

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, October 16, 2017 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Barry Morton	Supervisor
Scott Thomas	Supervisor
Tom Horton	Supervisor
Chad Davis	Supervisor

Also present were:

James Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Community Manager
Two Residents	

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 14, 2017 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated we are going to adjust the check register on the consent agenda to take out the Vesta invoices and they total \$33,055.85 so the total checks to approve under the consent agenda would be \$161,813.97.

Mr. Horton asked on page four it has janitorial and for some reason it has a negative of \$2,422. I'm just curious why.

Mr. Perry stated we will have to look at it, Jay. It's averaging \$1,100, \$1,200 and the months of May and July it was \$1,800.

Mr. Horton stated right below that, repair and replacements, the budget was \$1,500 and we spent \$7,832.

Mr. Soriano responded that is going to be our equipment. The treadmill repairs were above and beyond what we had planned. Originally last year a lot was still covered under warranty. We don't expect a treadmill is going to die on us a year after warranty but that's where we ended up repairing and replacing a lot.

Mr. Horton stated next year we ought to budget more money.

Mr. Soriano stated we've already done that but will probably end up happening over time, those lines were built separately as we added on the fitness center. Realistically it goes through all of our repair and replacement. We have a huge line for repair and replacement, it's just that building came in later so it created a second line. If you notice everything is separate in there just for that building.

Mr. Morton stated at the end of the day we're \$4,620 favorable.

Mr. Horton stated on page six, for January, the amenities revenue is in the negative \$1,737. How can we be negative on that?

Mr. Perry stated it would have probably been deposits that were returned that month from prior months. They rent it out quite a bit. The amenities budget for this year for the full year was at \$33,700 and year to date we're already at \$41,000 in revenues.

Mr. Horton stated I'm just trying to figure out why we're negative. If it's deposits then December should've been really high and it's only \$1,200.

Mr. Perry stated the deposits sometimes come in a year in advance.

Mr. Davis stated it's just a timing issue.

Mr. Horton asked I looked at the Clay Electric bill and it has the operation round-up on there. Anybody know what that is?

Ms. Nelsen stated it was on mine too.

Mr. Horton stated Clay Electric does an automatic round up of your bill. If it's \$12.56, they round it up to \$13 and they take the .50 and give it to charities, then they do grants

after that. My question is we're doing that and we have 38 different electrical meters. I totaled it up and it's \$20.48 right there. I'm just wondering if it's okay for us to give to charity like that?

Mr. Walters stated this one is little funky because it's built in to their billing system. Local governments give to charity. It's really a policy question. If you don't want to do that then we can take the steps to opt out of it. It's not that the \$20 a month is an improper expenditure it's just that we don't have a lot of control over it.

Mr. Horton stated I don't have a problem with it, I just wanted to point out that we're doing that and it opens the door for somebody else wanting charity.

Mr. Walters stated I always take the position, nothing you do in this type of realm sets a precedent or is a slippery slope for the next thing. Just as an example, I've had a situation where one year they wanted to honor a graduating thing at the pool for lifegaurds since most of them come from the community and they wanted to set up an annual scholarship fund for one of the residents that worked at the community for X amount of years and the question was are we binding ourselves to do that every year and the answer is no.

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

FOURTH ORDER OF BUSINESS Consideration of Approval of Vesta Invoices

Mr. Perry stated the Vesta invoices total \$33,055.85.

On MOTION by Ms. Nelsen seconded by Mr. Horton with Mr. Morton abstaining a vote the Vesta invoices were approved.

FIFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

SIXTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer – Discussion of Park Concept

Mr. Soriano stated we contacted our vendor to give us a rate on the conceptual plan you saw last month. Right now, it is extremely high, almost double what we have ready to pay for it so I'm going back and forth with them to try to bring those prices down. At that point I would get with Peter to bring it back but if we're still that far above and beyond it may be something we bid it out and get multiple landscapers.

Mr. Horton stated I noticed the landscape companies do real good jobs on yards and this is not much bigger than a yard.

Mr. Soriano stated we stay away from the mom and pop vendors because we want to make sure we fall under certain requirements to protect us if anything goes wrong so it will be a certain requirement for each one of those but we can bid it out to just about anybody whether they are a large commercial or smaller landscape company. This is not a huge job but \$50,000 to \$90,000 is still a good job.

Mr. Walters stated the one thing about the scale of the project we're talking about here, and Jay is using the word bid because that's the common industry term, but as a local government if we're over a certain threshold we're required to publicly advertise and procure that service which has it's benefits and drawbacks. The good news about the size we're at now is we're not required to go through the formal process but we can solicit proposals from any vendor so what Jay is talking about, we can avoid the questionable mom and pop type operation that might throw in a low number that we might tied to under a formal process but it still allows us to put together a scope and go to multiple vendors and get the best pricing we can.

Mr. Soriano stated I'm hoping they come back to me with a lot better pricing because we also have the issue that we're bringing in another contracted vendor for our local contract that we've had for all of our monthly maintenance that we're tied to for a while. It creates an issue there. We have done that in the past and it doesn't always work out well. The one thing that may change, and I'll work with Peter on it, is the sidewalk. That was the largest chunk of the quote.

Mr. Horton asked is there any tree removal involved there?

Mr. Soriano responded yes. In the middle there will be tree removal and also what wasn't present on that quote was the lights. We had a couple of lights back there and they weren't doing any electrical work-on that quote so that would've come back extra. I can always

break that out. We can take care of the lighting, the concrete and the landscaping although R&D will be doing the biggest portion of that.

Mr. Horton asked what if they break the quote down so that you can scan through it.

Mr. Soriano responded that's where we are at now so for things like sod, I noticed they are about three times higher than the expected rate. We have a contract with them for a five-year period but there is also this expectation that if we have another job we want them to do, we want to know what their round-a-bout pricing is beforehand and that wasn't anywhere near it.

Mr. Thomas asked is this a sign of the new management?

Mr. Soriano responded I think that's where it's from. I don't know that they were familiar with that pricing.

Mr. Davis asked do you know where they priced that 4,400 square feet of concrete?

Mr. Soriano responded it was \$47,000 just for the sidewalk. I know I'll be able to beat that but it will still be expensive.

Mr. Thomas asked how much longer is our current contract with R&D?

Mr. Soriano responded the five-year contract ends this next year.

Mr. Perry stated and we will go out for proposals probably in the spring just in case there's any issues with the budget for next year.

Mr. Soriano stated I was planning somewhere between \$20,000 and \$30,000 but even then if we're talking about \$50,000, that leaves another \$20,000 if we're lucky for landscaping so we may still be higher but I'll bring that back. If I have to break it up I can have a concrete vendor, a landscape vendor and our electrician so those three things may get us into the \$50,000.

C. Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Soriano like I said last month, I've been trying to work with our food trucks more for some of their events. They have changed their set up and who coordinates everything and she is looking for more help from the district. We are still trying to step back and let them do most of it but I know this is a community favor so whenever I can I try to help. That may mean

moving the food truck nights onto our property rather than doing it at the Village Center every time for certain events like the camp-out event and parterning it together and that brings in more people. The County has a list of rules for us so we make sure we abide by those too.

Mr. Horton asked did the County put any rules on it?

Mr. Soriano responded there's things like no alcohol. We can do that on our property but they can't do that per the lease agreement. They have asked for it and I think I mentioned last month they have competition now. Water Mill has their food trucks every Friday so they're doing one every week and they have an outside commercial vendor that coordinates all this stuff for the trucks and they get paid by the trucks that come in there. That means there's someone else competing with our volunteer resident that's coordinating everything here and she wants to make sure her trucks that she's bringing in are all successful.

Mr. Horton asked does she have any ideas that we can help her with?

Mr. Soriano responded she would be happy if every single event we could do something with her but we've talked about that before, us paying for movies or anything like that, and that adds up and we don't have the ability to cover an umbrella license. It would cost us \$10,000-\$12,000 just to show a movie every single time. They did get away from those thoughts but now they're back to wanting something else whether it's games and activities, or some kind of movie. They just want more going on to bring more people in.

Mr. Horton stated they only thing we can do and it wouldn't cost us a penny is send out the email.

Mr. Soriano stated we don't do it every two. There are times a year we will have events going on and it seems like there's an email every week whereas in the summer, everything is focused on the pool. We send out about one a month so it's not always going to be in there. We usually put it on the marquee.

We just had our camp out. It worked out well. It was extremely hot so we had a lot of people that didn't stay but we had 180 people pre-register and a little over 200 attended that night. I'm trying to get into the habit of finding ways to force people to pre-register because that's been the biggest issue with things that are planned. I don't think most people realize it's me and two other people that set all of this stuff up and work the whole night. I've got to oversee a bunch of high school volunteers which is work in itself so the more I can have pre-register, the better off we will be. This will be the first year that the long time event Cocoa with

Claus will have a fee. We've never charged and that became a problem last year that more than half of the number showed up and didn't register. The big issue with that is Santa only has so much time. People were arguing with staff and it was tough. Hopefully that will help. It has helped with other things.

Mr. Horton asked how was the turn out for the camp out compared to other years?

Mr. Soriano stated our last couple of camp outs have been good at right around 175 to 200 people and I think a lot of that is we've been increasing the activities. One of the first things we got rid of was catering and we went to hot dogs and hamburgers. It's not as much money so we took that money and put it towards bounce houses and games and people enjoy that much more.

Mr. Horton stated I'm just curious because I did post in one of the Oakleaf sites the link on there about four or five days before the event. This year I didn't see anybody say they didn't hear about it.

Mr. Soriano stated I had a couple. We always have that the day registration ends.

We have our big event this Friday, that is the Spooktacular so I'm trying to make sure we get those registration forms in. There's usually 400 or 500 people out there at one time. We have a DJ, games and activities, candy and toys for the kids. You'll probably see an email go out reminding people to register and also explaining that we close down the basketball courts for a couple of days for decorating and set up.

Moving on to aquatics, our pools are closed. This is the normal off season that we've done for the last few years. I've gotten one or two complaints but realistically it's because it's summer time weather out there. We've advertised the schedule a whole year in advance. If you notice, our facility usage has come down because of those pool numbers. Our rentals stayed busy. These rooms are packed every weekend and most week nights.

Mr. Horton asked for rentals is it a four-hour minimum for everybody?

Mr. Soriano responded no, there are two hour rentals. Most go beyond two hours though.

Mr. Horton stated I don't know how to word this but maybe work with the community. For example, HOAs, Sheriff's department, people that help us in return to have a good community. Sometimes these meetings might run just a little bit later. Do we want to penalize these people for doing that?

Mr. Soriano responded we don't penalize them until about the 9th or 10th time.

Mr. Horton stated it's not just the east HOA, there are quite a few of them evidently that meet in the club room.

Mr. Soriano stated all 13 HOAs will meet there at least once during the year. They don't do it every month. Most of the smaller sub associations will try to get to the churches because they don't want to pay. I would say the master association and there's two sub associations that use it on a regular basis. The Sheriff's office does not pay. We did a contract to do that meeting because it was part of the new Sheriff's program to get all of the community involved. That one actually alternates whenever there's issue between this room and that room.

Mr. Horton stated I just wondered if we could give the HOAs some kind of leeway because sometimes they get major topics going on and trying to nail them down to two hour time periods, nine times out of ten that's what it's going to be so do we really want to sweat out if they go over a little bit?

Mr. Soriano it's not nine times out of ten. With the master association, more than half of the time they're late getting out and it's extremely late, not just five minutes. We get a lot of last minute requests from the HOAs and we're scheduling and trying to change around staff. The master association also gets free use of tables and chairs which was never really agreed to, it just came about.

Mr. Horton stated if you're going to have a meeting you need tables and chairs.

Mr. Soriano stated we charge the residents to use the tables and chairs for a baby shower.

Mr. Horton stated but a baby shower is not a community event.

Mr. Soriano stated then we have a separate rate to where it's expected that the HOAs get this and it's never been that way. We follow the same rules for everybody.

Ms. Nelsen stated it's come up before and I'm not opposed to giving a four hour window for the two hour rate for an HOA but if we give it to the HOAs then at what point is like the boy scout troop not a community event?

Mr. Morton stated or the soccer association.

Mr. Davis stated and you mentioned you don't penalize them until the 9th or 10th time.

Mr. Soriano stated and even then it's an email. As far as an actual penalty, I don't know that we've had a charge over the years for a penalty.

Ms. Nelsen stated and I'm sure the issue is someone is getting over there to close up for them and then they are having to stand around and wait an extra hour. It's inconvenient.

Mr. Soriano stated or we get there the next day and tables and chairs are still left out. It's those little things that we would charge a resident for so unless we have it spelled out that we can do something different for their meetings then they get the normal rate. If not, we'd have every single church, boy scout or things like that asking for it.

Mr. Davis stated I say we keep it the way it is.

Mr. Soriano stated we can look at giving them a different rate but then we'd also do that at the rate hearing in February.

Mr. Walters stated we only do it if we're changing the rates that we charge but if we're going to do separate rates, we do have to go through that rate hearing and make that adjustment. We do two advertisements in the paper, 28 and 29 days and then we hold a hearing at one of our meetings and then we can adjust them. We have talked about this lots in the past and the reality is you'll start to get into some fine distinctions that are difficult and we're going to say, is that purely an HOA rate or are we going to say it's a community associate rate. I've heard non-profit rate. The policy is set by this board and you can do as you please but you'll see that revenue number for rentals plummet to nothing.

Mr. Soriano stated moving on to the operations side. We are still waiting for a mason for the pillars. There are only so many masons that we would trust or our GC would work with. I have gotten quotes on repairing that and I have to approve quotes through our insurance.

Ms. Nelsen asked would it be too much trouble to put just a little something so that people don't think we're unaware that there's no pillar there and that we're not doing anything? Just a little thing saying we're working on it, we have an insurance delay and whatnot.

Mr. Davis stated I saw cones there today on the way out. I thought maybe someone was working on it but R&D was placing some sod.

Mr. Soriano stated you may have noticed there are a lot of new grasses, hedges and plants. This will be one of the first years that we get our full contract. In our contract we have numbers that add up to 1,000 plants over the year that we're supposed to get and I can pick out where I want them to go so we've added two spots we really haven't done anything to change off. Years past we might change off to save money instead of replacing sod. That's going to

come out of replacements. Things that we did change off were already completed back in the spring. This was going to be the first year that we've received all of those contract plants so you'll see there's a bunch of new grasses that are going along the parkway. The sod is also covered as part of our contract. Hopefully once they get all of this installed they will start working on this year's amount because if that gets done, basically the way we look at it is anything beyond that is then approved separate. They were supposed to be done this week but I still see some sod going in and then they will move over to your sister district.

Ms. Nelsen asked what was going on at the amenity center with the ceiling tiles?

Mr. Soriano responded that's from the storm. Most of my office got rained on a bit. We haven't any major leaks but just from that wind and constant rain it made it in so I lost about 10 tiles. Most of the clean up is done. We still have a bit of debris out there and a couple trees here and there that are down.

Mr. Morton asked what about the air conditioning in the fitness center?

Mr. Soriano responded I was told today that we have pressure issues so that went down last week. I have yet to see a quote on the price. It was running at 50% and that's pretty hot.

Ms. Nelsen stated I'm just so disappointed in that system with all the extra money we've spent on it.

Mr. Soriano stated I think we just talked about this the meeting before last. They came out Friday and got it working for about a day at 50% but it's too hot out there right now for it to keep up.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Tony Balanski, 5588 Water Bridge Lane, asked he was talking about the trees and different foliage that you guys maintain, what about the trees that are on our private property? We just bought the house in October so I'm not that familiar with some of the rules. I'm under the impression that I have to ask for permission to cut a tree down that's in my yard?

Mr. Horton responded yes.

Mr. Tony Balanski stated if I'm going to ask the association for permission then I'm assuming you're responsible for that tree.

Mr. Davis stated you're thinking homeowner's association versus the CDD board.

Mr. Tony Balanski stated I'm trying to get my information and I'm hoping if I bring this up then somehow it would get to them. Maybe by word of mouth. I have an oak tree. Trees only do two things, they grow and they fall over. I retired from the utility company after 48 years and trust me when I tell you I've seen too many people crying when a tree falls through their house. The whole community is quite young and I've talked to a lot of customers because I was thinking about a class action because almost every driveway is cracked.

Mr. Davis stated and sidewalks and I don't disagree with you at all, but that is a homeowners association. There are restrictions and covenants. For example, there's one by my pool I'd love to cut down but I bought a home in a neighborhood that tells me I have to have two oak trees right there.

Mr. Tony Balanski stated but you also have a right as a citizen to protect your home. The tree I have, I already have two affidavits. One from a building contractor that's also an engineer and I have another from a tree trimmer who is license and bonded. The oak tree is much too close to the house. I just had hardwood and porcelain floors put in and when they pulled up the rug, the whole foundation is cracked. You shave the sidewalks so people won't trip but sooner or later you're going to shave it down to dirt and the roots are going to continue to grow and that's the problem I have with my house. It's grown under probably everyone's foundation.

Mr. Davis stated that's not a decision we can make to give you approval to cut a tree down.

Mr. Tony Balanski stated, no I'm going to do it. I just wanted to say something so I can sue them because it's destroyed my property. When's the next HOA meeting?

Mr. Horton responded the first Monday of every month, 6:30 in the club room.

Mr. Tony Balanski stated I looked this Monday and they didn't have one.

Ms. Nelsen stated it was Columbus Day.

Mr. Horton stated if it's not one that's supposed to be there by the association, if it's within 10 feet of your house then you can take it out. The HOA does recognize the fact that some trees will get in the way and something needs to be done about it. The HOA also has an arborist that works with JEA that volunteers his time to go out and look at trees so if you contact the HOA and tell them you have tree problem and you'd like to have their arborist take a look at it.

Mr. Tony Balanski stated I give this gentleman kudos for taking care of the property but where we're going to wind up is having a beautiful road leading into the property and then when you get to the properties, all you see is cracked sidewalks, cracked driveways and it's all roots.

Mr. Horton stated the sidewalks that don't have any houses on them are the County's responsibility.

EIGHTH ORDER OF BUSINESS

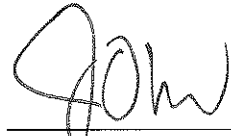
Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is November 13, 2017, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

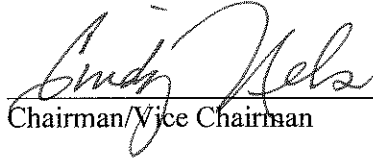
NINTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman