

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, November 13, 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 (by phone)
Scott Thomas	Supervisor
Tom Horton	Supervisor
Chad Davis	Supervisor

Also present were:

Darrin Mossing	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Community Manager
Dan Fagen	Vesta
Four Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Genelle Thomas stated I'm a property owner in phase one and my girls have a proposal for you. This is Campbell Thomas and Lela Thomas.

Ms. Lela Thomas stated we're proposing that there should be a new dog park.

Ms. Campbell Thomas stated we found a spot in the park near the back exit or entrance of the Oaks. Near that park, there's a lot of space there.

Mr. Thomas stated I understand you did some unofficial land surveying that you have for the board. The piece of parcel they were looking at was the park that's across from the back of the Oaks. As you can see by the non-professional surveying crayon, there's a large section back there and the girls were wondering if we might think about maybe putting a dog park back there.

Ms. Genelle Thomas stated I spend a ton of time at the park and as you all probably know, people walk their dogs constantly and often the topic of conversation out there is wouldn't it be great to have a dog park in Oakleaf, not only to not have the fields so congested with dogs, but just to offer another amenity to those pet owners.

Ms. Nelsen stated maybe we can all drop by there and take a look and confer with Jay.

Mr. Horton stated just out of curiosity on the subject, do you know of any other districts that have dog parks?

Mr. Mossing responded yes, it's pretty common in newer developments to have a dog park with trails that have the doggy-pots and our maintenance guys will empty them and refill them with bags.

Mr. Horton stated they've got people that come around and do that. There's one commercial guy in Silver Leaf and there's another kid that does it.

Mr. Soriano stated for a licensed company that does the doggy-pots it's actually pretty expensive. I'm sure my guys would be cheaper.

Mr. Walters stated I feel like we've had better luck on people picking up within the dog park. If it's the paths where people are walking sometimes they just don't feel like carrying it another 100 feet to the next trash can. If you view it as an amenity where dog owners are all congregating, they tend to shame each other into cleaning up after themselves.

Mr. Soriano stated as far as areas, this is the best area to look at. Some of our other areas are a little more open.

Ms. Nelsen asked are there houses back there?

Mr. Thomas responded no. This particular parcel I've actually walked with the residents out there and this 80-feet is all up against woods. The closest resident is on the other side. It would not go up against any resident's property. This approximate 104-feet is already fenced and this is where the sidewalk runs. There are a couple existing crape myrtles over by the swing set and there are three pine trees. Being a frequent visitor of this park, it seems that there's another area where there's a lot of ground traffic, children playing, in this area but not so much in this back section. Some of this is proposed by the residents, benches and a sandbox. The space is there, it would just require the fencing and policies and maybe insurance.

Mr. Walters stated no, we have insurance and our insurance is comprehensive so it will cover whatever we add to it, we just have to let them know generally. You're going to evolve

into these policies as well. Is it open after dark, is it lit, do we have different areas for different sized dogs? You start to think of how much we want to micromanage this and to the extent we get that far, the folks in front of the table are going to have the joy of coming up with that and we can look at other concepts. That’s really the extent of our involvement.

Mr. Soriano stated if this is something you guys are interested in, I’ll probably walk it and give you guys a general idea of the land. As far as all of the proposals, that’s something I can bring back over time.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the October 16, 2017 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Mossing stated under the check register the total invoices, not including the Vesta invoices, are \$78,996.69.

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

**FOURTH ORDER OF BUSINESS**

**Consideration of Approval of Vesta Invoices**

Mr. Mossing stated the Vesta invoices total \$19,902.62.

On MOTION by Ms. Nelsen seconded by Mr. Thomas 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**

Mr. Walters stated just a heads up, I was telling your sister district that it’s that time of year where the legislatives are in town for committee weeks where they start drafting bills. We

will continue to monitor those this year as we have in the past. You have seen the updates that we send out. I was trying to figure out when we would get them and of course it came in ten minutes after their meeting. The first one is hot off the press and I'll circulate that after the meeting and as always if you have questions, please give me a call.

**B. Engineer – Discussion of Park Concept**

Mr. Soriano stated I got back to the landscapers and tried to haggle. I left you a copy there of their revised quote. That is still a little higher than I would like to see. I'm bringing it to you in case we want to go ahead and move forward. We have a couple ways we can move forward. We can accept the offer. They did come off quite a bit, almost \$17,000 difference from the original. We're now at \$59,000 for the total. They did break it up for me. If I wanted to act as the GC and coordinate everything with them so that I could have the land cleared, get another company to do concrete for the sidewalk and so on, they broke it up to where we could award them just the landscape portion, which is really a big one because I wanted their numbers to match more with what they are expected to do as part of their contract. The largest part of it is still the sidewalk. Verbally I have gotten some quotes on this that I think I could get lowered. I think the biggest part is even if I got it down another \$5,000, that's a lot of work to coordinate between two different companies. Not unless I could get it down \$10,000 or more do I really see it being worth it and getting those quotes right now is like pulling teeth so this may be something that if we want to break it apart rather than going through one entity, it may take longer. My concern is the rate is still above where we would like to be. The number in the construction fund is \$48,000 so if we wanted to add a little bit, there's a repair and replacement line I could use. I don't foresee any major issues this year. If there's a big hurry, I would tell you to go ahead and approve this. If we're not in a hurry I can keep working on getting a better deal, at least on the sidewalk and just approve them for the landscaping portion.

Mr. Davis stated I think that's a lot of money for a sidewalk, \$37,000.

Mr. Soriano stated we could push it off for a couple of months if you guys want to give me a time period. We could approve the \$59,000.

Mr. Horton asked are we talking about the main corner there? That other section we're not worried about right now?

Mr. Soriano responded the other section I think we're going to have to address later.

Mr. Horton stated I'd be okay just leaving that as grass and cut it. It's so small and there's nothing there.

Mr. Soriano stated we have to put the split rail up so it sections it off from the sidewalk. The biggest thing with that lot is we get a couple neighbors that like to park there and I'll get complaints.

Mr. Thomas asked does it have to be a sidewalk? Could we do a beaten path?

Mr. Soriano responded I could talk to Peter. That is not the County sidewalk. I haven't looked through any issues with ADA codes or anything like that but I think it would be just like the playground. You can have a poured surface or mulch. I don't know why this would be any different but I'll check with Peter and the County just to make sure if we wanted to do that.

Ms. Nelsen asked would that be harder to maintain in the long run?

Mr. Soriano responded there would be a lot more ongoing maintenance. We re-drop mulch every year. As far as the cost, it's not a lot. We're talking a few thousand compared to the quote of almost \$30,000. It probably takes 10 years worth of maintenance before we get to that point but we would eventually get to that.

Mr. Horton asked does anybody have a good idea of what a good estimate would be for 400 square feet of concrete?

Mr. Davis stated I was doing the math on it, it's like 53 yards roughly so material is \$6,000 so they're like \$31,000 just in labor. It seems really high.

Mr. Walters stated I don't remember the plans. Is there a way to reduce the amount of sidewalk? I can't remember if it was ornamental or if it was pretty straight forward.

Mr. Soriano responded in here they're quoting out 4400 square feet and there was a big curve. We could probably straighten it out. There are a couple things I could always take back to Peter and get a new plan.

Ms. Nelsen stated I don't think we want to wait forever on this but I also don't think we need to do it tomorrow if we need to look at the plan and reduce the sidewalk.

Mr. Thomas stated if we just don't do a sidewalk at all it would be \$23,000.

Mr. Horton stated I think we probably agree on everything but the sidewalk price. If you can find something a little better than \$37,000.

Mr. Soriano asked so we want to move in the direction of finding more quotes on concrete? Do we want to put a time on it?

Mr. Davis stated if you'd like I can give you three or four concrete guys.

Mr. Soriano stated I'm always open to talking to people.

Mr. Horton asked the people you're trying to work with on the pillars, you couldn't ask them if they could do it?

Mr. Soriano responded I haven't gotten any written quotes on the pillars either.

Mr. Horton asked do we put the sidewalk in first if we do something like this or do we do the landscape first?

Mr. Davis responded it depends. I would have to see the plan. Obviously they are bringing in 245 of these plants and these plants. If there's access so they don't have to go over the new sidewalk, then they can do the landscaping then sidewalk after.

Mr. Soriano stated the clearing would come first. There's some rather large trees right now.

Mr. Horton stated as long as we get the plants in maybe we want to wait until early spring to do it.

Mr. Davis stated that was going to be my next question. If we were to do this next month, is it a good time?

Mr. Soriano stated right now because of our weather we are fine to do it. It's not going to change in a month. Right now we're doing all of our installs from the last contract year. On your side they're pretty much done so we'd be good. I'd be more worried about the sod than anything. We could wait until spring.

Mr. Horton stated I don't see anything in here about irrigation.

Mr. Soriano stated right now, the line goes right through that park so hooking up to it is not hard it would just be adding heads.

Mr. Mossing stated it seems like it would be best for Jay to bring back a whole new proposal with the sidewalk removed and add the irrigation.

**C. Manager**

There being none, the next item followed.

**D. Operations Manager - Report**

Mr. Soriano stated we just had our Halloween event a couple of weeks ago. The official number was 469, so almost 500 people. That will be one we look forward to doing two years from now. We have the Turkey Trot next week. That's our fun run we've been doing for the

last five years. It's a free event. It's the day before Thanksgiving. We do games with the run and it's just a chance to get everybody out of the house. The kids have off that whole week. It's a good size event also. Last year we had a little over 100 participants. We just ask them to register so that we have a record of everybody. Then in December we have Cocoa with Claus.

Moving on to the aquatics side, the pools are still closed. They are open for adults as swim at your own risk. The heaters are on and have been on for the last month. We will probably heat without covers until December unless we get a real hot snap or the weather changes. When that happens, we bump the heaters up a little bit and it takes a lot more gas so we start using the covers. For those that don't mind the cold water, your facility is still open until that water temperature drops. Once it gets into the 60s we close down the pool. Last year we had one week where it was closed. When that happens, we send out an email letting people know. This pool over here is heated.

Mr. Horton asked you said the lap pool on the other side is open unless it's 60 degrees for a week and then you close it and then open it up if it gets warmer?

Mr. Soriano responded if it's in the 60s. Last year it got down to 65 for a week when I closed it. Most companies will say it's 70 degrees. Once you get down to 68 or 69 you risk hypothermia. It's been a few years where we've had a winter where that's been the case.

Moving on to the operations side. There were a couple items that I don't have on here because they came to me in this last week. I have not received any new quotes on the pillar repair. The HOA as decided to help me out and they've gotten a sign company that is able to do this type of sign work but we will be going on the third week that they haven't gotten me a quote either. The biggest concern is the ten-foot tall structure that sits next to the roadway so we want to make sure the company that's doing it can handle it. Last month you guys asked me to send out an email. I haven't sent any emails other than the one reminder of the Spooktacular so this will go up letting people know we're getting it repaired. Most people know we're waiting on someone that can handle that job.

Last month Barry had asked about the air conditioner. It turned out to be a compressor issue. I know we had asked to look into the costs to repair by replacing this unit. I was able to find a large enough unit if we wanted to get rid of that system. Just the outdoor portion of it is \$13,000. I still have to have somebody install it. It's also hooked to an air handler inside that doesn't match. It would put us up to \$20,000. I don't think we're going to deal with so many

repairs we ever hit that, however this is one right here. I have a warranty on that and that's the biggest portion of that unit is the compressor itself. This is a \$5,000 bill. I did have them go ahead and make the repair. The week it went out it was in the 90s here still. This is something I had to move forward with. Now we're almost rebuilt. I'm sure there are still a few sensors here and there that can go bad but this will hopefully be one of our last repairs.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor an invoice from Certified Air Contractors, Inc. in the amount of \$5,250 was ratified.

Mr. Soriano stated the last item that is not on here are the two motors that were flooded. I was able to disassemble everything, let it dry out and it started right back up. One problem we had is it's kind of fried now. It's not costworthy to rewind a motor that size. We have the extra 15 horsepower, my concern is when I pull it out, that is the old cast iron impeller. The impeller itself cost \$2,500. To get a bronze impeller is a rather large chunk of metal. The casing is another \$2,000. I can either buy all of the parts or I can buy a whole new unit. The whole unit together would be almost \$4,500 and I'll just keep that extra motor we have if we want to go that route, or we can just break it apart and do the parts that we want to approve. Really it's just going to be work for me. It's easier if I can get a whole unit but if we do it the other way I have to have press the impeller on. We do have that 15 horsepower motor sitting on the shelf waiting in case that was the big issue.

Ms. Nelsen stated it's not a huge savings to piece it together so I think we just go ahead and buy the new unit.

Mr. Soriano stated it's within the amount I already had planned. We were stockpiling parts for these motors so we have them so it's not anything that wasn't in the repair and replacement costs.

Mr. Horton asked if you get a new unit, this motor will fit the new unit, correct?

Mr. Soriano responded yes.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor to purchase a replacement pool pump motor in the amount of \$4,500 was approved.



Mr. Horton asked what’s ROW utility work?

Mr. Soriano responded that’s the right-of-way. That’s another company and I don’t really get to tell them what to do. They are out for utility work. Right now they are laying a lot of fiber optics throughout Oakleaf. They started at this end and they will go all the way from the highway. They will come back every once and a while to re-dig an area.

Mr. Horton asked who is it for?

Mr. Soriano responded this one is Cloud Com or something like that. It’s not AT&T.

Mr. Horton stated AT&T did put the fiber optic in so I don’t know why they’re digging up there now.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments / Supervisors’ Requests**

**Audience Comments**

Mr. Dan Fagen stated I’m the General Manager of Lifestyle and Operations. I just wanted to introduce myself and see some old familiar faces. I’m Susie Raab’s supervisor and in her absence I just wanted to report her staff had over 100 saves through the beginning of spring break through the end of this season so it shows a lot of their value. I definitely appreciate what she does. She runs a top notch operation. I just want to say we appreciate your business and we don’t take it for granted. Myself and Susie will be attending meetings from time to time so if you have concerns, please voice them to us and we will address it.

**Supervisors’ Requests**

Mr. Thomas stated back to the dog park. There is a big buzz on Facebook and my general in bringing this up to the board is essentially an open space. Just an open, let your dog run space, low maintenance kind of thing. Maybe a couple of benches. I don’t know the legal side of it, maybe Ooh La La Pet Spa or Petco can sponsor the benches. Something to reduce the cost of it. I’m looking at a very low maintenance kind of something just to add as an amenity for our residents because my wife does walk the track every day and people are looking for places to run their dogs. We looked all over and we just don’t have the area. We can’t cut into the woods, we can’t go over by the athletic complex or anything like that so I’m not looking for something extravagant.

Ms. Nelsen stated we can probably just price a fence.

Mr. Thomas stated in my estimation until I found out how much sidewalks cost tonight, there is a part where the existing sidewalk is, there’s about 10-feet to connect where we were

thinking of maybe putting the gate but I'm thinking just mash that down. In my mind, the actual area is about 8300 square feet and fencing would be the upfront cost and maybe a nice gate and little bit of signage.

Mr. Walters stated we may have ADA issues. We're probably going to have to have some sort of sidewalk, whether it's mulch or concrete is up to some discussion but it has to be accessible but it sounds like it's a pretty short run from the sidewalk that's already there.

Mr. Soriano stated it is and I spoke with the engineer that did our ADA reports so it would just be something we add in and ask him if we have to have a sidewalk. There are a few things we could do to change the cost.

Ms. Nelsen asked I think I confused the location. Is it the one at Fall Creek or there's a second park in the Oaks?

Mr. Thomas responded it's the back entrance of the Oaks.

Mr. Soriano stated I was thinking the other side of what you were thinking of the Oaks. I'll have to take a look at it. It's got the really thick St. Augustine that tends to flood if you go out there when it rains. We won't be able to change drainage or anything like that.

Ms. Nelsen stated he's thinking in front of the Oaks, the main park.

Mr. Thomas stated I didn't realize there was enough space.

Mr. Soriano stated not as big as what you just said. Under the trees there is a lot of space there away from the swing set. Not until that house there that has the wooden fence do we start preserve area. It's actually a little buffer, eight or ten feet to get to the preserve but that would also mean we'd have to clear out some undershrub but I'll look at the areas.

Mr. Horton stated there was a thing in the billing area for the assessment roll administration. Can you refresh my memory on that? GMS took that over.

Mr. Mossing stated we have to certify the assessments to the County Tax Collector every year for operations and debt service and maintain a lien book and collect any payoffs. People have the option to pay off their debt assessments early. That's the annual fee to manage that whole assessment process.

Mr. Horton stated I have a couple questions for our lawyer here on the billing. It said something about prepare draft parking and towing policies and the board memorandum.

Mr. Walters stated that is a good catch because that is for a different district. I'll make sure that's corrected.

Mr. Horton stated the second thing was on August 31<sup>st</sup> you conferred with the County attorney regarding regional sports park agreement history and terms and reviewed the interlocal agreement. What was that for?

Mr. Walters responded the County has reached out to us again in terms of expansion issues, maintenance issues and things like that and I've talked to them off and on a couple times to reiterate our position that our obligation ended with the conveyance of the real property and the contribution of the funds. They were asking if we'd be interested in some other projects with them and I told them I have no plans to take that to the board. This was from the county attorney, not from their staff or anyone else and their county folks can talk to Jay or they can come to a board meeting.

Mr. Horton asked that was my other question is we don't own that property anymore, we gave it to the County, correct?

Mr. Walters responded that's correct. It was part of a development obligation that actually went straight from the developer to the County and then the district contributed money towards the construction of those facilities.

Mr. Horton asked so we have nothing to do with that unless we want to?

Ms. Nelsen responded I don't know when it's over that we name whoever is running the sports with OSA.

Mr. Walters stated that's why I was looking through the agreement again. They essentially lease it for \$1 to the associations up there so we do have some control over who gets to be that entity. I think we wanted to retain some of that so we could combine it with our sports forces if we wanted to do that so there's some language in there but that's about it.

Mr. Horton stated one other minor thing for Jay. The Piedmont, Stonebriar park down there, I meant to walk down there before I came here but it looks like there's some dead limbs laying in the park up against our fence.

Mr. Soriano stated that comes from one of the residents on the fence side. It grows over his fence line and then he throws it all back over. I'll let the landscapers know.

## **EIGHTH ORDER OF BUSINESS**

## **Next Scheduled Meeting**

Mr. Mossing stated the next scheduled meeting is December 11, 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. Thomas seconded by Mr. Davis with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman