>	2/16/18	50696-50700	\$ 923.50
<i>Sub-Total</i>			\$ 923.50
<i>Accounts Payable</i>	2/1/18	1421	\$ 195.00
	2/8/18	1422	\$ 5,306.92
	2/15/18	1423	\$ 63.45
	2/22/18	1424	\$ 153.36
<i>Sub-Total</i>			\$ 5,718.73
<i>Recreation Fund</i>			
<i>Accounts Payable</i>	2/1/18	5273-5277	\$ 3,429.29
	2/8/18	5278-5293	\$ 51,243.19
	2/13/18	5294	\$ 9,292.61
	2/15/18	5295-5302	\$ 9,064.81
	2/22/18	5303-5308	\$ 13,283.79
<i>Sub-Total</i>			\$ 86,313.69
<i>Capital Reserve Fund</i>			
<i>Accounts Payable</i>			
<i>Sub-Total</i>			\$ -
<i>Total</i>			\$ 92,955.92

<i>Total Vesta Invoices</i>	\$ 8,878.83
<i>Recreation Fund Without Vesta</i>	\$ 77,434.86
<i>Total Recreation Fund</i>	\$ 86,313.69

BR040M-A                      CHECKS WRITTEN LISTING                      AS OF    2/28/2018                      RUN    3/01/2018                      PAGE    1  
 CMPY-001 DOUBLE BRANCH - GENERAL FUND    BANK-P                      PAYROLL FUND

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
050696	R	PR	02/16/2018	184.70	11	BARRY E MORTON
050697	R	PR	02/16/2018	184.70	12	CHAD E DAVIS
050698	R	PR	02/16/2018	184.70	15	CHARLES T HORTON
050699	R	PR	02/16/2018	184.70	8	CYNTHIA Y. NELSEN
050700	R	PR	02/16/2018	184.70	14	SCOTT THOMAS
BANK TOTAL				923.50		
COMPANY TOTAL				923.50		

DBBR DOUBLE BRANCH    BSANCHEZ

# Attendance Sheet

District Name: Double Branch, CDD

Board Meeting Date: February 12, 2018

	Name	In Attendance	Fee
1	Cindy Nelsen ✓ <i>Chairperson</i>	<input checked="" type="checkbox"/> <i>phone</i>	YES-\$200
2	Charles Horton ✓ <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
3	Barry Morton ✓ <i>Vice Chairman</i>	<input checked="" type="checkbox"/>	YES - \$200
4	Chad Davis ✓ <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
5	Scott Thomas ✓ <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200

The Supervisors present at the above-referenced meeting should be compensated accordingly.

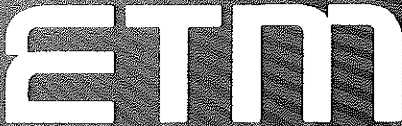
Approved for Payment:

  
District Manager Signature

2/12/18  
Date

**PLEASE RETURN COMPLETED FORM TO BRIAN SANCHEZ**

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/01/18	00023	1/11/18 186056	201712 310-51300-31100	DEC PROFESSIONAL SERVICES	*	195.00	
				ENGLAND-THIMS & MILLER, INC.			195.00 001421
2/08/18	00035	2/01/18 1953	201802 310-51300-34000	FEB MANAGEMENT FEES	*	4,804.75	
		2/01/18 1953	201802 310-51300-35100	FEB INFORMATION TECH	*	161.83	
		2/01/18 1953	201802 310-51300-31300	FEB DISSEMINATION FEES	*	83.33	
		2/01/18 1953	201802 310-51300-42500	COPIES	*	224.85	
		2/01/18 1953	201802 310-51300-41000	TELEPHONE	*	32.16	
				GOVERNMENTAL MANAGEMENT SERVICES			5,306.92 001422
2/15/18	00104	1/22/18 279611	201801 310-51300-48000	2/12/18 NOTICE OF MEETING	*	63.45	
				CLAY TODAY			63.45 001423
2/22/18	00013	2/13/18 60873166	201802 310-51300-42000	FEB FEDEX POSTAGE	*	153.36	
				FEDEX			153.36 001424
TOTAL FOR BANK A						5,718.73	
TOTAL FOR REGISTER						5,718.73	



VISION • EXPERIENCE • RESULTS

Double Branch CDD  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

January 11, 2018

Project No: 01149.32000

Invoice No: 0186056

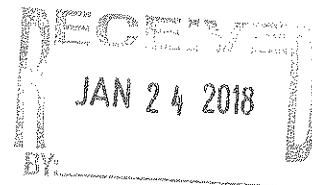
Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering  
Services (WA#18A)

**Professional Services rendered through December 31, 2017**

**Professional Personnel**

	Hours	Rate	Amount	
Principal - Vice President	1.00	195.00	195.00	
Totals	1.00		195.00	
<b>Total Labor</b>				<b>195.00</b>
		<b>Invoice Total this Period</b>		<b>\$195.00</b>

1-31-513-311  
23



**England-Thimys & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14776 Old St. Augustine Road • Jacksonville, Florida 32256 • tel 904-642-8890 • fax 904-648-9485  
CA-00002584 LC-0000316

# Billing Backup

ENGLAND, THIMS & MILLER, INC.

Invoice 0186056 Dated 1/11/2018

Thursday, January 11, 2018

2:21:28 PM

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

## Professional Personnel

			Hours	Rate	Amount	
	Principal - Vice President					
23320	Ma, Ka Tai	12/30/2017	1.00	195.00	195.00	
	Totals		1.00		195.00	
	<b>Total Labor</b>					<b>195.00</b>
				<b>Total this Project</b>		<b>\$195.00</b>
				<b>Total this Report</b>		<b>\$195.00</b>

## England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14776 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-942-8890 • fax 904-948-9485  
CA-00002584 LC-0000318

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 1953

Invoice Date: 2/1/18

Due Date: 2/1/18

Case:

P.O. Number:

**Bill To:**

Double Branch CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

RECEIVED  
FEB 06 2018

BY: .....

Description	Hours/Qty	Rate	Amount
Management Fees - February 2018 1-31-513-34		4,804.75	4,804.75
Information Technology - February 2018 1-31-513-351		161.83	161.83
Dissemination Agent Services - February 2018 1-31-513-313		83.33	83.33
Copies 1-31-513-425		224.85	224.85
Telephone 1-31-513-41		32.16	32.16
35			

---

**Total** \$5,306.92

---

**Payments/Credits** \$0.00

---

**Balance Due** \$5,306.92

---



# CLAY TODAY

3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200

# Ponte Vedra Recorder

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

## Advertising Invoice

DOUBLE BRANCH CDD  
C/O GMS 475 WEST TOWN PLACE  
SUITE 114  
ST AUGUSTINE, FL 32092

Cust#:986814  
Ad#:279611  
Phone#:904-940-5850  
Date:01/22/2018

1-310-513-48  
104

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 4.70

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	02/01/2018	02/01/2018	1	63.45	63.45

### Payment Information:

Date:	Order#	Type
01/22/2018	279611	BILLED ACCOUNT

Total Amount: 63.45

Tax: 0.00

Amount Due: 63.45

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

### Ad Copy

#### NOTICE OF MEETING DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, February 12, 2018, at 6:00 pm, at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings 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

RECEIVED  
FEB 08 2018  
BY: \_\_\_\_\_

PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA  
 COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF MEETING**

in the matter of

**FEBRUARY MEETING**

**LEGAL: 41058 ORDER: 279611**

was published in said newspaper in the issues:

**02/01/2018**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



**NOTICE OF MEETING  
 DOUBLE BRANCH COMMUNITY  
 DEVELOPMENT DISTRICT**

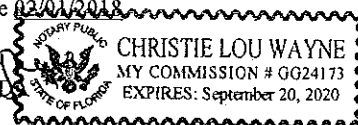
The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, February 12, 2018, at 6:00 pm, at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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James A. Perry  
 District Manager  
 Legal 41058 published Feb 1, 2018 in  
 Clay County's Clay Today newspaper

Sworn to me and subscribed before me 02/01/2018

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfa.com

**Invoice Number**

6-087-31666

**Invoice Date**

Feb 13, 2018

**Account Number**

Page

1 of 5

**Billing Address:**

GMS/DOUBLE RANCH  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

**Shipping Address:**

GMS/DOUBLE RANCH  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

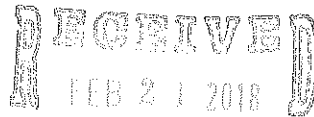
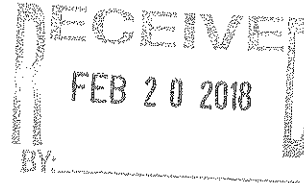
**Invoice Questions?****Contact FedEx Revenue Services**

Phone: (800) 622-1147  
M-F 7 AM to 8 PM CST  
Sa 7 AM to 6 PM CST  
Fax: (800) 548-3020  
Internet: www.fedex.com

**Invoice Summary Feb 13, 2018****FedEx Express Services**

Transportation Charges		123.24
Special Handling Charges		30.12
Total Charges	USD	\$153.36
<b>TOTAL THIS INVOICE</b>	<b>USD</b>	<b>\$153.36</b>

Other discounts may apply.



BY: .....

1-31-513-42  
13

Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.  
Please do not staple or fold. Please make check payable to FedEx.

☐ For change of address, check here and complete form on reverse side.**Invoice Number**

6-087-31666

**Account Number****Amount Due**

USD \$153.36

**Remittance Advice****Your payment is due by Feb 28, 2018**

0035278 01 AB 0.405 \*\*AUTO T8 0 1043 32092-364939 -C01-P35313-11



GMS/DOUBLE RANCH  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649



FedEx  
P.O. Box 660481  
DALLAS TX 75266-0481



60008430009179

1043-01-00-0035278-0003-0085012

**Invoice Number**

6-087-31666

**Invoice Date**

Feb 13, 2018

**Account Number**

Page

3 of 5

**FedEx Express Shipment Detail By Payor Type (Original)****Ship Date:** Feb 05, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.50% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
<b>Tracking ID</b>	771404798316	Sarah Sweeting	Scott Thomas
<b>Service Type</b>	FedEx 2Day	GMS, LLC	3635 Sunset Oak Drive
<b>Package Type</b>	FedEx Pak	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
<b>Zone</b>	02	SAINT AUGUSTINE FL 32092 US	
<b>Packages</b>	1		
<b>Rated Weight</b>	1.0 lbs, 0.5 kgs		
<b>Delivered</b>	Feb 07, 2018 10:59	Transportation Charge	17.52
<b>Svc Area</b>	A2	Fuel Surcharge	1.41
<b>Signed by</b>	see above	Residential Delivery	4.15
<b>FedEx Use</b>	000000000/5980/02	<b>Total Charge</b>	<b>USD \$23.08</b>

**Ship Date:** Feb 05, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.50% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
<b>Tracking ID</b>	771404802161	Sarah Sweeting	Barry Morton
<b>Service Type</b>	FedEx 2Day	GMS, LLC	3109 HEARTHSTONE LN
<b>Package Type</b>	FedEx Pak	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
<b>Zone</b>	02	SAINT AUGUSTINE FL 32092 US	
<b>Packages</b>	1		
<b>Rated Weight</b>	1.0 lbs, 0.5 kgs		
<b>Delivered</b>	Feb 07, 2018 10:28	Transportation Charge	17.52
<b>Svc Area</b>	A2	Fuel Surcharge	1.41
<b>Signed by</b>	see above	Residential Delivery	4.15
<b>FedEx Use</b>	000000000/5980/02	<b>Total Charge</b>	<b>USD \$23.08</b>

**Ship Date:** Feb 05, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 6.50% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>
<b>Tracking ID</b>	771404806660	Sarah Sweeting	Chad Davis
<b>Service Type</b>	FedEx 2Day	GMS, LLC	600 Longcrest Lane
<b>Package Type</b>	FedEx Pak	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
<b>Zone</b>	02	SAINT AUGUSTINE FL 32092 US	
<b>Packages</b>	1		
<b>Rated Weight</b>	1.0 lbs, 0.5 kgs		
<b>Delivered</b>	Feb 07, 2018 10:45	Transportation Charge	17.52
<b>Svc Area</b>	A2	Fuel Surcharge	1.41
<b>Signed by</b>	see above	Residential Delivery	4.15
<b>FedEx Use</b>	000000000/5980/02	<b>Total Charge</b>	<b>USD \$23.08</b>

**Invoice Number**

6-087-31666

**Invoice Date**

Feb 13, 2018

**Account Number**

Page

5 of 5

Tracking ID: 771404829547 continued

Svc Area	A2	Transportation Charge	17.52
Signed by	K.LENNON	Fuel Surcharge	1.14
FedEx Use	000000000/5980/...	<b>Total Charge</b>	<b>USD \$18.66</b>
		<b>Third Party Subtotal</b>	<b>USD \$153.36</b>
		<b>Total FedEx Express</b>	<b>USD \$153.36</b>

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/08/18	00573	1/31/18 01312018	201802 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				JENNIFER RANKIN			100.00 005283
2/08/18	00024	2/01/18 341105	201802 320-57200-46800	FEB LAKE MAINTENANCE	*	1,970.00	
				THE LAKE DOCTORS, INC.			1,970.00 005284
2/08/18	00208	2/05/18 02052018	201801 300-20700-10100	1/26/18-2/1/18 SECURITY	*	720.00	
				MIDDLE VILLAGE CDD			720.00 005285
2/08/18	00518	2/01/18 18027228	201802 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	26,314.50	
				R&D LANDSCAPE & IRRIGATION			26,314.50 005286
2/08/18	00297	2/01/18 208	201802 320-57200-61000	FEB JANITORIAL SERVICES	*	2,079.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			2,079.00 005287
2/08/18	00297	2/01/18 209	201802 330-57200-61100	FEN JANITORIAL FITNESS	*	1,005.42	
				RIVERSIDE MANAGEMENT SERVICES, INC			1,005.42 005288
2/08/18	00305	2/05/18 7578A	201802 330-57200-47200	PREVENTATIVE MAINTENANCE	*	290.00	
		2/05/18 7578A	201802 320-57200-63100	FITNESS EQUIP REPAIR	*	148.00	
				SOUTHEAST FITNESS REPAIR			438.00 005289
2/08/18	00572	1/31/18 01312018	201802 300-36900-10300	RENTAL DEPOSIT REFUND	*	200.00	
				TINA PHAM			200.00 005290
2/08/18	00503	1/31/18 339093	201712 330-57200-12100	DEC FRONT DESK STAFF HRS	*	4,650.16	
				VESTA PROPERTY SERVICES			4,650.16 005291
2/08/18	00503	2/01/18 338800	201802 320-57200-12000	FEB AQUATICS DIR/ASSIST	*	4,228.67	
				VESTA PROPERTY SERVICES			4,228.67 005292
2/08/18	00571	1/31/17 01312017	201802 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				ZULAY OTERO			100.00 005293

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/13/18	00002	1/31/18 7179	201802 320-57200-43100		*	2,416.00	
		FEB REC ELECTRIC					
		1/31/18 7179	201802 320-57200-43000		*	3,391.61	
		FEB COMMON ELECTRIC					
		1/31/18 7179	201802 330-57200-43110		*	1,112.00	
		FEB FITNESS CENTER					
		1/31/18 7179	201802 320-57200-42900		*	2,373.00	
		FEB STREETLIGHTING					
				CLAY ELECTRIC COOPERATIVE, INC			9,292.61 005294
2/15/18	00506	2/04/18 7679368	201801 320-57200-34500		*	4,235.79	
		1/1/18-1/31/18 SECURITY					
				ALLIED UNIVERSAL			4,235.79 005295
2/15/18	00285	2/08/18 SSI07931	201801 320-57200-34510		*	333.00	
		JAN EMPLOYMENT FEES					
		2/08/18 SSI07931	201801 320-57200-34510		*	187.50	
		JAN SCHEDULING FEES					
				CLAY COUNTY SHERIFF'S OFFICE			520.50 005296
2/15/18	00329	2/12/18 M17715	201802 320-57200-46300		*	2,083.73	
		FEB POOL MAINTENANCE					
				CRYSTAL CLEAN POOL SERVICES, INC			2,083.73 005297
2/15/18	00575	2/13/18 02132018	201802 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND					
				FELICITAS CARTER			100.00 005298
2/15/18	00574	2/13/18 02132018	201802 300-36900-10300		*	100.00	
		RENTAL DEPOSIT REFUND					
				KELLY HEINTZELMAN			100.00 005299
2/15/18	00024	2/12/18 344850	201802 320-57200-46800		*	1,110.00	
		185 TRIPLOID GRASS CARP					
				THE LAKE DOCTORS, INC.			1,110.00 005300
2/15/18	00208	2/12/18 02122018	201802 300-20700-10100		*	810.00	
		2/2/18-2/8/18 SECURITY					
				MIDDLE VILLAGE CDD			810.00 005301
2/15/18	00399	2/01/18 09203658	201802 330-57200-50000		*	103.80	
		11/1-2/30 BASE CHARGE					
		2/01/18 09203658	201802 330-57200-50000		*	.99	
		JAN EXCESS PRINT CHARGE					
				XEROX CORPORATION			104.79 005302
				DBBR DOUBLE BRANCH BSANCHEZ			



CHECK DATE	VEND#	.....INVOICE.....	....EXPENSED TO....	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
2/22/18	00172	2/07/18 02072018	201802 320-57200-43500		*	96.95		
		3713-1 THOUSAND OAKS DR						
		2/07/18 02072018	201802 320-57200-43500		*	27.04		
		3701-1 THOUSAND OAKS DR						
		2/07/18 02072018	201802 320-57200-43500		*	23.26		
		3659-1 THOUSAND OAKS DR						
		2/07/18 02072018	201802 320-57200-43500		*	27.67		
		1940-1 WOODWORTH DRIVE						
		2/07/18 02072018	201802 320-57200-43500		*	32.71		
		603-1 WATERFORD OAKS DR						
		2/07/18 02072018	201802 320-57200-43500		*	45.00		
		1505-1 CANOPY OAKS DRIVE						
		2/07/18 02072018	201802 320-57200-43500		*	23.26		
		3178-1 WANDERING OAKS DR						
		2/07/18 02072018	201802 320-57200-43500		*	27.67		
		1206-1 BEDROCK DRIVE						
		2/07/18 02072018	201802 320-57200-43500		*	28.30		
		1422-1 BITTERBERRY DRIVE						
		2/07/18 02072018	201802 320-57200-43500		*	552.94		
		1591-1 CANOPY OAKS DRIVE						
		2/07/18 02072018	201802 320-57200-43500		*	720.74		
		566-1 OAKLEAF VILLAGE RRR						
		2/07/18 02072018	201802 320-57200-43500		*	135.20		
		716-1 WAKEMONT DRIVE						
			CLAY COUNTY UTILITY AUTHORITY				1,740.74	005303
2/22/18	00092	2/13/18 1955	201801 320-57200-46600		*	2,292.00		
		JAN FACILITY MAINT - GEN						
		2/13/18 1955	201801 320-57200-46620		*	2,480.00		
		JAN FACILITY MAINT-CONT						
		2/13/18 1955	201801 320-57200-46630		*	710.00		
		JAN LIGHTING REPAIRS						
		2/13/18 1955	201801 320-57200-46400		*	3,674.00		
		JAN COMMON AREA MAINT						
		2/13/18 1955	201801 330-57200-47100		*	667.30		
		JAN FACILITY MAINT-FITNES						
			GOVERNMENTAL MANAGEMENT SERVICES				9,823.30	005304
2/22/18	00092	2/14/18 1956	201802 300-36900-10300		*	709.75		
		EVENT STAFF THRU 2/1/18						
			GOVERNMENTAL MANAGEMENT SERVICES				709.75	005305
2/22/18	00577	2/18/18 02182018	201802 300-36900-10300		*	100.00		
		RENTAL DEPOSIT REFUND						
			JULIANNE LEWIS				100.00	005306
			DBBR DOUBLE BRANCH BSANCHEZ					

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/22/18	00208	2/21/18 02212018	201802 300-20700-10100 2/9/18-2/15/18 SECURITY	MIDDLE VILLAGE CDD	*	810.00	810.00 005307
2/22/18	00576	2/18/18 02182018	201802 300-36900-10300 RENTAL DEPOSIT REFUND	VERA KING	*	100.00	100.00 005308
TOTAL FOR BANK B						86,313.69	
TOTAL FOR REGISTER						86,313.69	

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request  
**Date:** January 30, 2018 at 8:17 PM  
**To:** Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com), Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)

---

Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (Oakleaf Village Patio)
- DATE OF VENUE – November 18, 2017 (SATURDAY) 2:30 p.m. - 6:00 p.m.
- RESIDENT – AMY POOLE
- ADDRESS – PSC 473 BOX 433, FPO AP 96349
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via VISA (2476):
  - DATED: 11/07/17
  - INVOICE# 0004
  - BATCH # 000420
  - APPROVAL CODE# 481479
  - AMOUNT: \$100.00

2.300.369.103  
568  
RECEIVED  
JAN 31 2018  
BY: [signature]

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
11/07/17	11/07/17	11/18/17	Amy Poole - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

--  
*I will be out of the office THURSDAY, January 31, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will res*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
[\(904\) 770-4661](tel:904-770-4661) voice email  
[\(904\) 375-9285](tel:904-375-9285) ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services  
[wmcreynolds@gmsnf.com](mailto:wmcreynolds@gmsnf.com)

From: **Oakleaf Venues** [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: DBCDD refund of deposit request  
Date: January 30, 2018 at 8:07 PM  
To: Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)



Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (Oakleaf Village Club Room)
- DATE OF VENUE – February 24, 2018 (SATURDAY) 2:30 p.m. - 6:30 p.m.
- RESIDENT – DEQUANITA McCLENDON
- ADDRESS – 3750 SILVER BLUFF BLVD #1607, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$250.00
  - RENTAL FEE OF \$150.00 AND DEPOSIT FEE OF \$100.00 - CANCELLED EVENT
- RENTAL AND DEPOSIT was via CHECKS drawn on Vystar:
  - RENTAL FEE:
    - CHECK# 478
    - DATED: 1/18/17
    - AMOUNT: \$150.00
  - DEPOSIT FEE:
    - CHECK# 477
    - DATED: 1/18/17
    - AMOUNT: \$100.00
  - DEPOSITED: 1/19/18
  - TOTAL DEPOSIT: \$250.00

2,300.369.103  
569

RECEIVED  
JAN 31 2018  
BY: \*\*\*\*\*

Let me know if you have any questions or require any additional information.

Thank you.

--

*I will be out of the office THURSDAY, January 31, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will respond at my earliest opportunity.*

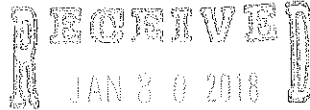
**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services  
[wamcree@oakleafresidents.com](mailto:wamcree@oakleafresidents.com)

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: JANUARY 29, 2018  
WEEK OF: 01/19/18-01/25/18

BY: .....

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

2-300-207-101

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01/19/18	BEN WASE	1700-2300	6	30.00	180.00
01/19/18	JENNIFER COOPER	1700-2300	6	30.00	180.00
01/20/18	BRYAN SMITH	1700-2300	6	30.00	180.00
01/20/18	STEVEN HILLS	1700-2300	6	30.00	180.00
01/21/18	BRYAN SMITH	1700-2300	6	30.00	180.00
01/22/18	BEN ZIRBEL	1900-0100	6	30.00	180.00
01/23/18	BEN WASE	1700-2300	6	30.00	180.00
01/24/18	EVAN GREEN	1700-2300	6	30.00	180.00
01/25/18	STEVEN HILLS	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL \$1620.00/2

\$810.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 2/1/2018

Invoice # 131295576569

Terms	Net 20
Due Date	2/21/2018
PO #	
Customer #	13OAK102

Bill To	Ship To
Oakleaf Village/Double Branch c/o Double Branch Comm Dev 475 West Town Place Ste 114 St Augustine FL 32092	Oak Leaf Plantation/ Double Branch 370 Oakleaf Village Parkway Orange Park FL 32065

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,960.11
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18
<div>RECEIVED JAN 22 2018 BY: _____  2-32-572-463 186</div>				

Season Billing Schedule:  
Summer - April through September monthly service  
Winter - October through March monthly service

Total 2,068.29  
Amount Due \$2,068.29

## Remittance Slip

Customer 13OAK102  
Invoice # 131295576569

Amount Due \$2,068.29

Amount Paid \_\_\_\_\_

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295576569



Servicing Plant JACKSONVILLE

FL

Location 917

Any questions regarding this statement, please call 904/353-4121 Page 001

INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
12/26/17	9171328303	50.25	<div>RECEIVED</div> <div>JAN 30 2018</div> <div>BY: .....</div> <div><b>Code to:</b> <b>2.330.57200.61100</b> <b>Double Branch Fitness Janitorial</b> 382</div>
1/02/18	9171330174	50.25	
1/09/18	9171332071	50.25	
1/16/18	9171333964	50.25	
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
1/22/18	999548	201.00	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
201.00			

Charges, Payments and Credits received after the above statement date will reflect on the next statement. Terms Net 30 days from date of invoice.

REMIT TO:

UNIFIRST CORPORATION  
ATTENTION-ACCOUNTS RECEIVABLE  
1446 HAINES STREET  
JACKSONVILLE FL 32206

Please return This Stub With Your Payment

REMIT TO:

UNIFIRST CORPORATION  
ATTENTION-ACCOUNTS RECEIVABLE  
1446 HAINES STREET  
JACKSONVILLE FL 32206

DOUBLE BRANCH CDD  
370 OAKLEAG VILLAGE PKWY F  
ORANGE PARK FL 32065

Statement Date:
1/22/18
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1328303 REMIT TO UniFirst Corporation  
 INVOICE DATE 12/26/17 1446 HAINES STREET  
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
 A/R NUMBER RTE# F3160  
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

9171328303.

- Please Detach and Return With Payment -



UniFirst Corporation  
 1446 HAINES STREET

JACKSONVILLE

PAGE 001  
 FL 32206

INVOICE  
 917 1328303

DATE  
 12/26/17

PAYMENT TERMS  
 CHARGE

PURCHASE ORDER

CONTRACT  
 668911

SHIP TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

BILL TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

904/353-4121

RTE# F3160

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	13 90			3/12	2	
		4X6H OAKLEAF		1	6 95			3/12	1	
		MAT-4X6 U1ST GREAT I		2	13 90			4/12	2	
		DEFE CHARGE			15 50					
		INVOICE SUB-TOTAL			50 25					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS PLEASE SIGN

*NOTS*

SOIL PICK UP COUNT

SH

PT

OT

NO



INVOICE NUMBER 917 1330174 REMIT TO UniFirst Corporation  
 INVOICE DATE 1/02/18 1446 HAINES STREET  
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
 A/R NUMBER RTE# F3160  
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

9171330174-

- Please Detach and Return With Payment -



UniFirst Corporation  
 1446 HAINES STREET

JACKSONVILLE

PAGE 001  
 FL 32206

INVOICE 917 1330174 DATE 1/02/18 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 608911

SHIP TO 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

BILL TO 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

904/353-4121

RTE# F3160

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	13.90			3/12	2	
		4X6H OAKLEAF		1	6.95			3/12	1	
		MAT-4X6 V1ST GREAT I		2	13.90			4/12	2	
		DEFE CHARGE			15.50					
		INVOICE SUB-TOTAL			50.25					
		TOTAL SERVICE CHARGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS PLEASE SIGN

NOTS

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

INVOICE NUMBER 917 1332071 REMIT TO UniFirst Corporation  
 INVOICE DATE 1/09/18 1446 HAINES STREET  
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
 A/R NUMBER RTE# F3160  
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

9171332071

- Please Detach and Return With Payment -



UniFirst Corporation  
 1446 HAINES STREET

JACKSONVILLE

PAGE 001  
 FL 32206

INVOICE 917 1332071 DATE 1/09/18 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

SHIP TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

BILL TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

904/353-4121

RTE# F3160

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED QTY.	AMOUNT	TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
		4X6H OAKLEAF		2	13 90			3/12	2	
		4X6H OAKLEAF		1	6 95			3/12	1	
		MAT-4X6 U1ST GREAT I		2	13. 90			4/12	2	
		DEFE CHARCE			15. 50					
		INVOICE SUB-TOTAL			50 25					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS PLEASE SIGN

NOTS

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_

INVOICE NUMBER 917 1333964 REMIT TO UniFirst Corporation  
 INVOICE DATE 1/16/18 1446 HAINES STREET  
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206  
 A/R NUMBER RTE# F3160  
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ \_\_\_\_\_

91713339643

- Please Detach and Return With Payment -



UniFirst Corporation  
 1446 HAINES STREET

JACKSONVILLE

PAGE 001  
 FL 32206

INVOICE 917 1333964 DATE 1/16/18 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 66891:

SHIP TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

BILL TO  
 999548  
 DOUBLE BRANCH CDD  
 370 OAKLEAG VILLAGE PKWY  
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

904/353-4121

RTE# F3160

LKR/ DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF	_____	2	13.90			3/12	2	
		4X6H OAKLEAF	_____	1	6.95			3/12	1	
		MAT-4X6 U1ST GREAT I	_____	2	13.90			4/12	2	
		DEFE CHARGE	_____		15.50					
		INVOICE SUB-TOTAL	_____		50.25					
		TOTAL SERVICE CHANGES	_____							
		AMOUNT DUE	_____							

THIS IS YOUR ONLY INVCE- NET 30 DAYS. PLEASE SIGN

*NOT S*

SOIL PICK UP COUNT

SH \_\_\_\_\_ PT \_\_\_\_\_ OT \_\_\_\_\_ NO \_\_\_\_\_



ADVANCED DISPOSAL  
CLAY COUNTY - PB  
7580 PHILIPS HWY  
JACKSONVILLE FL 32256

Pay By Phone: 1-877-720-1583  
Phone PIN: 1270063350000

RETURN SERVICE REQUESTED

OAKLEAF PLANTATION  
C/O DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065

Advanced Disposal's operating locations are faced with extensive oversight and compliance demands along with internal and external initiatives designed to improve the safety, efficiency, and management of our sites and employees. As a result, your next invoice may include a Compliance and Business Impact Charge. Please visit our website [www.AdvancedDisposal.com](http://www.AdvancedDisposal.com) to learn more about how this charge will allow us to continue to provide service at the highest levels of environmental responsibility and stewardship that you have come to expect.

Should you have any questions about charges, please see the back of this invoice, call your service representative or go to [www.AdvancedDisposal.com](http://www.AdvancedDisposal.com).

<b>Account Information</b>	
Account Number	PB006335
Site Number	0000
Invoice Date	January 31, 2018
Invoice Number	PB0000891187
<b>Account Summary</b>	
Previous Balance	\$564.85
Payments/Adjustments	-\$564.85
Current Invoice Amount	\$567.86
<b>Amount Due</b>	<b>\$567.86</b>
<b>Due Date</b>	<b>Upon Receipt</b>
<b>Invoice Breakdown</b>	
Current	\$567.86
30 days - past due	\$0.00
60 days - past due	\$0.00
90 days - past due	\$0.00
It's easy being Green...sign up for ebill and auto pay at <a href="http://www.AdvancedDisposal.com/billpay">http://www.AdvancedDisposal.com/billpay</a>	
<b>Contact Us</b>	
(904) 783-7000 JacksonvilleFL@AdvancedDisposal.com	
Thank you for doing business with Advanced Disposal Services.	

**Previous Balance** **\$564.85**  
01/31/18 KUBRAUTOMATED -\$564.85  
**Payments and Adjustments** **-\$564.85**

OAKLEAF PLANTATION RECREATION CENTER (0001)  
370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL

Date	Description	Reference	Qty	Unit Price	Amount
1.00 - 6.00YD:COMM FL TRASH (001)					
01/31/18	TRASH STANDARD SERVICE:		1.00	367.50	367.50
	01/01/18-01/31/18				
	Fuel Fee		367.50		52.26
	Clay Co Franchise Fee		367.50		59.90
	Environmental Fee		367.50		88.20
	<b>SITE TOTAL</b>				<b>567.86</b>

**Current Charges** **\$567.86**  
**Amount Due** **\$567.86**

2,32,572.34 9  
7

### How to Pay Your Bill

**Online Bill Pay**

Great for regular payments

Visit [www.advanceddisposal.com/billpay](http://www.advanceddisposal.com/billpay) to enroll in online bill pay methods.

With the Advanced Disposal online bill payment system, you are able to:

- Make a one-time payment
- Setup your account for automatic recurring payments

If you would like assistance, please contact us at 1-800-355-2108 and we will be happy to assist you in getting set up.

**Pay by Mail**

Best for sending a regular check

Please mail your check made payable to Advanced Disposal to address listed below.

Please do not send correspondence to this address.

Please assist us by including the remittance portion (the perforated bottom section of your invoice) along with your check or money order to ensure your payment is posted quickly and accurately.

**Pay by Phone**

Good for a one time payment

Call 1-877-720-1583 to make your payment by phone.

To ensure fastest service, please have your Phone PIN ready, which can be found at the top of your invoice.

We accept MasterCard, Visa, American Express and Discover. An automated voice service will process your payment. This option is ideal for making single payments.

PLEASE RETURN THIS PORTION WITH PAYMENT

Printed on recycled paper



ADVANCED DISPOSAL  
CLAY COUNTY - PB  
7580 PHILIPS HWY  
JACKSONVILLE FL 32256

Please Send All Correspondence to Above Address

IF PAYING BY CREDIT CARD, FILL OUT BELOW:		CHECK CARD USING FOR PAYMENT	
CARD NUMBER	AMOUNT PAID	<input type="checkbox"/> VISA	
SIGNATURE	EXP. DATE	<input type="checkbox"/> MASTER CARD	
		<input type="checkbox"/> AMERICAN EXP.	
		<input type="checkbox"/> DISCOVER	
ACCOUNT #	INVOICE #	AMT. ENCLOSED	
PB006335	PB0000891187		
INVOICE TOTAL	BALANCE DUE		
\$567.86	\$567.86		

Due Date: Upon Receipt

**Customer Billing Address:**  
OAKLEAF PLANTATION  
C/O DOUBLE BRANCH CDD  
370 OAKLEAF VILLAGE PKWY  
ORANGE PARK, FL 32065

Remit Payment To:  
(Please do not send CASH via mail)  
Advanced Disposal  
Clay County - PB  
PO BOX 743019  
ATLANTA GA 30374-3019

RECEIVED  
FEB 05 2018

## HOW TO READ YOUR BILL

### LOCAL OFFICE AND CONTACT INFORMATION

Use the number listed for the local Advanced Disposal office if you have specific questions about your invoice or service. All correspondence should be directed to the email, phone number and address set forth on the front of the invoice.

### CUSTOMER BILLING ADDRESS AND CUSTOMER SERVICE ADDRESS

This information has been provided by you to Advanced Disposal. If your billing address has changed, please notify your Local Office.

### ACCOUNT INFORMATION AND ACCOUNT SUMMARY

The Account Information summarizes account information, including the Invoice Date. The Invoice Date is the date the invoice was generated and mailed. The Account Summary lists your balances, payments and adjustments, and invoice amount for the current period. The Previous Balance includes amounts billed previously for which Advanced Disposal has not received payment.

### AMOUNT DUE

The Amount Due includes all service charges, fees or assessments, and any adjustments, as well as all applicable taxes and governmental charges and fees, and, subject to your applicable service agreement or unless otherwise agreed, is due upon receipt of your invoice. Advanced Disposal may impose monthly interest on all past due service related charges, (including the base service rate, Fuel Fee, Environmental Fee, Administrative Fee, etc.) at an interest rate equal to 18% APR, or a minimum of \$5.95, unless specifically prohibited by applicable law, in which case interest shall be assessed at the highest rate allowed by applicable law.

SUBJECT TO YOUR APPLICABLE SERVICE AGREEMENT OR UNLESS OTHERWISE AGREED, ADVANCED DISPOSAL RESERVES THE RIGHT TO INCREASE SERVICE RATES AND ALL FEES AND ASSESSMENTS WITHOUT PRIOR NOTICE OR CONSENT, TO ADJUST FOR COST INCREASES OR TO ACHIEVE, AMONG OTHER THINGS, AN OPERATING MARGIN ACCEPTABLE TO ADVANCED DISPOSAL AND ITS AFFILIATES. Consent, if required, to any changes in service rates, fees or assessments may be evidenced verbally, in or by the actions and practices of the parties, or by payment of the invoice service rates, fees, and assessments. If you do not object, in writing, within 30 days of the Invoice Date, then you shall have conclusively agreed that such invoice is correct in all respects, whether paid or not.

### ENVIRONMENTAL FEE, FUEL FEE AND ADMINISTRATIVE FEE: OTHER FEES

Subject to the terms of your applicable service agreement or unless otherwise agreed, Advanced Disposal reserves the right to impose environmental, fuel and administrative fees, and any other fees and assessments, included on the front of the invoice, and Advanced Disposal also reserves the right to increase or decrease these fees or assessments at any time and for any reason by showing the amount on the front of the invoice. THE FUEL AND ENVIRONMENTAL FEES ARE NOT A TAX OR SURCHARGE IMPOSED BY OR REMITTED TO ANY GOVERNMENTAL OR REGULATORY AGENCY; IT IS ADVANCED DISPOSAL'S CHARGE AND IS NOT PAID TO ANY GOVERNMENT OR REGULATORY AGENCY. The amount of the environmental, fuel and administrative fee, and any other fees or assessments, reflected on your invoice is not designed to be specific to the direct costs and expense to service your account, but rather is designed to address changes in Advanced Disposal's and its affiliates' overall costs and expenses and to achieve an operating margin acceptable to Advanced Disposal and its affiliates. For additional information, including examples of environmental compliance costs and updated fuel information, please contact your Local Office or visit us at [www.advanceddisposal.com](http://www.advanceddisposal.com).

**Environmental Fee.** The Environmental Fee helps to cover company wide direct and indirect costs and expenses with respect to environmental compliance and incurred in order to operate our collection, transfer, landfill, materials recovery facilities, and landfill gas-to-energy operations in a safe and environmentally responsible manner. Unless otherwise agreed, the Environmental Fee is a percentage of your total invoice charges, not including fees and taxes, as shown on the invoice, which may change from time-to-time.

**Fuel Fee.** There are fuel and other petrochemical (oil, lubricants, etc.) direct and indirect costs associated with Advanced Disposal and its affiliates' collection, transfer, landfill and material recovery facilities in multiple states and geographic regions. Unless otherwise agreed, the Fuel Fee is a percentage of your total invoice charges, not including fees and taxes, as shown on the invoice, which may change from time-to-time. The Fuel Fee is designed to help recover increases in these costs and, unless otherwise agreed, is intended to fluctuate with the average monthly diesel price as reported by the U.S. Energy Information Administration/Department of Energy (EIA/DOE) Retail On-Highway Diesel Fuel Price Index. As a result, the Fuel Fee may change on a monthly basis.

**Administrative Fee.** The Administrative Fee is based on Advanced Disposal's overall estimated costs and expenses for billing and collection functions, including but not limited to, human resources, print mail, lock box services, bank charges, and bad debt. If you are making automatic payments, and receiving paperless invoices, you will receive a discounted Administrative Fee. Unless otherwise agreed, the Administrative Fee is a flat rate as stated on the front of the invoice.

**Other Charges.** Additional charges may be incurred due to events such as new or additional service or equipment related requests, new or additional fees imposed on Advanced Disposal by governmental or regulatory agencies (for example, franchise fees), resumed services previously suspended for nonpayment, missed or extra pick ups, etc. When incurred, such charges will appear on the front of the invoice.

### IMPORTANT MESSAGES

This is an area on the front of the invoice designated for special notifications, including changes in payment terms. Further, we periodically review and revise our company's general service guidelines, therefore, please also visit our website to read special terms and conditions that may apply.

### PAYMENT REMITTANCE

Please remit payment to the address noted on the perforated portion of the invoice, which should be included with your payment. Please do not send cash via mail.

### WISCONSIN CUSTOMERS

State and local laws require everyone in Wisconsin to recycle newspaper, office paper, magazines, cardboard and glass/plastic/aluminum/steel food and beverage containers. Yard waste, tires, appliances, motor oil and lead acid batteries must be recycled as well but may not be included in your recycling service. Please contact your local Advanced Disposal office for more information regarding your recycling service and recycling options in your area.

---

## Change of Address

Please print correct address below:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Mobile) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Email \_\_\_\_\_

---

Crystal Clean Pool Service, Inc  
9020-1 Berry Ave.  
Jacksonville, Florida 32211  
904-855-8884  
crystalcleanpools@comcast.net

## Invoice

RECEIVED  
FEB 11 6 2018

**BILL TO**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

BY: .....

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
S17658	02/01/2018	\$383.00	02/09/2018	Upon Receipt	

P.O. NUMBER

SALES REP

ACTIVITY	QTY	RATE	AMOUNT
<b>Service</b> Installed 10" disc on Double Branch Slide Pool	1	383.00	383.00
<b>Service Date</b> Service Date: 1/15/18			

BALANCE DUE

**\$383.00**

**Code to:**

**Double Branch Repairs and Replacements**  
**02-320-572-63100**

329



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request  
**Date:** February 2, 2018 at 11:01 AM  
**To:** Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

RECEIVED  
FEB 08 2018  
BY: 

Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (Oakleaf Village Club Room)
- DATE OF VENUE – October 8, 2017 (SUNDAY) 1:00 p.m. to 5:00 p.m.
- RESIDENT – DARIANNE STUBBS
- ADDRESS – 3750 SILVER BLUFF BLVD #1104, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via VISA (2132):
  - DATED: 9/23/17
  - INVOICE# 0002
  - BATCH # 000404
  - APPROVAL CODE# 036130
  - AMOUNT: \$100.00

2,360,369.103  
576

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
09/23/17	09/23/17	10/08/17	Darianne Stubbs - OVCR DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

--

*I will be out of the office TUESDAY, February 6, 2018 and WEDNESDAY, February 7, 2018, therefore, if you require immediate attention please email me or leave a message at 904-770-4661 with your name, contact nu*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Bill To:  
Double Branch CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

RECEIVED  
JAN 0 8 2018

BY: \_\_\_\_\_

Invoice #: 1952  
Invoice Date: 1/22/18  
Due Date: 1/22/18  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Event Staff - Through 1/18/2018	17.23	25.00	430.75
Amenities Revenue 2,369,103			

Total \$430.75

Payments/Credits \$0.00

Balance Due \$430.75

RMW  
1-23-18



# **Governmental Management Services, LLC**

9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

## DOUBLE BRANCH CDD

### Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
17.23	Facility Event Staff	\$ 25.00	\$ 430.75

Covers Period End: January 18, 2018

Amenities Revenue # 2-369-103

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 1954  
Invoice Date: 2/1/18  
Due Date: 2/1/18  
Case:  
P.O. Number:

Bill To:  
Double Branch CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

RECEIVED  
FEB 03 2018

BY: .....

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - February 2018		7,955.83	7,955.83
2,310,513,340			

Total	\$7,955.83
Payments/Credits	\$0.00
Balance Due	\$7,955.83

RMW  
2.5.18

From: **Oakleaf Venues** [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: **DBCDD** refund of deposit request  
Date: **January 31, 2018** at 5:34 PM  
To: Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

RECEIVED  
FEB 05 2018

BY: \_\_\_\_\_

Good afternoon Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (Oakleaf Village Patio)
- DATE OF VENUE – January 27, 2018 (SATURDAY) 10:00 a.m. - 2:00 p.m.
- RESIDENT – **JENNIFER RANKIN**
- ADDRESS – **3176 WANDERING OAKS DR ORANGE PARK, FL 32065**
- AMOUNT OF REFUND - **\$100.00**
  - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on USAA:
  - DATED: 1/9/18
  - CHECK#: 1007
  - DEPOSITED: 1/9/18
  - AMOUNT: \$100.00

2-300-369-103  
573

Let me know if you have any questions or require any additional information.

Thank you.

--

*I will be out of the office THURSDAY, January 31, 2018, therefore, if you require immediate attention please email me or leave a message at 904-77 email address. I will respond at my earliest opportunity.*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)

(904) 770-4661 voice email

(904) 375-9285 ext 3



# INVOICE

3543 State Road 419, Winter Springs, FL 32708

RECEIVED  
FEB 06 2018

BY: .....

Invoice #	341105
Account #	708477
Invoice Date	2/1/2018
Due Date	2/11/2018

**Bill To**

DOUBLE BRANCH CCD/OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

Invoice Questions:  
Please call us at  
1-800-666-5253 or  
lakes@lakedoctors.com

P.O. No.	Terms	Rep
	NET 10 DAYS	MAS
Item Number	Description	Amount
	Monthly Water Management Service (R)	1,970.00
<b>Code to:</b> <b>2-320-572-4680</b> <b>Double Branch Lake Maintenance</b> <b>24</b>		
<b>Customer Total Balance</b>		\$1,970.00

**INVOICE DATE REFLECTS MONTH SERVICE PROVIDED.**

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please do not send any correspondence with your payment as it may delay our response to your inquiry.

Follow us on Facebook & Instagram!!

Non-Taxable Subtotal	
Taxable Subtotal	
Tax	
<b>Total Invoice</b>	<b>\$1,970.00</b>

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

**Bill To**

DOUBLE BRANCH CCD/OAKLEAF PLANTATION  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

Amount Enclosed

Invoice # 341105

Account # 708477

Date 2/1/2018

Save a Stamp - Go Green & Go Paperless! Have your invoice emailed!  
Email address: \_\_\_\_\_

☐

Please Check Box if New Address and Make Changes Above

**The Lake Doctors, Inc.**  
**3543 State Road 419**  
**Winter Springs, FL 32708**

IF PAYING BY CREDIT CARD, FILL OUT BELOW  
\_\_\_\_ Mastercard \_\_\_\_ Visa \_\_\_\_ American Express  
Card # \_\_\_\_\_  
Card Verification # \_\_\_\_\_  
Exp. Date # \_\_\_\_\_  
Print Name \_\_\_\_\_  
Billing Address: \_\_\_\_ Check box if same as above  
\_\_\_\_\_  
Signature \_\_\_\_\_

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: FEBRUARY 5, 2018  
WEEK OF: 01/26/18-02/01/18

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01/26/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
01/26/18	BEN ZIRBEL	1700-2300	6	30.00	180.00
01/27/18	MATT WILLIAMS	1700-2300	6	30.00	180.00
01/27/18	BEN ZIRBEL	1700-2300	6	30.00	180.00
01/28/18	BRYAN SMITH	1700-2300	6	30.00	180.00
01/29/18	STEVEN HILLS	1900-0100	6	30.00	180.00
01/30/18	BRYAN SMITH	1700-2300	6	30.00	180.00
01/31/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

\$1440.00/2

\$720.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!





# R&D

LANDSCAPE & IRRIGATION

A Safeguard Services Company

FORMERLY:

DOWN TO EARTH

## Invoice

Date	Invoice #
2/1/2018	18027228

**Bill To**

DOUBLE BRANCH CDD  
C/O GMS LCC  
475 WEST TOWN PLACE, STE 114  
ST. AUGUSTINE, FL 32092

RECEIVED  
FEB 01 2018

BY: .....

P.O. No.	Terms	Due Date
		2/1/2018

Description	Qty	Rate	Amount
<b>**DOUBLE BRANCH CDD**</b> Monthly - Property Maintenance - February 2018  <b>Code to:</b> <b>2-320-572-4620</b> <b>Double Branch Landscape Maintenance</b> <i>518</i>	1	26,314.50	26,314.50
<div>Please remit payment to the payee and address listed below. Thank you</div>			
Please Make Checks Payable To:		<b>Invoice Total</b>	\$26,314.50
Please Remit Payments To: 7887 Safeguard Circle Valley View, OH 44125		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$26,314.50

Riverside Management Services, Inc  
9655 Florida Mining Blvd West  
Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
2/1/2018	208

Bill To
Double Branch CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

RECEIVED  
FEB 08 2018

BY: .....

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - February 2018	2,079.00	2,079.00
	2,320,572.610		
Total			\$2,079.00

RMW  
2.5.18

Riverside Management Services, Inc

9655 Florida Mining Blvd West  
Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
2/1/2018	209

Bill To
Double Branch CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

RECEIVED  
FEB 08 2018

BY: \_\_\_\_\_

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - February 2018 - Fitness Center  2, 33, 572, 611	1,005.42	1,005.42
Total			\$1,005.42

RAW  
2, 5, 18



# SoutheastFitness

## REPAIR

Equipment Repair & Maintenance

14476 Duval Place West, Suite 208 • Jacksonville, FL 32218

Office: 904.683.1439 • Fax: 904.683.1624

[southeastfitnessrepair@comcast.net](mailto:southeastfitnessrepair@comcast.net)

[www.southeastfitnessrepair.com](http://www.southeastfitnessrepair.com)

Invoice # 7578A

Facility Name:	Double Branch
Facility Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Billing Address:	Oakleaf Village Attn: Lynne 370 Oakleaf Village Parkway Orange Park, Florida 32065
Contact & Phone:	
Reason for call:	BIMONTHLY PM VISIT ROBERT AND BOYD

Date: 05-Feb-2018

Payment is due within 30 days of invoice date.

RECEIVED  
FEB 08 2018

BY: .....

Description	Part #	Part Cost	QTY	Total
LABOR PER HOUR 1 TECH: LABOR PER HOUR 1 TECH		60.00	1.00	60.00
PM: PREVENTATIVE MAINTENANCE		290.00	1.00	290.00
MAGnum Leg Press Cable 16' x 5.5		88.00	1.00	88.00
Comments:				Parts Total 438.00
				Tax 0.00
				Balance 438.00

Technician: ROBERT PETERKIN

Thank you for your business.

Code to:

**Double Branch Fitness Center  
Facility Maintenance - Preventative  
2-330-572-4720 (\$290.00)**

**Double Branch Repair and Replacement  
02-320-572-63100 (\$148.00)**

305

From: **Oakleaf Venues** [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
Subject: **DBCDD** refund of deposit request  
Date: **January 31, 2018** at 4:01 PM  
To: **Brian Sanchez** [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

RECEIVED  
JAN 31 2018  
BY: [signature]

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Club Room)
- o DATE OF VENUE – DECEMBER 30, 2017 (SATURDAY) 10:00 a.m. - 2:00 p.m. AND
- o DATE OF VENUE – JANUARY 20, 2018 (SATURDAY) 10:00 a.m. - 2:00 p.m.
- o RESIDENT – **TINA PHAM**
- o ADDRESS – **3750 SILVER BLUFF BLVD #501, ORANGE PARK, FL 32065**
- o AMOUNT OF REFUND - **\$200.00**
  - DEPOSIT REFUND OF \$100.00 FOR EACH DATE REFERENCED ABOVE = \$200.00
- o DEPOSIT was via VISA (9743):
  - DEPOSIT FEE FOR 12/20/17:
  - DATED: 12/02/17
  - INVOICE: 0003
  - BATCH#: 000430
  - APPROVAL CODE: 072842
  - AMOUNT: \$100.00
  - DEPOSIT FEE FOR 1/20/18:
  - DATED: 12/2/17
  - INVOICE: 0005
  - BATCH#: 000430
  - APPROVAL CODE: 099793
  - AMOUNT: \$100.00
  - TOTAL \$200.00

2.300.369.103  
572

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCHECK/CASHCREDIT CARD
12/02/17	12/02/17	12/30/17	Tina Pham - OVCR DEPOSIT	DEPOSIT	\$ 100.00	VISA-072842
12/02/17	12/02/17	01/20/18	Tina Pham - OVCR DEPOSIT	DEPOSIT	\$ 100.00	VISA-099793

Let me know if you have any questions or require any additional information.

Thank you.

I will be out of the office THURSDAY, January 31, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will respond at my earliest opportunity.

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3



## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 250  
Jacksonville FL 32202

Invoice # 339093  
Date 1/31/2018  
Terms Net 30  
Due Date 2/28/2018  
Memo Front Desk January 20...

**Bill To**  
Double Branch C.D.D.  
Community Manager  
370 Oakleaf Village Parkway  
Orange Park FL 32065

RECEIVED  
FEB 10 2018

BY: \_\_\_\_\_

Description	Quantity	Rate	Amount
Front desk staff Hours for December	296	15.71	4,650.16

Thank you for your business.

**Total** \$4,650.16

**Code to:**  
**2-330-572-1210**  
**Double Branch Fit.Cntr. Staff**

503



## Invoice

Vesta Property Services, Inc.  
245 Riverside Avenue  
Suite 250  
Jacksonville FL 32202

Invoice # 338800  
Date 2/1/2018  
Terms Net 30  
Due Date 2/21/2018  
Memo Feb. 2018 Fees

RECEIVED  
JAN 06 2018

BY: .....

Bill To  
Double Branch C.D.D.  
Community Manager  
370 Oakleaf Village Parkway  
Orange Park FL 32065

Description	Quantity	Rate	Amount
Services of Aquatics Director and Assistant at Double Branch C.D.D.	1	4,228.67	4,228.67

Thank you for your business.

Total \$4,228.67

**Code to:**  
**2-320-572-1200**  
**Double Branch Aquatic & Athletic**

503



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request  
**Date:** January 31, 2018 at 3:16 PM  
**To:** Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (Oakleaf Village Club Room)
- DATE OF VENUE – January 2, 2018 (SATURDAY) 6:15 p.m. - 10:15 p.m.
- RESIDENT – ZULAY OTERO
- ADDRESS – 3665 A CRESWICK CIRCLE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via VISA (2428):
  - DATED: 8/25/17
  - INVOICE# 0002
  - BATCH # 000393
  - APPROVAL CODE# 012043
  - AMOUNT: \$100.00

2.300.369.103  
571

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
08/25/17	08/25/17	01/02/18	Zulay Otero - OVCR DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

I will be out of the office THURSDAY, January 31, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will res

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services  
[wmcreynolds@gmsnf.com](mailto:wmcreynolds@gmsnf.com)



**Clay Electric Cooperative, Inc.**  
 Orange Park District  
 734 Blanding Blvd  
 Orange Park FL 32065-5798  
 904-272-2456

Statement Date: 01/31/2018

GROUP BILLING

Page 2



Web Address  
 clayelectric.com

Customer Name	Primary Person No.
DOUBLE BRANCH COMM DEV DIST	1121032

Sub ID	Account	Reading		Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
		From	To					
1121032-1	4995700	12/12/2017	01/12/2018	1,670.00	-1,670.00	.00	1,164.00	1,164.00
	4995718	12/12/2017	01/12/2018	716.00	-716.00	.00	686.00	686.00
	5217088	12/12/2017	01/12/2018	2,407.00	-2,407.00	.00	2,416.00	2,416.00
	5347943	12/12/2017	01/12/2018	177.00	-177.00	.00	138.00	138.00
	5379615	01/03/2018	01/31/2018	2,158.00	-2,158.00	.00	2,158.00	2,158.00
	5715289	12/12/2017	01/12/2018	121.00	-121.00	.00	124.00	124.00
	5774021	12/08/2017	01/11/2018	22.00	-22.00	.00	25.00	25.00
	6875140	12/08/2017	01/11/2018	53.00	-53.00	.00	49.00	49.00
	6912612	12/12/2017	01/12/2018	22.00	-22.00	.00	25.00	25.00
	6912620	12/12/2017	01/12/2018	22.00	-22.00	.00	25.00	25.00
	6912653	12/12/2017	01/12/2018	23.00	-23.00	.00	26.00	26.00
	6912661	12/12/2017	01/12/2018	28.00	-28.00	.00	31.00	31.00
	6912687	12/12/2017	01/12/2018	22.00	-22.00	.00	25.00	25.00
	6912695	12/12/2017	01/12/2018	23.00	-23.00	.00	27.00	27.00
	6912703	12/12/2017	01/12/2018	43.00	-43.00	.00	38.00	38.00
	6912729	12/12/2017	01/12/2018	24.00	-24.00	.00	27.00	27.00
	6912737	12/12/2017	01/12/2018	30.00	-30.00	.00	33.00	33.00
	6912752	12/12/2017	01/12/2018	24.00	-24.00	.00	27.00	27.00
	6912760	12/08/2017	01/11/2018	50.00	-50.00	.00	227.00	227.00
	6912778	12/08/2017	01/11/2018	23.00	-23.00	.00	26.00	26.00
	6912786	12/08/2017	01/11/2018	24.00	-24.00	.00	27.00	27.00
	6912810	12/08/2017	01/11/2018	35.00	-35.00	.00	39.00	39.00
	6912828	12/09/2017	01/11/2018	22.00	-22.00	.00	25.00	25.00
	6912836	12/09/2017	01/11/2018	24.00	-24.00	.00	25.00	25.00
	6912869	12/08/2017	01/11/2018	30.00	-30.00	.00	39.00	39.00
	6912877	12/08/2017	01/11/2018	24.00	-24.00	.00	28.00	28.00
	6912893	12/08/2017	01/11/2018	22.00	-22.00	.00	25.00	25.00
	6912901	12/08/2017	01/11/2018	22.00	-22.00	.00	25.00	25.00
	6912919	12/08/2017	01/11/2018	22.00	-22.00	.00	25.00	25.00
	6912927	12/08/2017	01/11/2018	22.00	-22.00	.00	25.00	25.00
	6912943	12/12/2017	01/12/2018	36.00	-46.39	-10.39	30.00	19.61
	6912950	12/09/2017	01/11/2018	20.95	-20.95	.00	27.00	27.00
	6912968	12/12/2017	01/12/2018	23.00	-23.00	.00	27.00	27.00
	6912976	12/12/2017	01/12/2018	23.00	-23.00	.00	26.00	26.00

\* Credits only affect the account they are associated with.  
 Credits in the Total Due column will be applied to that account's next billing.  
 A late charge of \$5.00 or 5 percent of the delinquent amount (which ever is greater) will be added to your account, if payment is not received within 24 days of billing.  
 When Paying in Person: Bring entire bill with you.  
 When Paying By Mail: Return this portion with your payment.



**Group Invoice 7179**  
**Clay Electric Cooperative, Inc.**  
 P.O. Box 308  
 Keystone Heights, Florida 32656-0308

9

Mailing Address Correction: \_\_\_\_\_  
 911 Emergency Address: \_\_\_\_\_

Primary Person No.	I included an additional amount as a donation to Project Share to help those in need.
1121032	
Phone Number	
(904) 406-2206	
Phone Correction	\$
	Payment Amount
Return this coupon with your payment	Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due -10.39

Current Charges Due 9,303.00

Due Date 02/14/2018

Total Amount Due 9,292.61

70702-1A  
 DOUBLE BRANCH COMM DEV DIST  
 475 W TOWN PL STE 114  
 SAINT AUGUSTINE FL 32092-3649

00000102





Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING

Page 3



Web Address  
clayelectric.com

Customer Name	Primary Person No.
DOUBLE BRANCH COMM DEV DIST	1121032

Sub ID	Account	Reading		Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
		From	To					
	7131527	12/12/2017	01/12/2018	23.00	-23.00	.00	27.00	27.00
	7332257	12/08/2017	01/11/2018	292.00	-292.00	.00	233.00	233.00
	7332265	01/03/2018	01/31/2018	215.00	-215.00	.00	215.00	215.00
	8684243	12/12/2017	01/12/2018	22.00	-22.00	.00	26.00	26.00
	8763369	12/12/2017	01/12/2018	1,382.00	-1,382.00	.00	1,112.00	1,112.00
							Subtotal	9,292.61



Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

Page 4



Web Address  
clayelectric.com

Sub ID 1	Acct # 4995700		Name		DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	64501	65049	20	10960	32	499570	81671894
Dem Read Dem Use			Previous Bill Amount					1,670.00	
			Invoice Payment					-1,670.00	
			Previous Balance					.00	
		1.600	Energy					891.05	
		32.000	Access Charge					23.00	
			Power Cost Adjustment X 10960 KWH					190.70	
			FLA Gross Receipts Tax					28.31	
			Clay Co Public Ser Utility Tax					30.30	
			Operation Round Up					0.64	
							CURRENT CHARGES		1,164.00
								TOTAL DUE	1,164.00

Sub ID 1	Acct # 4995718		Name DOUBLE BRANCH COMM DEV DIST			Loc 370 OAKLEAF VILLAGE PKWY # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	5529	5688	40	6360	32	499571	17287884
Dem Read Dem Use			Previous Bill Amount					716.00	
			Invoice Payment					-716.00	
			Previous Balance					.00	
		0.210	Energy					517.07	
		8.400	Access Charge					23.00	
			Power Cost Adjustment X 6360 KWH					110.66	
			FLA Gross Receipts Tax					16.68	
			Clay Co Public Ser Utility Tax					17.97	
			Operation Round Up					0.62	
							CURRENT CHARGES		686.00
							TOTAL DUE		686.00

Sub ID 1	Acct # 5217088		Name DOUBLE BRANCH COMM DEV DIST			Loc 370 OAKLEAF VILLAGE PKWY			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GSD	01/12/2018	89944	90249	80	24400	32	499532	81671876
Dem Read Dem Use		0.940 75.200	Previous Bill Amount					2,407.00	
			Invoice Payment					-2,407.00	
			Previous Balance					.00	
			Energy					1,464.00	
			Access Charge					80.00	
			Demand					327.12	
			Power Cost Adjustment X 24400 KWH					424.56	
			FLA Gross Receipts Tax					58.82	
			Clay Co Public Ser Utility Tax					60.91	
			Operation Round Up					0.59	
CURRENT CHARGES							2,416.00		
TOTAL DUE							2,416.00		

Sub ID 1	Acct # 5347943		Name DOUBLE BRANCH COMM DEV DIST			Loc 3926 PLANTATION OAKS BLVD # 1		
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/12/2018	55994	57077	1	1083	32	534794	11582907
		Previous Bill Amount					177.00	
		Invoice Payment					-177.00	
		CURRENT CHARGES					138.00	
		TOTAL DUE					138.00	

00000104





GROUP BILLING DETAIL

Page 5



Web Address  
clayelectric.com

Sub ID 1	Acct # 5347943		Name DOUBLE BRANCH COMM DEV DIST			Loc 3926 PLANTATION OAKS BLVD # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read		6.420	Previous Balance						.00
Dem Use		6.420	Energy						88.05
			Access Charge						23.00
			Power Cost Adjustment X 1083 KWH						18.84
			FLA Gross Receipts Tax						3.33
			Clay Co Public Ser Utility Tax						3.82
			Operation Round Up						0.96
						CURRENT CHARGES		138.00	
						TOTAL DUE		138.00	

Sub ID 1	Acct # 5379615	Name	DOUBLE BRANCH COMM DEV DIST			Loc EAST SIDE OF BRANNANFIELD			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
			Previous Bill Amount					2,158.00	
			Invoice Payment					-2,158.00	
Dem Read			Previous Balance					.00	
Dem Use			Small Outdoor Light					1,390.75	
			Pole					633.50	
			FLA Gross Receipts Tax					51.88	
			Clay Co Public Ser Utility Tax					80.97	
			Operation Round Up					0.90	
CURRENT CHARGES								2,158.00	
TOTAL DUE								2,158.00	

Sub ID 1	Acct # 5715289		Name DOUBLE BRANCH COMM DEV DIST			Loc 1591 CANOPY OAKS DR			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	36	36	1	0	32	571528	19820589
Dem Read Dem Use			Previous Bill Amount					121.00	
			Invoice Payment					-121.00	
			Previous Balance					.00	
			Access Charge					23.00	
			Small Outdoor Light					92.72	
			FLA Gross Receipts Tax					2.97	
			Clay Co Public Ser Utility Tax					4.63	
			Operation Round Up					0.68	
			CURRENT CHARGES					124.00	
		TOTAL DUE					124.00		

Sub ID 1	Acct # 5774021		Name DOUBLE BRANCH COMM DEV DIST			Loc 2971 THORNCREST DR			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/11/2018	302	305	1	3	35	577402	40591048
Dem Read Dem Use			Previous Bill Amount					22.00	
			Invoice Payment					-22.00	
			Previous Balance					.00	
			Energy					0.24	
			Access Charge					23.00	
			Power Cost Adjustment X 3 KWH					0.05	
			FLA Gross Receipts Tax					0.59	
			Clay Co Public Ser Utility Tax					0.93	
			Operation Round Up					0.19	
							CURRENT CHARGES	25.00	
						TOTAL DUE	25.00		

00000105



Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL Page 6



Web Address  
clayelectric.com

Sub ID 1	Acct # 6875140	Name	DOUBLE BRANCH COMM DEV DIST	Loc	373 OAKLEAF VILLAGE CTR 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/11/2018	2641	2870	1	229	35	687514	26220782

Dem Read Dem Use	Previous Bill Amount	53.00
	Invoice Payment	-53.00
	Previous Balance	.00
	Energy	18.62
	Access Charge	23.00
	Power Cost Adjustment X 229 KWH	3.98
	FLA Gross Receipts Tax	1.17
	Clay Co Public Ser Utility Tax	1.53
	Operation Round Up	0.70
	CURRENT CHARGES	49.00
TOTAL DUE		49.00

Sub ID 1	Acct # 6912612	Name	DOUBLE BRANCH COMM DEV DIST	Loc	608 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/12/2018	7	7	1	0	32	691261	11007694

Dem Read Dem Use	Previous Bill Amount	22.00	
	Invoice Payment	-22.00	
	Previous Balance	.00	
	Access Charge	23.00	
	FLA Gross Receipts Tax	0.59	
	Clay Co Public Ser Utility Tax	0.92	
	Operation Round Up	0.49	
	CURRENT CHARGES	25.00	
	TOTAL DUE		25.00

Sub ID 1	Acct # 6912620	Name	DOUBLE BRANCH COMM DEV DIST	Loc	304 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/12/2018	18457	18457	1	0	32	691262	26220995

Dem Read Dem Use	Previous Bill Amount	22.00	
	Invoice Payment	-22.00	
	Previous Balance	.00	
	Access Charge	23.00	
	FLA Gross Receipts Tax	0.59	
	Clay Co Public Ser Utility Tax	0.92	
	Operation Round Up	0.49	
	CURRENT CHARGES	25.00	
	TOTAL DUE		25.00

Sub ID 1	Acct # 6912653	Name	DOUBLE BRANCH COMM DEV DIST	Loc	603 OAKLEAF VILLAGE PKWY # 2			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/12/2018	11402	11413	1	11	32	691265	50801500

	Previous Bill Amount	23.00	
	Invoice Payment	-23.00	
	CURRENT CHARGES	26.00	
	TOTAL DUE		26.00





Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

Page 7



Web Address  
clayelectric.com

Sub ID 1	Acct # 6912653		Name DOUBLE BRANCH COMM DEV DIST			Loc 603 OAKLEAF VILLAGE PKWY # 2			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						0.89
			Access Charge						23.00
			Power Cost Adjustment X 11 KWH						0.19
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.95
			Operation Round Up						0.35
CURRENT CHARGES								26.00	
TOTAL DUE								26.00	

Sub ID 1	Acct # 6912661		Name		DOUBLE BRANCH COMM DEV DIST		Loc 602 OAKLEAF VILLAGE PKWY # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	17612	17671	1	59	32	691266	26220998
Dem Read Dem Use			Previous Bill Amount					28.00	
			Invoice Payment					-28.00	
			Previous Balance					.00	
			Energy					4.80	
			Access Charge					23.00	
			Power Cost Adjustment X 59 KWH					1.03	
			FLA Gross Receipts Tax					0.74	
			Clay Co Public Ser Utility Tax					1.08	
			Operation Round Up					0.35	
CURRENT CHARGES							31.00		
TOTAL DUE							31.00		

Sub ID 1	Acct # 6912687		Name		DOUBLE BRANCH COMM DEV DIST		Loc 537 OAKLEAF VILLAGE P PKWY # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	10102	10103	1	1	32	691268	26220997
Dem Read Dem Use			Previous Bill Amount					22.00	
			Invoice Payment					-22.00	
			Previous Balance					.00	
			Energy					0.08	
			Access Charge					23.00	
			Power Cost Adjustment X 1 KWH					0.02	
			FLA Gross Receipts Tax					0.59	
			Clay Co Public Ser Utility Tax					0.92	
			Operation Round Up					0.39	
						CURRENT CHARGES		25.00	
					TOTAL DUE		25.00		

Sub ID 1	Acct # 6912695		Name DOUBLE BRANCH COMM DEV DIST			Loc 529 OAKLEAF VILLAGE PKWY # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	15963	15980	1	17	32	691269	26220996
			Previous Bill Amount					23.00	
			Invoice Payment					-23.00	
								<hr/>	
CURRENT CHARGES								27.00	
								<hr/>	
TOTAL DUE								27.00	

00000107

00000108





Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

Page 9



Web Address  
clayelectric.com

Sub ID 1	Acct # 6912737	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3859 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Energy						6.34
			Access Charge						23.00
			Power Cost Adjustment X 78 KWH						1.36
			FLA Gross Receipts Tax						0.79
			Clay Co Public Ser Utility Tax						1.13
			Operation Round Up						0.38
CURRENT CHARGES									33.00
TOTAL DUE									33.00

Sub ID 1	Acct # 6912752	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3805 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	20428	20448	1	20	32	691275	24808306
			Previous Bill Amount						24.00
			Invoice Payment						-24.00
			Previous Balance						.00
Dem Read			Energy						1.63
Dem Use			Access Charge						23.00
			Power Cost Adjustment X 20 KWH						0.35
			FLA Gross Receipts Tax						0.64
			Clay Co Public Ser Utility Tax						0.97
			Operation Round Up						0.41
CURRENT CHARGES									27.00
TOTAL DUE									27.00

Sub ID 1	Acct # 6912760	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3800 PLANTATION OAKS BLVD # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/11/2018	39318	41261	1	1943	35	691276	24808305
			Previous Bill Amount						50.00
			Invoice Payment						-50.00
			Previous Balance						.00
Dem Read			Energy						157.97
Dem Use			Access Charge						23.00
			Power Cost Adjustment X 1943 KWH						33.81
			FLA Gross Receipts Tax						5.50
			Clay Co Public Ser Utility Tax						6.13
			Operation Round Up						0.59
CURRENT CHARGES									227.00
TOTAL DUE									227.00

Sub ID 1	Acct # 6912778	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3306 VILLAGE OAKS LN # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/11/2018	9006	9017	1	11	35	691277	26251620
			Previous Bill Amount						23.00
			Invoice Payment						-23.00
CURRENT CHARGES									26.00
TOTAL DUE									26.00

00000109

00000110





Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

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Web Address  
clayelectric.com

Sub ID 1	Acct # 6912836	Name	DOUBLE BRANCH COMM DEV DIST		Loc 721 BELLSHIRE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/11/2018	9170	9172	1	2	34	691283	27670045
Dem Read Dem Use	Previous Bill Amount						24.00	
	Invoice Payment						-24.00	
	Previous Balance						.00	
	Energy						0.16	
	Access Charge						23.00	
	Power Cost Adjustment X 2 KWH						0.03	
	FLA Gross Receipts Tax						0.59	
	Clay Co Public Ser Utility Tax						0.93	
	Operation Round Up						0.29	
	CURRENT CHARGES						25.00	
							TOTAL DUE	
							25.00	

Sub ID 1	Acct # 6912869	Name	DOUBLE BRANCH COMM DEV DIST		Loc 715-1 WAKEMOUNT DR			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/11/2018	26966	27096	1	130	35	691286	26003425
Dem Read Dem Use	Previous Bill Amount						30.00	
	Invoice Payment						-30.00	
	Previous Balance						.00	
	Energy						10.57	
	Access Charge						23.00	
	Power Cost Adjustment X 130 KWH						2.26	
	FLA Gross Receipts Tax						0.92	
	Clay Co Public Ser Utility Tax						1.27	
	Operation Round Up						0.98	
	CURRENT CHARGES						39.00	
							TOTAL DUE	
							39.00	

Sub ID 1	Acct # 6912877	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3219 STONEBRIER RIDGE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/11/2018	17293	17318	1	25	35	691287	26251622
Dem Read Dem Use	Previous Bill Amount						24.00	
	Invoice Payment						-24.00	
	Previous Balance						.00	
	Energy						2.03	
	Access Charge						23.00	
	Power Cost Adjustment X 25 KWH						0.44	
	FLA Gross Receipts Tax						0.66	
	Clay Co Public Ser Utility Tax						0.99	
	Operation Round Up						0.88	
	CURRENT CHARGES						28.00	
							TOTAL DUE	
							28.00	

Sub ID 1	Acct # 6912893	Name	DOUBLE BRANCH COMM DEV DIST		Loc 576-1 WAKEMOUNT DR			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/11/2018	11830	11830	1	0	35	691289	26251619
	Previous Bill Amount						22.00	
	Invoice Payment						-22.00	
							CURRENT CHARGES	
							25.00	
							TOTAL DUE	
							25.00	

00000111



Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

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Web Address  
clayelectric.com

Sub ID 1	Acct # 6912893	Name	DOUBLE BRANCH COMM DEV DIST		Loc 576-1 WAKEMOUNT DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00

Sub ID 1	Acct # 6912901	Name	DOUBLE BRANCH COMM DEV DIST		Loc 507 MILLSTONE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/11/2018	10036	10036	1	0	35	691290	25007136
Dem Read			Previous Bill Amount						22.00
Dem Use			Invoice Payment						-22.00
			Previous Balance						.00
			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00

Sub ID 1	Acct # 6912919	Name	DOUBLE BRANCH COMM DEV DIST		Loc 498 MILLSTONE DR # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/11/2018	15105	15105	1	0	35	691291	26251621
Dem Read			Previous Bill Amount						22.00
Dem Use			Invoice Payment						-22.00
			Previous Balance						.00
			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00

Sub ID 1	Acct # 6912927	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3442-1 WORTHINGTON OAKS DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/11/2018	9016	9016	1	0	35	691292	25007134
Dem Read			Previous Bill Amount						22.00
Dem Use			Invoice Payment						-22.00
			Previous Balance						.00
			Access Charge						23.00
			FLA Gross Receipts Tax						0.59
			Clay Co Public Ser Utility Tax						0.92
			Operation Round Up						0.49
			CURRENT CHARGES						25.00
			TOTAL DUE						25.00





Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

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Web Address  
clayelectric.com

Sub ID 1	Acct # 6912943		Name DOUBLE BRANCH COMM DEV DIST			Loc 309 OAKLEAF VILLAGE PKWY # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	29991	30037	1	46	32	691294	24808308
Dem Read Dem Use			Previous Bill Amount						36.00
			Invoice Payment						-36.00
			Usage General Service						-8.13
			Power Cost Adjustment General Service						-1.74
			Clay Co Public Ser Utility Tax						-0.27
			Florida Gross Receipts Tax						-0.25
			Previous Balance						-10.39
			Energy						3.74
			Access Charge						23.00
			Power Cost Adjustment X 46 KWH						0.80
			FLA Gross Receipts Tax						0.71
			Clay Co Public Ser Utility Tax						1.04
			Operation Round Up						0.71
			CURRENT CHARGES						30.00
			TOTAL DUE						19.61

Sub ID 1	Acct # 6912950		Name DOUBLE BRANCH COMM DEV DIST			Loc 373 OAKLEAF VILLAGE PKWY # 2			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/11/2018	19690	19710	1	20	34	691295	26251625
Dem Read Dem Use			Previous Bill Amount						20.95
			Invoice Payment						-20.95
			Previous Balance						.00
			Energy						1.63
			Access Charge						23.00
			Power Cost Adjustment X 20 KWH						0.35
			FLA Gross Receipts Tax						0.64
			Clay Co Public Ser Utility Tax						0.97
			Operation Round Up						0.41
			CURRENT CHARGES						27.00
		TOTAL DUE						27.00	

Sub ID 1	Acct # 6912968		Name DOUBLE BRANCH COMM DEV DIST			Loc 308 OAKLEAF VILLAGE PKWY # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	3175	3190	1	15	32	691296	43357093
Dem Read Dem Use			Previous Bill Amount						23.00
			Invoice Payment						-23.00
			Previous Balance						.00
			Energy						1.22
			Access Charge						23.00
			Power Cost Adjustment X 15 KWH						0.26
			FLA Gross Receipts Tax						0.63
			Clay Co Public Ser Utility Tax						0.96
			Operation Round Up						0.93
			CURRENT CHARGES						27.00
		TOTAL DUE						27.00	



Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

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Web Address  
clayelectric.com

Sub ID 1	Acct # 6912976	Name	DOUBLE BRANCH COMM DEV DIST	Loc	358 OAKLEAF VILLAGE PKWY # 2			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/12/2018	15240	15253	1	13	32	691297	40591147
		Previous Bill Amount						23.00
		Invoice Payment						-23.00
		Previous Balance						.00
		Energy						1.06
		Access Charge						23.00
		Power Cost Adjustment X 13 KWH						0.23
		FLA Gross Receipts Tax						0.63
		Clay Co Public Ser Utility Tax						0.96
		Operation Round Up						0.12
		CURRENT CHARGES						26.00
		TOTAL DUE						26.00

Sub ID 1	Acct # 7131527	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3206 SILVER BLUFF BLVD # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/12/2018	9346	9362	1	16	32	713152	28837107
		Previous Bill Amount						23.00
		Invoice Payment						-23.00
		Previous Balance						.00
		Energy						1.30
		Access Charge						23.00
		Power Cost Adjustment X 16 KWH						0.28
		FLA Gross Receipts Tax						0.63
		Clay Co Public Ser Utility Tax						0.96
		Operation Round Up						0.83
		CURRENT CHARGES						27.00
		TOTAL DUE						27.00

Sub ID 1	Acct # 7332257	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3168 STONEBRIER RIDGE DR NEXTT			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	01/11/2018	69157	71154	1	1997	35	489354	07557514
		Previous Bill Amount						292.00
		Invoice Payment						-292.00
		Previous Balance						.00
		Energy						162.36
		Access Charge						23.00
		Power Cost Adjustment X 1997 KWH						34.75
		FLA Gross Receipts Tax						5.64
		Clay Co Public Ser Utility Tax						6.27
		Operation Round Up						0.98
		CURRENT CHARGES						233.00
		TOTAL DUE						233.00

Sub ID 1	Acct # 7332265	Name	DOUBLE BRANCH COMM DEV DIST	Loc	OAKLEAF VILLAGE CENTER			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
		Previous Bill Amount						215.00
		Invoice Payment						-215.00
		CURRENT CHARGES						215.00
		TOTAL DUE						215.00

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Clay Electric Cooperative, Inc.  
Orange Park District  
734 Blanding Blvd  
Orange Park FL 32065-5798  
904-272-2456

Statement Date: 01/31/2018

GROUP BILLING DETAIL

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Web Address  
clayelectric.com

Sub ID 1	Acct # 7332265	Name	DOUBLE BRANCH COMM DEV DIST	Loc	OAKLEAF VILLAGE CENTER				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						200.89
			FLA Gross Receipts Tax						5.15
			Clay Co Public Ser Utility Tax						8.04
			Operation Round Up						0.92
CURRENT CHARGES									215.00
TOTAL DUE									215.00

Sub ID 1	Acct # 8684243	Name	DOUBLE BRANCH COMM DEV DIST	Loc	571 OAKLEAF VILLAGE PKWY				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	278	283	1	5	32	868424	40935673
Dem Read			Previous Bill Amount						22.00
Dem Use			Invoice Payment						-22.00
			Previous Balance						.00
			Energy						0.41
			Access Charge						23.00
			Power Cost Adjustment X 5 KWH						0.09
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.97
CURRENT CHARGES									26.00
TOTAL DUE									26.00

Sub ID 1	Acct # 8763369	Name	DOUBLE BRANCH COMM DEV DIST	Loc	382 OAKLEAF VILLAGE PKWY				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	01/12/2018	85089	95549	1	10460	32	8763369	13794545
Dem Read			Previous Bill Amount						1,382.00
Dem Use			Invoice Payment						-1,382.00
			Previous Balance						.00
			Energy						850.40
			Access Charge						23.00
			Power Cost Adjustment X 10460 KWH						182.00
			FLA Gross Receipts Tax						27.05
			Clay Co Public Ser Utility Tax						28.96
			Operation Round Up						0.59
CURRENT CHARGES									1,112.00
TOTAL DUE									1,112.00

Sub-Group # 1 Current Charges 9,303.00

To ensure proper credit, please  
 reference this invoice number  
 on your remittance advice.

**PLEASE REMIT PAYMENT TO:**  
 Allied Universal Security Services  
 P.O. Box 828854  
 Philadelphia, PA 19182-8854

Total Amount Due:  
**\$ 4,235.79**  
 Terms:  
**Due Upon Receipt**

DOUBLE BRANCH COMMUNITY DEVELOPMENT  
 370 OAKLEAF VILLAGE PKWY  
 ORANGE PARK FL 32065-4259

Service Location: AB364297 Customer: AB364297 Billing Period: 01/01/2018 - 01/31/2018

**DOUBLE BRANCH**  
 370 OAKLEAF VILLAGE PKWY  
 Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours				0.00
<b>Subtotal</b>				<b>4,235.79</b>

**APPROVED**

**Code to:**

**Double Branch Security**

**2-320-572-345**

506

Any questions? Please contact a Customer Connection  
 Representative at (866) 703-7666

<b>Subtotal</b>	\$ 4,235.79
<b>Sales Tax</b>	\$ 0.00
<b>Total Amount Due</b>	<b>\$ 4,235.79</b>





Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI07931  
Invoice Date: 2/8/2018  
Page: 1

Attn: Fiscal - Accounts Receivable

Bill  
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

Ship  
To: OAKLEAF PLANTATION CDD  
MVCDD & DBCDD  
370 OAKLEAF VILLAGE PARKWAY  
ORANGE PARK, FL 32065

RECEIVED  
FEB 12 2018

BY: .....

Customer ID C0000168  
P.O. Number  
P.O. Date 2/8/2018  
Our Order No  
SalesPerson

Due Date 2/23/2018  
Terms Net 15 Days

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-JANUARY 2018	2.32.572.3451	222	222	3.00	666.00 / 2 \$333.00
Fees-2nd Employment Scheduling		15	15	25.00	375.00 / 2 \$187.50

Amount Subject to Sales Tax USD  
Amount Exempt from Sales Tax 1,041.00

Subtotal: 1,041.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 1,041.00 / 2  
\$520.50

OAKLEAF PLANTATION CDD	1/1/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/2/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/3/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/4/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/5/2018	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	1/5/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/6/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/7/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/8/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/9/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/10/2018	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	1/11/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/12/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/12/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/13/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/13/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/14/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/16/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/17/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/18/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/19/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/19/2018	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	1/20/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/20/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/21/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/22/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/23/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	1/24/2018	7659	GREEN, EVAN	6.00
OAKLEAF PLANTATION CDD	1/25/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/26/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	1/26/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/27/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	1/27/2018	6759	ZIRBEL, BENJAMIN L.	6.00
OAKLEAF PLANTATION CDD	1/28/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/29/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	1/30/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	1/31/2018	6799	SIMANDL, WAYNE A.	6.00

					TOTAL	222.00
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Crystal Clean Pool Service, Inc  
9020-1 Berry Ave.  
Jacksonville, Florida 32211  
904-855-8884  
crystalcleanpools@comcast.net

## Invoice

**BILL TO**

Oakleaf Plantation  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
M17715	02/12/2018	\$2,083.73	03/14/2018	Net 30	

**P.O. NUMBER**

February - Double Branch

**SALES REP**

ACTIVITY	QTY	RATE	AMOUNT
Monthly Service	1	2,083.73	2,083.73
Monthly Pool Service Double Branch			

BALANCE DUE

**\$2,083.73**

**Code to:**

**02-320-572-4630**

**Double Branch Pool Maintenance**



**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request  
**Date:** February 13, 2018 at 9:03 PM  
**To:** Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (Oakleaf Village Club Room)
- DATE OF VENUE – December 2, 2017 (SATURDAY) 7:00 p.m. to 11:00 p.m.
- RESIDENT – FELICITAS CARTER
- ADDRESS – 830 MOSSWOOD CHASE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via VISA (3958):
  - DATED: 10/23/17
  - INVOICE# 0002
  - BATCH # 000416
  - APPROVAL CODE# 04800A
  - AMOUNT: \$100.00

Rental Deposit Refund  
2.300.369.103  
575

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC
10/23/17	10/23/17	12/02/17	Felicitas Carter - OVCR DEP	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

--

*I will be out of the office WEDNESDAY, February 14, 2018 and THURSDAY, February 15, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services  
[wmcreynolds@gmsnf.com](mailto:wmcreynolds@gmsnf.com)

**From:** Oakleaf Venues [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request  
**Date:** February 13, 2018 at 8:57 PM  
**To:** Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OV PATIO (Oakleaf Village Patio)
- DATE OF VENUE – November 25, 2017 (SATURDAY) 2:30 p.m. to 6:30 p.m.
- RESIDENT – KELLY HEINTZELMAN
- ADDRESS – 3757 CHASING FALLS ROAD, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via VISA (5121):
  - DATED: 11/07/17
  - INVOICE# 0002
  - BATCH # 000420
  - APPROVAL CODE# 159298
  - AMOUNT: \$100.00

"Rental Deposit Refund"  
2-300-369-103  
~~574~~ 574

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC
11/07/17	11/07/17	11/25/17	Kelly Heintzelman - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

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*I will be out of the office WEDNESDAY, February 14, 2018 and THURSDAY, February 15, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services  
[wmcreynolds@gmsnf.com](mailto:wmcreynolds@gmsnf.com)





3543 State Road 419, Winter Springs, FL 32708

# INVOICE

Invoice #	344850
Account #	708477
Invoice Date	2/12/2018
Due Date	2/22/2018

<b>Bill To</b>
DOUBLE BRANCH CCD/OAKLEAF PLANTATION 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

Invoice Questions:  
Call us at 1-800-666-5253 or  
lakes@lakedoctors.com

P.O. No.	Terms	Rep
	NET 10 DAYS	MAS
Item Number	Description	Amount
	Triploid Grass Carp Stocking (185) 02/01/18	1,110.00
<b>Code to:</b> <b>2-320-572-4680</b> <b>Double Branch Lake Maintenance</b> 24		
<b>To ensure prompt and accurate processing of your payment, please include your remittance stub and/or your account number/invoice number on your check. Please do not send any correspondence with your payment as it may delay our response to your inquiry. For scheduling, please contact your local office. Follow us on Facebook &amp; Instagram!!</b>		Non-Taxable Subtotal
		Taxable Subtotal
		Tax
		Total Invoice <b>\$1,110.00</b>

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
DOUBLE BRANCH CCD/OAKLEAF PLANTATION 370 OAKLEAF VILLAGE PARKWAY ORANGE PARK, FL 32065

Amount Enclosed

Invoice #	344850
Account #	708477
Date	2/12/2018

Save a Stamp and have your invoice emailed!  
Email Address \_\_\_\_\_

☐ Please Check Box if New Address and Make Changes Above

**The Lake Doctors, Inc.**  
**3543 State Road 419**  
**Winter Springs, FL 32708**

IF PAYING BY CREDIT CARD, FILL OUT BELOW  
\_\_\_\_ Mastercard \_\_\_\_ Visa \_\_\_\_ American Express  
Card # \_\_\_\_\_  
Card Verification # \_\_\_\_\_  
Exp. Date # \_\_\_\_\_  
Print Name \_\_\_\_\_  
Billing Address: \_\_\_\_ Check box if same as above  
\_\_\_\_\_  
Signature \_\_\_\_\_

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: FEBRUARY 12, 2018  
WEEK OF: 02/02/18-02/08/18

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

208  
2-30-207-101

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
02/02/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
02/02/18	STEVEN HILLS	1700-2300	6	30.00	180.00
02/03/18	BRYAN SMITH	1700-2300	6	30.00	180.00
02/03/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
02/04/18	BRYAN SMITH	1700-2300	6	30.00	180.00
02/05/18	BRYAN SMITH	1900-0100	6	30.00	180.00
02/06/18	JONATHAN BROWN	1700-2300	6	30.00	180.00
02/07/18	STEVEN HILLS	1700-2300	6	30.00	180.00
02/08/18	JONATHAN BROWN	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

\$1620.00/2

\$810.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!





Customer Information

XEROX CORPORATION  
PO BOX 660502  
DALLAS TX  
75266-0502  
WWW.XEROX.COM/MYACCT

THE EASY WAY  
TO ORDER SUPPLIES  
CALL OUR TOLL  
FREE NUMBER  
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number

NET 30 DAYS  
Terms Of Payment

Telephone 888-435-6333

Please Direct Inquiries To:

Ship To/Installed At:

DOUBLE BRANCH  
COMM DEV DIST  
PKWY  
370 OAKLEAF VILLAGE  
ORANGE PARK FL  
32065

Bill To:  
1037-001  
 DOUBLE BRANCH  
COMM DEV DIST  
STE 114  
475 W TOWN PL  
SAINT AUGUSTINE FL  
32092

02-01-18

Invoice Date

092036586

Invoice Number

720343326

Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777

SPLY-MAINT - COST PER COPY PLAN  
AMOUNT

BASE CHARGE

11-01-17 TO 02-30-18

103.80

METER USAGE

09-30-17 TO 01-08-18

METER 1

175099

175133

34

PRINT CHARGES

METER 1 PRINTS

34

NET BILLABLE PRINTS

34 .029200

.99

TOTAL EXCESS PRINT CHARGES

.99



SUB TOTAL

104.79

TOTAL

104.79

BASE BILLING FOR 04 MONTHS

\*\* ALLOWANCE PRORATED FOR 098 DAYS

THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE  
AND SUPPLY CHARGES

TOTAL OF INVOICE MAY VARY ACCORDING TO METER USAGE BILLED

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK.

Ship To/Installed At

DOUBLE BRANCH

COMM DEV DIST

PKWY

370 OAKLEAF VILLAGE

ORANGE PARK FL

32065

Bill To

DOUBLE BRANCH

COMM DEV DIST

STE 114

475 W TOWN PL

SAINT AUGUSTINE FL

32092

When Paying By Mail

Send Payment To:

XEROX CORPORATION

P.O. BOX 827598

PHILADELPHIA, PA

19182-7598

Payment



Please check here if your "Bill To" address or "Ship To/Installed At"  
location has changed and complete reverse side.

Invoice Amount

01-569-8562 4 720343326 092036586 02-01-18 THIS AMOUNT

\$104.79

RT005918 M 070117

VFL40

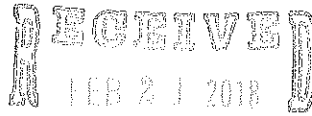
03 6M1K CU2T

W N6499 5933 1 115

202100008070060 0920365861 0300104792 272034332680

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice



Invoice #: 1955  
Invoice Date: 2/13/18  
Due Date: 2/13/18  
Case:  
P.O. Number:

Bill To:  
Double Branch CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

BY: .....

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2018		8,971.33	8,971.33
Maintenance Supplies		851.97	851.97
Facility Maint. - Gen. 32 2,572.4660		\$ 2292.00	
Facility Maint. - Conting. 32 2,572.4662		\$ 2480.00	
Lighting Repairs 2,320,572.4663		\$ 710.00	
Common Area Maint. 32 2,572.4640		\$ 3674.00	
Facility Maint. - Gen. (Fitness) 1,330,572.471 92		\$ 667.30	
Total			\$9,823.30
Payments/Credits			\$0.00
Balance Due			\$9,823.30

RHW  
2-16-18

**DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/2/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/2/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/2/18	2	T.C.	Removed duck feces from bridge and pool decks
1/3/18	6	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, painted fitness center base boards
1/3/18	4	B.M.	Painted fitness center base boards
1/3/18	8	T.C.	Removed duck feces from bridge & pool decks, removed & stored holiday decorations at Amenity Center
1/4/18	7	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, painted fitness center base boards, removed holiday decorations in community
1/4/18	8	B.M.	Painted fitness center base boards, removed holiday decorations in community
1/4/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/4/18	8	T.C.	Removed duck feces from bridge and pool decks, inspected lighting at Amenity center, replaced bulbs as needed, continued removing holiday decorations from community
1/5/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, reset timers for lights, removed debris from Amenity Center and lake banks, repaired windscreens on tennis courts
1/5/18	6	T.C.	Removed duck feces from bridge and pool decks, removed holiday decorations from entrances
1/8/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/8/18	2	T.C.	Removed duck feces from bridge and pool decks
1/8/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, removed dumpster door
1/9/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Inspected parks around community, replaced irrigation covers at The Oaks park
1/9/18	2	T.C.	Removed duck feces from bridge and pool decks
1/10/18	5	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, removed debris from community and Loop Rd., repaired fencing as needed
1/10/18	2	T.C.	Removed duck feces from bridge and pool decks
1/10/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/11/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/11/18	6	T.C.	Removed duck feces from bridge and pool decks, painted restrooms and office doors, removed door to dumpster for repairs
1/11/18	4	B.M.	Removed debris from parking lot, painted restrooms and office doors
1/12/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Inspected lights at community entrances, repaired lights as needed
1/12/18	2	T.C.	Removed duck feces from bridge and pool decks
1/12/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/15/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/15/18	2	T.C.	Removed duck feces from bridge and pool decks
1/15/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/15/18	4	B.M.	Inspected roadway lighting
1/16/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, repaired fencing on Main Blvd. at Amenity Center
1/16/18	6	T.C.	Removed duck feces from bridge & pool decks, repaired tennis court net & crank, repaired windscreens
1/16/18	2	B.M.	Repaired split rail fencing as needed
1/17/18	4	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Pumped out water from pool pak for repairs, removed broken sump pump from pool pak
1/17/18	2	B.M.	Inspected roadway lighting
1/17/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/17/18	2	T.C.	Removed duck feces from bridge and pool decks
1/18/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/18/18	4	T.C.	Removed duck feces from bridge and pool decks, repaired split rail fencing
1/19/18	3	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Inspected fencing around community, repaired fencing at along Loop Rd.
1/19/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/19/18	2	T.C.	Removed duck feces from bridge and pool decks
1/22/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/22/18	6	B.M.	Inspected parks and playground equipment, removed debris from common areas
1/22/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/23/18	5	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Inspected lighting at community entrances, repaired lights as needed
1/23/18	6	B.M.	Removed debris from common areas, Inspected lighting and repaired lighting as needed
1/23/18	4	T.C.	Removed duck feces from bridge and pool decks, wiped down bridges around track
1/23/18	8	S.A.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/23/18	8	J.L.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
1/24/18	5	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed, Inspected lighting at parking lot and Amenity Center, replaced bulbs as needed
1/24/18	6	B.M.	Inspected lighting at parking lot and Amenity Center, replaced bulbs as needed

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2018

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/24/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/25/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/26/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/26/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/28/18	6	T.C.	Removed duck feces from bridge and pool decks, drained water from motor compartment in pool park, repaired split rail fencing as needed
1/29/18	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/29/18	2	B.M.	Repaired fencing at fitness center
1/29/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/29/18	4	T.C.	Removed duck feces from bridge and pool decks, cleaned and filled fountain by office
1/30/18	1	ET.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/30/18	6	T.C.	Removed duck feces from bridge and pool decks, placed remaining holiday decorations in attic, inspected equipment around track
1/31/18	1	ET.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
1/31/18	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
1/31/18	2	T.C.	Removed duck feces from bridge and pool decks
<b>TOTAL</b>	<u><u>275</u></u>		
<b>MILES</b>	<u><u>385</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445



MAINTENANCE BILLABLE PURCHASES

Period Ending 2/5/18

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH	1/9/18	Flat steel bar	14.38	B.M.
	1/10/18	Pest repellent (4)	73.46	J.S.
	1/11/18	1Gal Behr paint	56.33	B.M.
	1/11/18	Roller naps 6pk	11.47	B.M.
	1/11/18	Paint brush (2)	12.58	B.M.
	1/11/18	Pelican pail liners 3pk	4.91	B.M.
	1/15/18	Yellow electrical tape	4.58	B.M.
	1/23/18	Bleach	3.39	B.M.
	1/23/18	All purpose Cleaner (3)	27.50	B.M.
	1/23/18	All purpose Cleaner	8.03	B.M.
	1/23/18	Spray paint (2)	12.12	B.M.
	1/23/18	Light bulbs	18.38	B.M.
	1/23/18	Bullet light fixtures (4)	151.80	B.M.
	1/23/18	10w LED Lightbulbs (3)	55.13	B.M.
	1/23/18	Bit holder set	3.43	J.S.
	1/23/18	Bit set	4.01	J.S.
	1/23/18	Hex bit set	2.28	J.S.
	1/24/18	Light fixture	22.98	B.M.
	1/24/18	10w LED Light bulbs (5)	91.89	B.M.
	1/24/18	10w LED Light bulbs 2pk	18.38	B.M.
	1/24/18	13w LED Light bulbs 2pk	22.97	B.M.
	1/26/18	Door guard (2)	12.65	J.S.
	1/26/18	Door guard (2)	12.65	J.S.
	1/26/18	thermostat	114.43	J.S.
	1/29/18	JB weld (2)	13.27	B.M.
		<b>TOTAL</b>	<b>\$772.97</b>	
RMS				
	1/23/18	Gator and Large Trailer Rental	70.00	S.A.
	1/23/18	Gas for Gator	9.00	S.A.
		<b>TOTAL</b>	<b>\$79.00</b>	
		<b>GRAND TOTAL</b>	<b>\$851.97</b>	

# Invoice

**EXECUTIVE**  
FEB 21 2016

BY 

Run  
2-16-18

**Governmental Management Services, LLC**  
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
28.39	Facility Event Staff	\$ 25.00	\$ 709.75

Covers Period End: February 1, 2018

Amenities Revenue # 2-369-103

Governmental Management Services  
wmcreynolds@gmsnf.com

**Clay County Sheriff's Office**

P.O. Box 548  
Green Cove Springs, FL 32043

**INVOICE**

INVOICE DATE: FEBRUARY 21, 2018  
WEEK OF: 02/09/18-02/15/18

**TO:**

Double Branch CDD & Middle Village CDD  
370 Oakleaf Village Parkway  
Orange Park, FL 32065

**FOR:**

Oakleaf Amenities Manager  
and  
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
02/09/18	BEN ZIRBEL	1700-2300	6	30.00	180.00
02/09/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
02/10/18	BEN ZIRBEL	1700-2300	6	30.00	180.00
02/10/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
02/11/18	BRYAN SMITH	1700-2300	6	30.00	180.00
02/12/18	MATT WILLIAMS	1700-2300	6	30.00	180.00
02/13/18	STEVEN HILLS	1700-2300	6	30.00	180.00
02/14/18	BRYAN SMITH	1700-2300	6	30.00	180.00
02/15/18	MATT WILLIAMS	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

\$1620.00/2

\$ 810.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!

**From: Oakleaf Venues** [venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
**Subject:** DBCDD refund of deposit request  
**Date:** February 18, 2018 at 7:47 PM  
**To:** Brian Sanchez [BSANCHEZ@gmsnf.com](mailto:BSANCHEZ@gmsnf.com)

Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (Oakleaf Village Clubroom)
- DATE OF VENUE – February 10, 2018 (SATURDAY) 7:00 p.m. to 11:00 p.m.
- RESIDENT – VERA KING
- ADDRESS – 3108 TOWER OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
  - DEPOSIT REFUND
- DEPOSIT was via VISA (0516):
  - DATED: 1/08/18
  - INVOICE# 0002
  - BATCH # 000440
  - APPROVAL CODE# 435887
  - AMOUNT: \$100.00

2,300.369.103  
576  
FEB 21 2018  
7:47 PM

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC
01/08/18	01/08/18	02/10/18	Vera King - OVCR DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

--

*I will be out of the office WEDNESDAY, February 21, 2018 and THURSDAY, February 22, 2018, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contac*

**Wanda McReynolds – Venue Coordinator, OakLeaf Plantation**

[venuerentals@oakleafresidents.com](mailto:venuerentals@oakleafresidents.com)  
(904) 770-4661 voice email  
(904) 375-9285 ext. 3  
[www.oakleafresidents.com](http://www.oakleafresidents.com)

Governmental Management Services  
[wmcreynolds@gmsnf.com](mailto:wmcreynolds@gmsnf.com)

## *FIFTH ORDER OF BUSINESS*

*D.*



## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285 x7; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### Memorandum

**Date:** March 2018  
**To:** Board of Supervisors  
**From:** GMS – OakLeaf Operations Manager

### Community:

#### Special Events

- Food Trucks @ DB
- Upcoming – Spring Camp Out , Spring Yard Sale, Spring Expo
- Working on events with aquatics for summer

#### Aquatics

- Pools closed for season – MV Lap pool open and heated, covers will still be utilized until end of March
- Pools will open for Spring Break and then close again until the first full weekend in April.

### AMENITY USAGE

- *Total Facilities usage – 3161*
- *Average daily usage – 113*

#### *Card Counts:*

DB Owners	26
DB Renters	27
DB Replacements	16
DB Updated	22

*Total cards printed: 169 (both districts)*

### Rentals

- 14 of 28 days rented in February, 4 of 4 weekends had rentals
- 21 clubroom rentals, 2 patio rentals
- 23 tours (approx. 35 hours) /69 staff hours used for scheduling, administrative, etc..

## Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285 x7; [manager@oakleafresidents.com](mailto:manager@oakleafresidents.com)

### Memorandum

#### Operations:

##### Open Item

- Column – update
- Park at Village Center corner lot
- Dog park planning and estimates

##### MAINTENANCE

- Repaired crack in reservoir tank for Slide pool
- Replaced VFD for Spray Pool
- Replaced motor and pump combo at Spray Ground
- Fabricated and installed custom box for VFD and electronics controls (previously installed below grade)
- Multiple timers adjusted for lighting timing
- Spray ground painted
- Pressure washed Marcite on sprayground
- Pressure washed Marcite on Slide Pool
- Diagnose panel on treadmill In Fitness Center
- Replaced console (start button issue) on Treadmill in Fitness Center
- Diagnose and re-order belts for elliptical in Fitness Center
- Diagnose issue with Dropbox account on Fitness Center computer – restore and upload all files
- Preventative Maintenance completed on Fitness Equipment
- Replaced VFD on Primary pump at Waterfall
- Dispose of multiple large electronics equipment (hazardous waste refuse)
- *Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.*
- *Continual Park inspections and cleaning – all lakes inspected monthly – reports kept on file.*
- *Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 2/4. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 2/24.*

##### Landscaping

- *Mulch install completed at parks*
- *Grasses trimmed for spring growth*
- *Freeze damage removed throughout landscaping*
- *Soil sensors removed and diagnosed at Multi-use fields*
- *Monthly property reports and irrigation inspections kept on file in Ops. Manager office.*

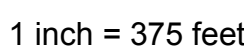
For questions, comments, or clarification, please contact:

- Jay Soriano, Oakleaf Operations Manager 904-342-1441

[jsoriano@gmsnf.com](mailto:jsoriano@gmsnf.com)



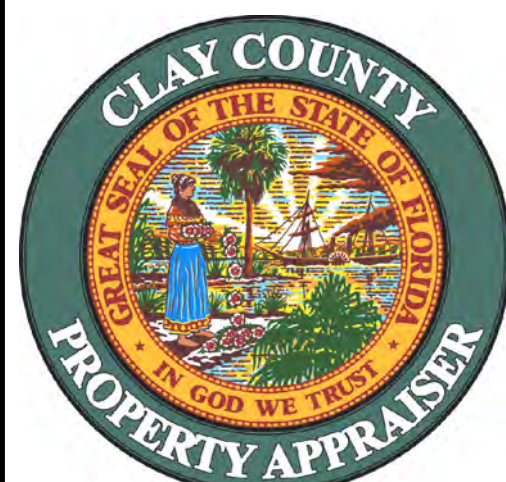




**THE HONORABLE ROGER A. SUGGS, CFA, AAS**  
**CLAY COUNTY PROPERTY APPRAISER**  
**State-Certified General Real Estate Appraiser RZ27771**

This graphic representation of ownership does not constitute information available for use in the Property Appraisers Office. The office does not assume responsibility for errors or omissions.

# Double Branch CDD 2013 Clay County, Florida







## District Access Cards

- (#2 ) Children, under the age of 18, are not required to have their own card; provided they are accompanied by their parent or legal Guardian or they gain access via guest policy procedures.
  - While children, under the age of 18, are not required to have their own card, it is highly recommended. To utilize the facilities at ages 13 and above certain facilities will require that the children have their own cards (please see each facility's rules below) Children under the age of 13 do not need cards; provided they are accompanied by their parent or they gain access via guest policy procedures. All Children regardless of age will be expected to have their own district id cards if they are utilizing any facility without a parent present.
- (#13) One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one year and will expire each December 31<sup>st</sup>, whether fully utilized or not. If all 12 guest visits are utilized before the year is complete, a separate card with additional "guest packs" may be purchased for \$60 each and will be good for an additional 12 guests. Additional "packs" purchased do not have an expiration date. . The smart card needed for the purchased guest packs will cost \$8 for the first card per household; any additional, lost, damaged, or stolen cards may be purchased / replaced at a cost of \$15.
  - One guest (pin number) will be available for each household. This "pin number" will be loaded with one complimentary pack of twelve guest passes. The complimentary passes are only good for a period of one year and will expire each December 31<sup>st</sup>, whether fully utilized or not. Residents bringing guests during a weekday will utilize one pass per each guest. Residents bringing guests during the weekend (Saturday/Sunday) or holiday will utilize two of their guest passes per each guest. If all 12 guest visits are utilized before the year is complete, a separate "guest pack" may be purchased. The packs are available in either 5 or 10 count increments. 5 count packs will cost \$20, while 10 count packs will cost \$35. All guest passes (included additional purchased packages) will expire at the end of the year (Dec 31<sup>st</sup> of purchasing year).
- No corresponding policy noted for the following:
  - House Guests are not permitted to bring any additional guests

### Pool and Water Park

- (#9) Children 12 years and younger must be accompanied by a District card holder at least 16 years of age at all times while using the pool facility.
  - Children 12 years and younger must be accompanied by a District card holder of least 16 years of age at all times while using the pool facility. Children 13 and older must have their own district ID card to utilize the pools on their own, with an adult district card holder other than their parents, or be checked via guest policy procedures.

### Fitness Center

- (#6) “Guests” are not permitted in the fitness center on the fitness floor.
  - ~~Guests including house guests are prohibited from accessing the fitness center floor during the “peak hours” of 5am until 9am, and then again from 3pm until 10 pm each day. Guests, other than house guests, must be accompanied by a District card holder.~~
- (#3) Children, 14 & 15 years of age, may use the fitness facilities when accompanied by an adult (18yrs and older) District Card Holder. Children under 14 are not allowed on the fitness floor.
  - Usage of the fitness center is restricted to District card holders and their children and or guests 16 years of age and older. Children, 14 & 15 years of age, may use the fitness facilities when accompanied by a resident adult (18yrs and older). Children 14 & 15 years of age utilizing the fitness facility with a resident adult will be required to have their own district ID card. Children under 14 are not allowed on the fitness floor.

### Cancellation fees pertaining to rentals:

- Deposit amounts will be referred to as “Booking fee and Security deposit”.
- If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 31 days prior to the scheduled event to receive 100% of the rental and deposit. If the event is canceled less than 31 days prior to the event 100% of the security deposit and 0% of the rental will be returned.
- If the renter wishes to cancel their event, the cancellation must be communicated to the Rental Coordinator no later than 31 days prior to the scheduled event to receive 50% of the rental and deposit. If the event is canceled less than 31 days prior to the event 50% of the security deposit and 0% of the rental will be returned.

### Other rates

Increase rental fee for DB Clubroom (Friday thru Sunday): \$200 for 4 hr rentals.

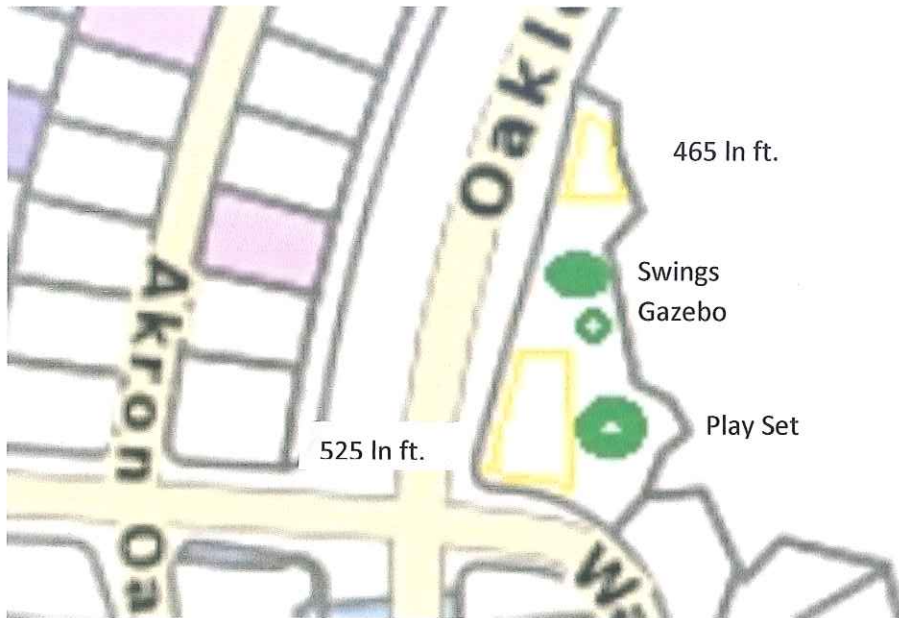
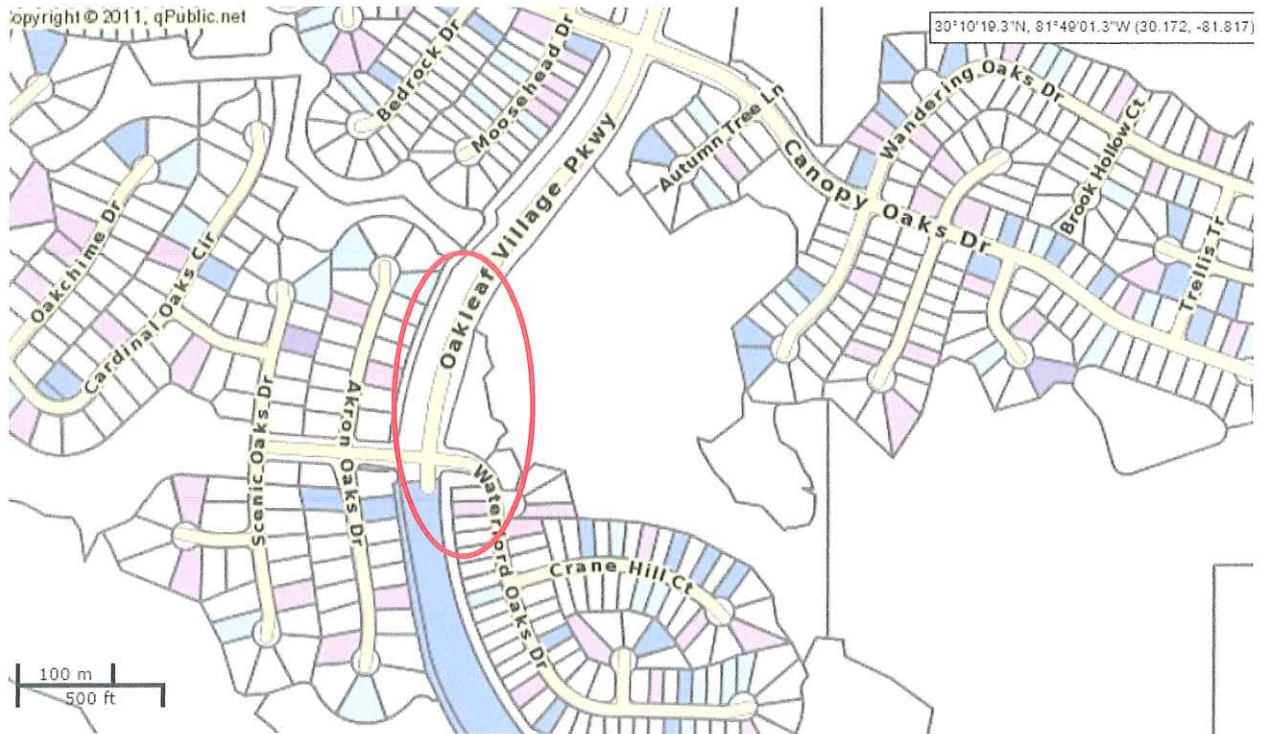
Pro Shop Merchandise: Clothing, logo'd gear, equipment, etc... (\$1 - \$150)

Advertising – website, emails banners: (\$25 - \$150)

Nanny Pass (single person amenity pass) - \$900

- Memorial Day to Labor Day
- Fall under all other rules/policies including cost to purchase smart card
- Unable to bring guests
- Caregiver would only be able to be present while accompanying the children
- Parent's cards would be inactivated during those months





Chain Link  
Fencing 430 ft  
= \$11K

"Dog Park"