

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, December 11, 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:

Jim Perry	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	GMS Community Manager
One Resident	

**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 November 13, 2017 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated the check register amount, net of the Vesta invoices, is \$163,916.29.

Mr. Horton stated I'm curious about the invoice for hurricane issues and research, emergency action. Did we have any problems on the storm or is that a preventative type thing?

Mr. Walters responded we had some questions about how we were going to cancel and reschedule the meeting last month, whether there are provisions related to emergencies, so that's what that is related to.

Mr. Perry stated they had to research to make sure there weren't any issues because usually you have to have public notice.

Mr. Thomas stated on page 9 of the minutes, under supervisors' requests, fifth sentence in, it says "maybe Ooh La La Pet Spa or Petco can sponsor the bags" and that should say benches. On page 10 there is not anything separating my request and Mr. Horton's.

On MOTION by Mr. Davis seconded by Ms. Nelsen 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 \$11,992.51.

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 at the last meeting there was a question regarding one of the entries on one of my bills. Supervisor Horton had noted an invoice that should have been billed to another district so what I did was I provided a credit. You won't see it on the current bill, you will see it on the one that is being generated right now.

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

Mr. Perry stated internally we have been discussing this among staff. There is approximately \$49,000 available out of the construction fund account. To provide some additional thought for the board members, we've kind of looked at that as the maximum that we can spend. I just wanted to reinforce with you that the district does have funds available in

the general fund that we can utilize to do additional improvements there so I wouldn't cap yourself at the \$49,000 if you want to make that project go forward. We're not talking about adding an additional \$40,000 or \$50,000 but in the \$20,000 or less range.

Ms. Nelsen asked Jay what was the total of that with the concrete?

Mr. Soriano responded \$59,000 and some change.

Ms. Nelsen asked and that's with R&D doing the concrete?

Mr. Soriano stated \$59,996 was including everything. If we broke out the landscape portion and tried to do the sidewalk on our own, the landscape portion from R&D was \$22,996 so we're still looking at around \$37,000 for the sidewalk portion.

Ms. Nelsen stated I feel like we need to move forward on the park.

Mr. Horton asked we're waiting on the concrete estimate aren't we?

Mr. Soriano stated I've been getting a lot of verbal estimates. I haven't had anybody give me any written numbers or a date and time that they can start and that's my biggest concern is if I go to somebody separate I'm kind of becoming a GC and coordinating everything. I have to deal with them and R&D at the same time. Right now those verbals are about \$10,000. It's a lot of work there for a little bit of savings. The reason I was looking at it was to get us into that budget number that we had. The costs I mentioned last time are higher. These were quotes with pool mesh and everything which is a little higher. Whether we need the mesh or not, I can always talk to somebody else, but based on what R&D got us I'm coming out at about \$10,000 verbally.

Mr. Horton asked can we go ahead and just do the landscaping part and do the sidewalk later on?

Mr. Davis stated I had one of my concrete subcontractors meet me over there and look at it and the way it is right now you're not going to get a written quote because you can't determine what's going on. It's such a mess. If they got the stuff cleared out of there, go ahead and start the landscaping portion of it, then it will be much easier for any concrete contractor to give you a price and I guarantee you the prices are going to be about \$15,000-\$16,000 cheaper than what R&D is proposing.

Mr. Horton stated it seems like we just proceed with the landscaping part and put off the sidewalk.

Mr. Soriano stated first I'd have to work on clearing it because I have to deal with cutting out the area for not just sidewalks but also irrigation. A lot of the comments from the concrete guys were who are we dealing with when it comes out to the landscape clearing. It's a county right-of-way so I have to have right-of-way permits. It's still a lot of coordinating to get to using our concrete guys but once I do all that work, yes it's bringing the price down. Really it depends on how much we want to save and how much time it takes. If we're good with taking our time, I can do the work but at the moment this was a high quote if we're looking at that budget. We're \$10,000 over that budget right now.

Mr. Horton stated we need to move on something here. Maybe we just get the clearing and rough out where the sidewalk is going to be.

Ms. Nelsen stated if we give R&D the project, they're going to pull the permits, do the clearing and do all of that so I think it comes down to your workload.

Mr. Horton asked could you start in January?

Mr. Soriano responded that's going to be based on the contractor. Getting our guys out in weather like this is a little bit slower but I don't see an issue. R&D won't be doing their landscape install in January. We're going to wait on that until March.

Mr. Davis stated if it could get cleared in January that would be great.

Mr. Soriano stated if we want to, we could do that portion. We'd have to break it up and do it in increments and give me an amount not to exceed just to take care of clearing now.

Mr. Horton asked is the clearing broke out on their proposal?

Mr. Soriano responded I believe it was. I don't have the detailed proposal I just have the price. If we've got the time and we want to save the \$10,000 or hopefully a little bit more, then I will take the time.

Mr. Thomas asked it won't even be landscaped until March anyway?

Mr. Soriano responded a lot of the install won't come on until March or April. Some of the flowering bushes we won't be able to put in until we're past that last frost. The sod we can do ahead of time. We will pay the bill once we agree to that \$22,000 to be spent with them but as far actually seeing the plants, we won't see it finalized until March or April depending on weather.

Mr. Horton asked so if we do the concrete separately then you'll have to do all of the permitting and stuff?

Mr. Soriano responded yes. There's not going to be a lot to the permitting. The right-of-way permits are free and we go through the county to make sure everything is being done properly and they inspect it afterwards but it's not a lot of work, and yes, I'll take care of it.

Mr. Horton stated I'd hate to throw that on you. If it was all one job then R&D would take care of it?

Mr. Soriano responded that is why they're asking for that extra amount of money. We can do it ourselves but we have to decide what it's worth to us. I tried to get some written quotes because I can tell you what I think and what guys have told me verbally but until I get those written quotes I can't give you a good hard estimate but yes, we're going to save \$13,700 by doing it this way and in this amount of time. If I was able to get down to even \$55,000 and do that in a month or so I'd still feel better. Whether I can do that in a month or so, I don't know.

Ms. Nelsen asked are we in a huge hurry to close out the construction funds?  
If we're in the process here, it's all right?

Mr. Perry responded yes.

Mr. Soriano stated what we could do is if you want to give me a time and I can't come up with much better than that, we close it out and talk to R&D and let them have that. That way we know something is getting done by March or April. I like this time of year because I have less other things going on. I can actually get out and do other things outside and make repairs. Once we get into that spring break time I have a lot more work.

Mr. Horton asked can we approve a not to exceed?

Mr. Soriano stated so now what you're talking about is approving a not to exceed based on R&D. If I can get it done cheaper, I will. If you can give me a time period I'd like some direction on that too but I'm good with the not to exceed that way I can say if I can't find anybody by the end of January I'm just going to tell R&D they're approved for it.

Mr. Horton asked when you're saying you can't do the landscaping until after the winter, when would that be?

Mr. Soriano responded I'm going to have to give them approval on the quote and pay for it up front. Generally most companies want to do new quotes every three months or whatever so hopefully they will honor close to that pricing because I based it on what we pay for our yearly contract but we will pay for that in January or February and then they will do the

install when they can and the rest stays until the end of our first frost. If you're going to do that amount, give me a date so that I can say I've got a couple more weeks to work on somebody and I can come back to you guys and tell you I went with R&D or I've found a company that's going to do it.

Ms. Nelsen stated I feel like working back from spring break so that we look at your workload when pools are opening and you'll need a few weeks before that to prep. Spring break is March 12<sup>th</sup>.

Mr. Perry stated the March meeting is on the 12<sup>th</sup>.

Mr. Soriano stated I would say anytime in February that way I can report to you in March what we end up doing and I can go ahead and start moving forward.

On MOTION by Mr. Horton seconded by Ms. Nelsen with all in favor park improvements at an amount not to exceed \$60,000 was approved.

**C. Manager**

There being none, the next item followed.

**D. Operations Manager - Report**

Mr. Soriano stated the food trucks have dropped down for the holidays to one day a month. That happened last month. I was told last Friday that because of the rain they cancelled. We just had the Turkey Trot at your district. A little over 100 people registered. It's one of our free events and it's quick and easy. People do a little fun run and we have food, socialize with neighbors and then you go home. It's become pretty big and everybody looks forward to it every Thanksgiving. Once we had kids that weren't registered and staff and volunteers we were well over 150 people out there. We have a very large event coming up at your sister district, Cocoa with Claus. That will be in this room this Thursday. This is the first time we've decided we are going to charge because it's been tough with a lot of people not registering and showing up that night. Our biggest issue is we were worried about time with Mr. Claus. Not only did we demand they pre-register but we also have a \$3 charge. At the moment we only have about 150 pre-registered. We will get more, I'm sure, leading up to the event. We generally have 300 or 400. 500 is the highest we ever had and most of those people didn't show up to registration because it's free. I think it's going to be a lot smaller because of that

demand for pre-registration. We can make sure the kids get their time and their picture and we have food and drink so it's not a rush. Then of course, our Polar Plunge. Generally I like that in January or February to take advantage of the cold weather. We will put that out once we come out with a date. That's done at your pool.

The heated pool over here at your sister district will be changing schedules around December 15<sup>th</sup>. Last week we probably wasted a good amount of gas to heat that pool so I'm going to send out an email and I'm going to start posting something. As cold as it is we need to start utilizing those covers so they don't go beyond their budget for gas this year. When we do that, we pull the cover off in the morning and put them back on at night. It's 10-4 to take advantage of the sunlight.

You'll see our rentals and facility usage is staying high. We generally get a slow down January and February. The end of December and beginning of January we have a lot of holidays so we don't have as many rentals for the holiday weekends. We also charge extra for that which keeps people away.

Moving on to the operations side. There are two open items. One is our pillar. I'm just waiting for block guys that I can work with. I have a couple of problems. I'm getting the same written, yes I can do this job but for this much money but I'm also getting a lot of block guys that I'm sure can do the job but they have to have their own business, license and insurance. My guys have rebuilt a lot of stuff. We've rebuilt the wall at the Oaks and the caps. We've done many of these entries that have been taken out by cars. The biggest concern with this is structural. It's pretty tall and the cap that sits on it is a little more than 400 pounds. It sits right next to the road. It is a county right-of-way so they have concerns about it. They did help me with pulling everything down but I don't want this to get to the point where it's leaning because of something somebody did wrong so I want to make sure I'm going through a company that's licensed and insured and I have a warranty so if I have an issue I can go back to them. I'm kind of stuck at the moment but we are still working on it. The other open item was off season pool repairs. We got our motor in and we started working on that last week so we will see the spray ground feature even though that pool is closed so that there is no other issues. We have a reservoir tank that has a small leak in it, however it is the same issue your sister district had here last year. When that happened it started to flood out to the packs next to it and this leak may have been there for a little while and that may have added to the water we

saw during the hurricane. It's not something that's as urgent as their's. Their's I had to dig everything up around those tanks and go in and epoxy and re-coat it. Yours is much smaller. I would like to take care of that off season. Because it got to the condition that it did over here at your sister district it cost us about \$10,000 to repair so I would like to go ahead and empty it out during this off season and fix the crack with waterproof epoxy. It should end up costing us a couple thousand bucks. If not, I'll come back to you for that extra rate.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments / Supervisors' Requests**

Mr. Thomas stated I did go look at the front for the proposed dog park. The very few residents that were here at the last meeting thought that would be great location as well so if we could just see your vision, I could meet with you.

Mr. Soriano stated he's now speaking of the front park at the Oaks. It would be a lot smaller but the big one, my concern was drainage if you got a chance to look at it this weekend after it rained.

Mr. Thomas stated yes it was very soggy and I believe we would have some muddy dogs.

Mr. Soriano stated yeah that is a much larger space and we do maintain it so it would be nice to do something with it but I think the only we could utilize it is I would have to do some digging and install some drainage.

Mr. Thomas stated and my original proposed plan is just a very simple open area so if I could just meet with you to move it to that front area.

Ms. Nelsen asked is that going to be the fence attached to the homes?

Mr. Thomas responded that's the other thing. Where the original proposed was, there were no residents. If we do park hours sun up to sun down.

Mr. Soriano stated we could get complaints from those people if they really don't like the dogs there but it's the same issue if you have loud kids at a playground. The HOA is having some issues with that fence line. They're starting to see people replace it and they aren't using the style that was originally there. In those areas where we're letting the owners take care of their fence we also have to make sure that say they chose to get rid of their fence, now I have to make sure the dog park portion is completely fenced and really the fence and the few amenities for the animals would be the most cost.



Mr. Perry stated we probably need to check the county to see if there are any zoning issues because a lot of counties have changed where dog parks can be located.

Mr. Soriano stated and that was just a thought on the space because of getting away from the spot that had poor drainage. There are a few other areas I can go out and take a look at but that one is a good one because there's no grass there to kill. It's just trees. Really then it's making sure we have enough space for it. This isn't something that would happen in a month so I can come back with ideas and spaces and see if it's something you want to move forward with whether it's in this fiscal year or it's planned down the road.

Mr. Horton stated I have a couple of questions. Are the deputies checking the community parks to make sure there is nobody there after dark?

Mr. Soriano responded we have some but it's no longer a part of their contract. The majority of the focus was on the amenity center. We pulled them away and said we want your time spent where we have most of the issues but we have quite a few that go out there and catch quiet a few kids.

Mr. Horton stated I just don't see why we couldn't have them do that on a regular basis.

Mr. Soriano stated we can, it was just a request because most of the problems were at the amenity centers.

Mr. Horton stated there have been some complaints about people in the parks making noise. I understand the priority is going to be around the main recreation area.

Mr. Soriano stated I can tell them to go out there a little more often but that's also where there are two beat cops that are assigned just to Oakleaf by CCSO unless that has changed. They're not employed by the district or the HOA. The HOA also has their own officers and I was told one of the main things they do is go out to the residential areas.

Mr. Horton stated but they are only out there for four hours. They're not out there every night. Ours are out there every night. I think it's a good thing to do.

Mr. Soriano stated I can ask them to go out there more.

Mr. Davis asked what are the six hour increments?

Mr. Soriano responded most of the time it's in the evening hours. We have different hours on different days. The beat cops will sit here until 2:00 or 3:00 but they're not the ones we pay for.

Mr. Horton stated tree limbs in Stonebriar Park that I mentioned at the last meeting are still there. There's one huge pine tree trunk that I don't know where it came from. Probably somebody cutting a tree down in the park and they just didn't clear it all out or something.

Mr. Soriano stated unless it was knocked down during the storm, we didn't cut one down there. I'm still working through some bumps with our landscape company to learn to do things. This is a new company so they are a bit slower. I'll get on them about getting out there.

Mr. Horton stated there's a lake behind people creek. I looked at a map and there's really no public access to it.

Mr. Soriano stated we have quite a few that are surrounded by residential only and then preserve on the back so there's no true common ground there for you to use.

Mr. Horton asked they don't attempt to clean up around the edge of the lake or anything?

Mr. Soriano responded we don't clean anything on any residential lots. We only clean on the common areas. That is part of the expectation that if you cut the grass, help out and clean up on your lot if you have a water lot. We don't go into anybody's backyards or anything.

Mr. Horton stated only about a third of it looks like it's on residential. The backside is on a preserve.

Mr. Soriano stated we don't go back there for cleaning unless we see something big that has to be taken out. On that one we found a paddleboat that we had to take out. I have dealt with the residents on that before. We don't go picking up trash along the edge.

Mr. Horton asked you can get to that part?

Mr. Soriano responded yes we go through the preserves. That's one of the reasons we bought that off-road vehicle. We have to check all of the outfalls every month.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is January 8, 2018, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Nelsen 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