

DOUBLE BRANCH
Community Development District

DECEMBER 10, 2018

AGENDA

Double Branch Community Development District

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

December 3, 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, December 10, 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. Organizational Matters
 - A. Consideration of Resolution 2019-01, Declaring a Vacancy for Seat 2
 - B. Consideration of Appointing a New Supervisor
 - C. Oath of Office for New Elected and/or Appointed Supervisors
 - D. Consideration of Resolution 2019-02, Designating Officers
- IV. Approval of Consent Agenda
 - A. Approval of the Minutes of the November 5, 2018 Meeting
 - B. Financial Statements
 - C. Assessment Receipt Schedule
 - D. Check Register
- V. Consideration of Landscape Proposals

VI. Other Business

VII. Staff Reports

A. Attorney

B. Engineer

C. Manager

D. Operations Manager - Report

VIII. Audience Comments / Supervisor's Requests

IX. Next Scheduled Meeting – January 14, 2018 @ 4:00 p.m. at the Plantation Oaks
Amenity Center

X. 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.

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT DECLARING A VACANCY IN SEAT 2 ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Double Branch Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, on November 6, 2018, two (2) members of the Board of Supervisors (the “Board”) were to be elected by the Qualified Electors of the District, as that term is defined in section 190.003, *Florida Statutes*; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period, no Qualified Electors qualified to run for one (1) seat available for election by the Qualified Electors of the District; and

WHEREAS, pursuant to section 190.006(3)(b), *Florida Statutes*, if no elector qualifies for a seat to be filled in an election, the Board shall declare the seat(s) vacant, effective the second Tuesday following the general election; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seat available for election as vacant.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following seats on the District Board are hereby declared vacant effective as of November 20, 2018:

Seat # 2 (currently held by Barry Morton)

SECTION 2. Until such time as the District Board nominates a Qualified Elector to fill the vacancy declared in Section 1 above, the incumbent Board member of the respective seat, if any, shall remain in office.

SECTION 3. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 10th day of December, 2018.

ATTEST:

**DOUBLE BRANCH COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____

Chairperson

D.

RESOLUTION 2019-02

**A RESOLUTION DESIGNATING OFFICERS OF THE
DOUBLE BRANCH COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Double Branch Community Development District at a regular meeting held on December 10, 2018 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer (s)
_____	Assistant Secretary(s)

PASSED AND ADOPTED THIS 10th DAY OF DECEMBER, 2018.

Chairman / Vice Chairman

Secretary / Assistant Secretary

FOURTH 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, November 5, 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Community Manager
Two Residents	
VerdeGo Representative	

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Stephen Sparks, 1080 Misty Maple Court, stated I have a few questions regarding some of the landscape and the playground areas that we have. I'll start with the landscape issues that I've noticed recently that have been going on for a while. I'm just curious if this is something that is in your court or somebody else's. The median along Oakleaf Village, is that handled by the CDD? (Yes) Why are there so many dead trees in that area? They've been there for over a year and they have not been taken down. Also, there are tree stumps from when Hurricane Irma came through that have not been dug up and taken care of. This is not acceptable for the viewing pleasure of people trying to come into our neighborhoods.

Mr. Davis stated on the dead trees in the median between the four lanes, Oakleaf Village is a long road, what part?

Mr. Sparks responded the majority of them are between Plantation and the entrance at Argyle.

Mr. Horton stated I have noticed one definitely dead pine tree.

Mr. Sparks stated there's about six or eight of them that I've noticed and we really need to get those taken care of. They're unsightly and they're probably full of bugs and those bugs are probably affecting the other trees so I'd like for you to see what we can do to take care of those. The other thing I have is regarding our playgrounds. The playgrounds are starting to get a little shoddy. We've got benches that are rusted and unusable. I'll use my neighborhood as an example, Nature's Hammock. If you go and look at those benches you'll notice they are rusted to the point that they're falling apart. The benches next to the field house are rocking. We had a couple of families that were sitting on them the other day and when someone sat down you could see it rock so it needs to be addressed. A lot of our playground equipment paint is starting to chip and rust is starting to form. We need a safe area for our kids to play. We also need to see if we can get more, or new, wood chips put down in those areas. Some of those areas are almost bare ground at this point. I don't know how often the field house bathrooms are cleaned but I have a child that is in soccer and I went in there and there are spider webs all over the men's bathroom and I'm sure the women's is the same. The inside of the bathrooms really need to be taken care of. I'd appreciate your support on helping to address these items to support our facilities.

Mr. Davis asked Jay, do soccer and I-9 share any responsibility?

Mr. Soriano responded yes they share responsibility but they don't do anything. It's in their contracts to help out on the weekends. We got this complaint last year and every year before.

Mr. Davis stated that's when the majority of people are up there anyway and the use is from soccer and I-9 so we need to make sure they are fulfilling their responsibilities.

Mr. Horton asked we have somebody that cleans the bathrooms at the field house during the week right?

Mr. Soriano responded janitorial comes in and cleans toilets and replaces paper.

Mr. Spark stated but they're not cleaning the walls.

Mr. Soriano stated they will wipe down the walls every once in a while. We don't do that on a daily basis. That's an outdoor facility and there are no closed windows. It's lit pretty much 24 hours.

Mr. Horton stated we have a pest service that comes up here. Could we have them hit the bathrooms?

Mr. Soriano responded they don't spray for spiders, just roaches. If you have those lights on you're going to have bugs like spiders and mosquitos coming in and out. There's not much we can do about that. It's kind of like going to a campground.

Mr. Horton asked what if they brush it?

Mr. Soriano responded we can add that but I would also like the organizations to do their part. We've got to pay somebody to do this.

Mr. Horton stated people complain about water bottles and things like that left over at the soccer field.

Mr. Sparks stated last weekend was Keep America Clean and I don't know why we don't get involved in it as a community and have something set up here during that timeframe.

Mr. Soriano stated that would be something good for your HOA to organize.

Mr. Davis stated yeah the HOAs in the individual neighborhoods can get as involved as they want to be. Each individual homeowner can get involved. I manage the ballpark at OSA and I'd love for parents to actually clean up after their kids and themselves, it just doesn't happen.

Mr. Thomas asked how often do we inspect the playgrounds?

Mr. Soriano responded once a month but those get used a lot and you've heard me say the ones at the soccer field I don't like the design because they are single pedestal with people sitting on the sides so the weight will start to pull back. We have people that use them for working out and they're jumping on them and things like that.

Mr. Thomas stated if there is a faulty bench or something like that if you'll contact Jay then he will send a crew out and it will be handled.

Mr. Sparks stated the benches at Nature's Hammock have been rusted for a while.

Mr. Soriano stated those are kind of old so we can start replacing those. They are not something I can replace on my own, I have to get approval every time I want to replace one because they cost about \$1,800 a piece. I do think there are things we need to start replacing out here. We voted a couple of years ago to replace all of those white benches out there and it adds up to about \$10,000. There are a lot of benches so it does add up.

Mr. Davis asked do you have any idea how long that rusted bench in Nature's Hammock has been there?

Mr. Soriano responded all of these are original.

Mr. Davis stated I was just thinking wood doesn't rust but it might not last as long.

Mr. Soriano stated yeah we do a thermoplastic. They are heavy duty and that's why they are so expensive. They are 15 years old now. We started replacing the trash cans first and I did go to a lower cost version. They're not as durable but if it's something we want to replace well before 15 years we can do it that way. That may be what we have to do with the benches too.

Mr. Sparks stated you could almost build them out of trex boards a lot cheaper than you can buy them like that.

Mr. Soriano stated we have to stick to that commercial-level durability. Commercial is not that cheap. Kind of like the playgrounds. People look at those playgrounds and ask why we don't get new ones but one of them cost \$40,000-\$50,000.

Mr. Thomas asked didn't we just replace this one?

Mr. Soriano responded yes it was \$48,000 and I had my crew put it in instead of the commercial installer. We got quotes from installers but I didn't want to pay someone \$20,000 to put it in.

Mr. Horton stated you mentioned the wood chips at the playground. Don't we replace them once a year?

Mr. Soriano responded yes. That's one of the thing I've gotten on to our last landscapers about is constantly replacing that so we have a good amount of chips.

Ms. Nelsen stated I know it hasn't been that long at Nature's Hammock because I called you because they got stuck in the grass and we made them fix all the ruts that were out there so they were putting their blown in mulch that day.

Mr. Soriano stated yeah it was the mulch truck that caused that problem but we do have high usage and most people don't realize how many people use our facilities, even those playgrounds. You're talking thousands of people each month.

Ms. Nelsen stated Steve, our landscape company got bought out about a year ago and their contract is up now, that is what all of this is. We're hoping to make improvements very soon.

Mr. Horton stated just to let you know, we're talking about a million dollars in landscaping just for the common areas in phase one so a lot of money is being spent.

Mr. Sparks asked how is the contractor selected?

Mr. Thomas responded we're going through that process now.

Ms. Nelsen stated it's a public bidding process and we will meet as a committee with staff.

Mr. Sparks stated the only reason I ask that is I solicit and write contracts for the US government so I was curious how it was done here compared to government-style.

Mr. Davis stated it's very similar to a government-type bid. I'm in construction and we do government-based bids. It's very similar. There's actually a tour that takes place, they take the vendors around so everyone is compared apples to apples. They see it's a large spread out property so everyone needs to see what is expected and what we're talking about so they are on the same page.

Mr. Horton stated I worked in government contracts too before I retired and this is very similar.

Mr. Davis stated we try and go through it with a fine tooth comb and make sure every vendor is very aware of everything that they are bidding on so we have very comparative bids.

Mr. Horton asked what are we going to do about the trees?

Mr. Soriano responded we can keep going the way we've been going. We don't have a contract to take care of dead trees unless they are causing a problem and most of those in the median aren't going to fall into the median. If they fall they are going to fall into the grass, not the road. I use three different arborists that come out and give me a quote and say this one doesn't need to be removed, this one doesn't. You had mentioned something about the look, however you can have lots of residents go through and say I don't like the look of this tree but our policy is unless it's going to cause a problem we don't cut it out. As far as the bugs and the concern with that, the tree is going to feed the bugs so they're not going to remove the bugs in that area by taking the tree out. It's actually giving them something to focus on. We have thousands of trees so I have to make a decision and I use these arborists to tell me if there's a problem and we take care of those first. We have to have a policy so that we can stay within budget because it's not within contract for them to just go around cutting down trees.

Mr. Horton stated there's the one pine tree my wife mentioned that had fallen into the roadway. It's completely dead. I'd at least like that one tree taken down.

Mr. Davis stated right in front of Litchfield the trees to me look fine but after speaking to you, you said an arborist said they were infested with bugs and they had to come down so how often to those guys come through and assess the trees?

Mr. Soriano responded I bring them out when there are problems. When residents call or email me I'll go out to their house and take a look at it. If someone thinks a tree is going to fall on their house the first thing I do is ask them if we can take a look at it. If it's in a preserve area I'm kind of limited and I have to have them to back me up so we can cut the tree down. In the median we have the ability to just cut any tree. We've had the same policy in place for almost 15 years now.

Mr. Horton stated we're not talking about the preserve area, we're talking about the area we own.

Mr. Soriano stated there are spots in those too though and that's what I'm saying. We have to have a policy.

Mr. Horton stated we're talking about just those in median. I think we need to take them out. Get a cost on it and if it's going to be a whole lot of money let's figure out what we want to do about it.

Mr. Soriano stated it's not that it's a lot of money. It might cost us anywhere from \$200-\$500 a tree but I would need some kind of direction for what kind of policy you guys want.

Mr. Horton stated the direction I'm looking for is I want those trees taken out on the median.

Mr. Davis stated I'd like to make a motion that we have an arborist come out and assess the trees in the median from Plantation Oaks to the main entrance on Oakleaf Village Parkway and get a report as to which trees are an immediate threat and need to be removed and which are okay.

On MOTION by Ms. Davis seconded by Mr. Horton with all in favor to seek a tree assessment report from an arborist with removal of one tree was approved.
--

Mr. Thomas asked you're going to go out and tighten out those benches?

Mr. Soriano responded yes.

Mr. Thomas stated let's say the playground is in really good shape, would it be cost effective to repaint them?

Mr. Soriano responded they're thermoplastic so we can only repaint them so much. You can't match the thermoplastic. We use a flexi-dip and paint but you can't re-coat them. We can go through one section at a time and start replacing things.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the October 15, 2018 Meeting

B. Financial Statements

C. Assessment Receipt Schedule

D. Check Register

Mr. Perry stated the financials are for the year-end, September 30th, so we're now starting our next fiscal year. In the general fund overall we were favorable to budget by about \$23,000 and then under the recreation and facilities maintenance funds we were favorable to budget expenditures of \$153,000 along with in the revenues section favorable by \$41,000 so overall approximately \$219,000 favorable for the year. Those funds just roll into the cash that is available to the District so we are in really good shape as far as closing out the year. You are over 100% collected on your assessment receipt schedule.

Mr. Horton stated there was a bill in the check register for \$2,000 to replace a ACCTV wire timer. It rounded up pretty nice.

Mr. Soriano stated that is a contracted amount right now for that controller. If you look through our packets coming up I ask for those to be listed out by what needs to be replaced.

Mr. Horton asked is the bill for \$2,000 parts or mostly labor?

Mr. Soriano responded for the controller, labor and any parts that go with it. There is a lot to those controllers. Those go anywhere from \$1,800 to \$6,000 for one controller. That is part of that packet pricing. It might be easy to install one time and the next time they might have to run a whole new wire and it might costing them more than \$2,000 but we only give them \$2,000 and that was part of that agreement.

Mr. Horton asked these are the timers in the ground?

Mr. Soriano responded no those are those big electrical boxes you see out there. Most of them are at the playgrounds. Sometimes you get away with reusing some parts. Decoders that do zones can cost anywhere from \$100-\$200 to quite a few hundred bucks per decoder. We have 280 zones altogether so those things are kind of expensive. With R&D that's one of the things I've had to deal with. In the past I watch those like a hawk and I even get on them about giving me paperwork. With this company I make them drop off the old equipment so I can double check that there's no warranty time left on them or if there's any parts that can be kept and reused.

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

FOURTH ORDER OF BUSINESS

Discussion of Landscape Proposals

Mr. Perry stated Jay has provided you with the packages that we received. He's also prepared for you a summary of the costs associated with each of the proposers, which includes Tri-Mac, Outdoor, VerdeGo, R&D, Budd Group, Duval Landscape and Tree Amigos. What we'd like to do and what we discussed with your sister district is obviously we have it as an agenda item just to talk about the proposals today but at your meeting in December we would ask the Board to rank the proposers themselves. About two weeks prior to that staff is going to provide to you a recommendation as to the grading of each of those. You can use that for your information purposes or discard it, however you wish. We would also ask for your ranking of the proposers prior to the meeting so we can calculate all that and see where we're going to end up. In the interim, feel free to ask staff any questions you might have and we will also be verifying references in the interim to make sure we feel comfortable with the proposers as well as doing some further analysis of them.

Mr. Horton stated we have four to choose from it looks like. One of them has priced themselves out of the market because we'd have to raise the rates for all of the residents to pay for it. Ironically, phase two it looks like they are pretty much in line with all of the other bids so I want to make sure if we're trying to get the same company that phase two needs to be aware of that. There's no way we can get that company because they are twice as much as everybody else.

Mr. Perry stated there was some discussion in regards to that. It is a valid proposal but one of the supervisors asked if they should spend a lot of time on that one and the other board members did what you just did. I think it's obvious that there's really three that you are going to focus on. Jay can go into this in more detail for various reasons they are non-responsive basically.

Mr. Soriano stated we had nine companies take part this time. A couple of companies bowed out from the very beginning. Out of those nine, one was a no-show and then two sent us an email saying they didn't want to take part. One of them specifically is because of that irrigation system which is a very large and hard system to deal with and the way we have our all-inclusive where we ask them to repair everything at the cost and they have to give us an idea of what that expense is going to be. They don't really like that. They were also part of a company that was at your sister district that only lasted about a year mostly because of the irrigation issues. I pointed out to all of the companies that the irrigation is a very important part to us. I can get lots of people to cut the grass but dealing with the irrigation, all the timers, the zones and making sure everything is set up properly and prepared in a timely fashion is a big thing. We plant all kinds of plants, flowers and new sod but it won't matter if we don't get water to them correctly. We had six companies that dropped off, two of which we have to disqualify. Tri-Mac was your low bidder on the first round. They were a little upset that they had to go through this again so they did now drop off the full packets. They gave me one packet so you guys can review it. They changed the date on the front and any place where there were dated notary stamps but they printed out the exact same packet from the first round which is not the rules because if you recall we had a few things in there that we wanted them to answer specifically which means they didn't answer those questions. Plus, we had some things in there we changed with pricing to make sure we had a good apples to apples comparison with all of these companies. Only four of those companies dropped off packets for all of you guys. I put the pricing down there for you to compare. The other was Tree Amigos. I'm kind of disappointed in them. They are a great company and they have actually won bids from us before. They actually did the work on your district when we added in the fitness center area. They are pretty well known but they had an internal issue with a disgruntled employee and they couldn't get to their packets in time. They did call me but there's only so much I can do. The RFPs have set guidelines so I asked them to drop off whatever we could and we would go

from there but all they could give me was what they thought their yearly totals would be, which I gave you. There are no breakdowns for pricing or anything like that so I believe we have to throw them out too which means you're left with four companies, Duval and R&D who were involved in the first. You'll notice R&D did change their pricing quite a bit. Duval is exactly the same. Then we had two new companies in there, Budd Group which is the one that is outrageously high. They were actually high on both districts, not just here. They were the highest that we've ever seen for any of our RFPs we've had. We have had \$1.9 million before but over at Middle Village they were \$2.2 million so they are way beyond what we would look at. They have lots of references and lots of contracts so I'm sure they could get the work done but it's a little beyond what we were looking at. I can't say just throw them out because they did their work and threw it in there but they didn't follow directions completely. If you notice in their packet they had a whole section they left blank for the individual pricing if we just wanted to add something separate from the contract. They are also out of Orlando so it was hard just getting them here to tour the property and they had to overnight their packets. They don't have an office up here. I was worried about the minimal requirements but the way we have it worded in the packets is if they are awarded they have to meet the minimum requirements so in the packet you'll see they have a plan set out to open an office here if they were to get the contract. There are just a lot of things that I wouldn't spend a lot of time on that packet. Some of the comments and questions that we had before about professionalism and responsiveness and things like that we actually did see with VerdeGo. You'll see their packets are extremely impressive. They do have CDDs so we have some references we can look at. I don't have experience with them but just looking through I am thoroughly impressed that they are not that expensive. I gave you guys pricing both for your district and for Middle Village because I wanted you to see those numbers since you are grading together. No matter how you guys decide, there is no way to pick two different companies if we're grading together. You could tie so we can talk about what we want to do in the case of a tie. That's very hard to do though because if you noticed our grading sheets are broken down to second decimal place so they would have to have a perfect 99.98 and tie. I would strongly look at that VerdeGo packet because the pricing is not that concerning but there are some things that both Duval and R&D did good with their packets. They did answer a lot of questions we had with concerns with how they were going to operate irrigation-wise and how many crewmembers so they took time to

give us better packets than the first round. Their pricing is also pretty good. Take time to go through their packets and if you want call around to their other districts, HOAs and local government contracts. Staff is also available to answer questions because we know some of these companies. I'd like you to look at the grading sheets I gave you over the next month and then after Thanksgiving I'll pick up the grading sheets from you so that about a week before our next meeting we can have all those tallied up and we can award at December's meeting.

FIFTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Walters stated I don't know if any of the current Board members were serving back then but you may be familiar with the concept of impact fees that are charged within the counties and so forth. Long ago before the real estate market crashed Clay County had a number of impact fees and under the ordinance at the time you could get credits for certain items and the big easy one is roadway. There were roadway impact fees throughout the county so if you are building a single-family lot you have to pay \$4,000 or whatever it was as an impact fee for the additional roadways that were going to be built. Obviously we've built millions of dollars of roadways within board of these districts and that entitled both entities to credits for that. Meaning, you contributed on your own so you are entitled to credits. We did a lot of background work with the counties and within the DRI owners here because we are within a large Development of Regional Impact here and that plays into those as well. We got a big fancy agreement together and soon thereafter the real estate market crashed and the County put a moratorium in place for several years on impact fees because it made it uneconomical to build anything. The county has reached back out to me because they are lifting that moratorium and I think amending their ordinance a little bit as well so they want to reach out to us in terms of reworking that agreement a little bit. The reason I'm bringing that up is for two reasons. If you see entries from me dealing with impact fees, I don't want anyone to panic and think that these are some new impact fees. It will not impact any existing residents or us in a negative way. To the contrary, to the extent that we can rework this and start targeting other future

development entities within the DRI or the county or however they structure it we will have a kind of bank of impact fees that we may be able to market and sell if I'm a developer going to the county to pay \$100,000 in impact fees if I can sell those \$100,000 of impact fees for \$50,000 obviously that's a benefit to us. If you see the time on that or anyone asks you about that, please feel free to reach out to me. This could likely be a good thing.

Mr. Horton asked we already have some kind of impact fees assigned to us, right? I've gotten questions on that before.

Mr. Walters responded we do. We have an agreement with the county. The moratorium in place kind of made it a non-event but they are amending the ordinance and they want us to look at our agreement with everyone to see if it still fits within that same model but we do have a bank of impact fees that we've always had.

Mr. Horton asked that would cover road repaving and stuff like that?

Mr. Walters responded correct, ours are transportation impact fees. There are school impact fees but we didn't build the schools so we didn't get those.

Mr. Horton stated some of our roads are getting a little shoddy.

Mr. Walters stated I would remind the county of that. I think I made the remark can we trade impact fees for more asphalt.

B. Engineer

There being none, the next item followed.

C. Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Soriano stated we had our Pumpkin Plunge event a couple of weekends ago and it worked out pretty well. We actually had around 160 people preregister. It was a little chilly so I think that cut some people out. We ended up having around 140 show up so I ended up with about 30 extra pumpkins but luckily I was able to find a local charity, a National Guard group, that I was able to donate them to for the families that have someone deployed. Our next events will be the Turkey Trot which is a fun run and then Cocoa with Claus in December at your sister district. Also, Polar Plunge, which is at your district.

Our pools are closed. If you remember last meeting with unseasonably warm weather we decided to open up for the weekends. We had one day where people actually took

advantage of that so out of those six extra days we had many days where staff was just sitting there all day cleaning the pools and scrubbing tiles because no one showed up. It's just that time of year. I know it was warm and everybody always asks for it but it's a busy time of year.

Mr. Davis stated I say remember that next year.

Mr. Soriano stated it was much easier to do now that we control the staffing so it was easier to get monitors and it didn't cost us that much. The pools are closed now. This facility has the heated pool for adults and residents at both districts can use this pool. The plans for operating are on the website.

Mr. Horton asked what's the minimum crew if you're operating like that?

Mr. Soriano responded we have two, which is the minimum, one monitor that watches the whole place and then one person checks people in and helps out.

Mr. Horton asked you only do that one pool right?

Mr. Soriano responded no as a pool monitor they keep an eye on both pools and the kiddie pool to make sure people are following directions and not doing something crazy.

Mr. Horton stated so the expense is really minimal.

Mr. Soriano stated a few hundred bucks for each weekend so yeah. With the contracted company they really preferred lifeguards for liability reasons. We just did the pool monitors.

Mr. Horton stated you didn't mention the food trucks.

Mr. Soriano stated they are still operating as normal. The food truck woman did contact me to let me know right now they are still doing Fridays and it doesn't look like they will switch to Saturdays. They are also getting pulled in a few different directions because now they are actually doing events on the corner that is owned by the church in this district here. That kind of limits participation on Friday nights.

Mr. Horton stated I think she coordinates the one over here too.

Mr. Soriano stated yes she does both of them. We said we weren't going to get involved just as long as everyone is following the rules and not doing anything we wouldn't there.

Moving on, our numbers are starting to drop. There is one open item. You guys had another sign taken out. They had insurance this time so we won't be paying for it directly. I've got to work with their insurance company but hopefully this will go a little quicker. It's also not structural so I don't have to deal with the County.

Mr. Davis asked what about that decorative piece?

Mr. Soriano stated just from the first glance the same mason that did the work on the front will be doing this one. It was \$10,000 for that one and it is \$11,000 for this one so it will be more expensive. Since it's not structural we won't have to deal with all of those other issues, most of it will be waiting on the mason and getting those pre-cast items to try to match everything as much as possible.

Mr. Horton asked are you going to be working on it?

Mr. Soriano responded it's contracted. I get the quote from the mason and he does all the work and then I forward it to the insurance company. We may have to pay the mason something up front due to the cost of it but we will get reimbursed for it.

Mr. Horton stated the brickwork is mostly decorative but that part can be done right away, right?

Mr. Soriano responded it sits on the precast so he will have to have some of those blocks made before he can start to build the wall back up and then the real expensive one is going to be the cap and that giant bowl that sits on top. Regarding maintenance items, I don't have anything new for you guys this month.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Billy Genovese stated I'm the Director of Business Development for VerdeGo landscape. I wanted to be here to say thank you for the opportunity and I wanted to give you a chance to ask any questions you had for us.

Mr. Davis stated I just got mine so I'll be reviewing them and if I have any questions I will follow up. We appreciate you coming out.

Mr. Horton stated I haven't looked over them yet but it's a nice packet. You have a location down in Palm Coast?

Mr. Genovese responded we do. Our home office is technically in Bunnell on U.S. 1 so we have a garden center and nursery down there.

Supervisors' Requests

Mr. Thomas stated I was told by my daughters to thank Mr. Jay for our wonderful Pumpkin Plunge.

Mr. Horton stated I talked to Jay earlier about some plants that we need to move if you're coming from the rec center straight across the street into the neighborhoods. If you stop in the middle of the median and look to the right for oncoming traffic you really can't see once the grasses grow out. If they're cut back you can see someone coming a block away so I asked him if they can move some of them but he said they really don't move to well but if you move seven or eight of them your sight lines are a lot better.

Ms. Nelsen asked those are the ones at the school?

Mr. Soriano responded no coming straight across when you're coming into the amenity center right there we actually moved a front line back before but if you notice those two medians have some of our nicest grasses that get really full. I think we will have to move a couple of them still.

Mr. Horton stated there was a motorcycle accident there a few years back. I don't know what happened but it wouldn't hurt for us to make sure the sight lines are clear.

Mr. Soriano stated they are clear. The County helps us because it is their right of way so they will let me know if anything is bad for sight lines. They come through all the time because of their stop signs and stuff like that. I agree we should move one or two.

EIGHTH ORDER OF BUSINESS**Next Scheduled Meeting**

Mr. Perry stated the next scheduled meeting is December 10, 2018 at 4:00 p.m.

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

B.

Double Branch

Community Development District

Unaudited Financial Reporting
October 31, 2018



DOUBLE BRANCH
Community Development District
Combined Balance Sheet
October 31, 2018

	Governmental Fund Types					Totals (Memorandum Only)
	General	Recreation	Capital Reserve	Debt Service	Capital Projects	
ASSETS:						
Cash	\$64,205	\$146,736	\$226,827	---	---	\$437,768
Petty Cash	---	\$672	---	---	---	\$672
Investments:						
<i>Series 2013A-1</i>						
Revenue	---	---	---	\$2,325	---	\$2,325
Reserve A1	---	---	---	\$868,932	---	\$868,932
Interest A1	---	---	---	\$60,519	---	\$60,519
Acquisition and Construction	---	---	---	---	\$49,694	\$49,694
<i>Series 2013A-2</i>						
Reserve A2	---	---	---	\$101,941	---	\$101,941
Interest A2	---	---	---	\$397,144	---	\$397,144
Excess Revenue	---	---	---	\$104,429	---	\$104,429
Prepayment	---	---	---	\$5,000	---	\$5,000
<i>Operations</i>						
Custody Account-General Fund Excess	\$3,078	---	---	---	---	\$3,078
Custody Account-Recreation Fund Excess	---	\$552,739	---	---	---	\$552,739
Custody Account-Recreation Fund Reserve	---	---	\$848,684	---	---	\$848,684
Due From General Fund	---	\$7,743	---	---	---	\$7,743
Due From Capital Reserve Fund	---	\$29,482	---	---	---	\$29,482
Due from Rec Fund	\$16,955	---	---	---	---	\$16,955
Due from Other	---	\$26	---	---	---	\$26
Electric Deposits	---	\$4,500	---	---	---	\$4,500
TOTAL ASSETS	\$84,239	\$741,897	\$1,075,511	\$1,540,290	\$49,694	\$3,491,631
LIABILITIES:						
Accounts Payable	\$3,694	\$126,525	---	---	---	\$130,219
Due to Rec Fund	\$7,743	---	\$29,482	---	---	\$37,225
Due to Debt Service	---	---	---	---	---	\$0
Due to General Fund	---	\$16,955	---	---	---	\$16,955
Due to Middle Village	---	\$6,307	---	---	---	\$6,307
Deferred Rental Revenue	---	\$7,985	---	---	---	\$7,985
FUND BALANCES:						
Nonspendable	---	\$4,500	---	---	---	\$4,500
Restricted for Debt Service	---	---	---	\$1,540,290	---	\$1,540,290
Restricted for Capital Projects	---	---	---	---	\$49,694	\$49,694
Assigned	\$2,000	---	\$1,046,030	---	---	\$1,048,030
Unassigned	\$70,802	\$579,625	---	---	---	\$650,427
TOTAL LIABILITIES & FUND EQUITY	\$84,239	\$741,897	\$1,075,511	\$1,540,290	\$49,694	\$3,491,631

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/2018	ACTUAL THRU 10/31/2018	VARIANCE
Assessment - Tax Roll	\$177,985	\$0	\$0	\$0
Interest Income	\$200	\$17	\$1	(\$16)
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$178,185	\$17	\$1	(\$16)
<u>EXPENDITURES:</u>				
<u>Administrative</u>				
Supervisors Fees	\$12,000	\$1,000	\$1,000	\$0
FICA Expense	\$918	\$77	\$77	\$0
Engineering	\$5,000	\$417	\$0	\$417
Arbitrage	\$700	\$700	\$0	\$700
Dissemination	\$1,333	\$111	\$611	(\$500)
Assessment Roll	\$7,821	\$7,821	\$7,520	\$301
Attorney	\$42,000	\$3,500	\$0	\$3,500
Annual Audit	\$5,900	\$492	\$0	\$492
Trustee fees	\$8,014	\$668	\$0	\$668
Management Fees	\$59,963	\$4,997	\$4,997	(\$0)
Information Technology	\$1,942	\$162	\$162	(\$0)
Telephone	\$290	\$24	\$72	(\$48)
Postage	\$1,900	\$158	\$316	(\$158)
Printing & Binding	\$3,400	\$283	\$556	(\$272)
Records Storage	\$300	\$25	\$0	\$25
Insurance	\$8,350	\$8,350	\$7,743	\$607
Legal Advertising	\$2,000	\$167	\$0	\$167
Property Taxes	\$0	\$0	\$0	\$0
Office Supplies	\$350	\$29	\$1	\$28
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$15,829	\$0	\$0	\$0
TOTAL EXPENDITURES	\$178,185	\$29,155	\$23,229	\$5,926
EXCESS REVENUES (EXPENDITURES)	\$0		(\$23,228)	
FUND BALANCE - Beginning	\$0		\$96,030	
FUND BALANCE - Ending	\$0		\$72,802	

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/2018	ACTUAL THRU 10/31/2018	VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments-Tax Roll	\$1,462,648	\$0	\$0	\$0
Interest Income	\$1,000	\$83	\$177	\$94
Amenities Revenue	\$33,690	\$2,808	\$3,192	\$384
Soccer Revenue	\$11,000	\$917	\$0	(\$917)
TOTAL REVENUES	\$1,508,338	\$3,808	\$3,368	(\$439)
<u>EXPENDITURES:</u>				
<u>Administrative:</u>				
Management Fees - Onsite	\$110,470	\$9,206	\$9,206	\$0
Insurance	\$62,789	\$62,789	\$59,799	\$2,990
Other Current Charges	\$3,818	\$318	\$184	\$134
Permit Fees	\$1,635	\$136	\$0	\$136
Total Administrative	\$178,712	\$72,449	\$69,189	\$3,261
<u>Maintenance:</u>				
<u>Common Area</u>				
Security	\$50,920	\$4,243	\$4,236	\$8
Security - Clay County Off Duty Sheriff	\$43,050	\$3,588	\$521	\$3,067
Water - Irrigation	\$9,000	\$750	\$185	\$565
Irrigation Maintenance	\$4,250	\$354	\$0	\$354
Streetlighting	\$33,066	\$2,756	\$2,373	\$383
Electric	\$42,000	\$3,500	\$3,220	\$280
Landscape Maintenance	\$315,774	\$26,315	\$26,315	\$0
Common Area Maintenance	\$43,564	\$3,630	\$0	\$3,630
Lake Maintenance	\$28,116	\$2,343	\$2,029	\$314
Landscape Reserve	\$35,000	\$0	\$0	\$0
Contingency	\$1,985	\$165	\$0	\$165
Capital Reserve (1)	\$15,565	\$0	\$0	\$0
Misc. Maintenance	\$2,986	\$249	\$0	\$249
General Reserve	\$26,759	\$2,230	\$0	\$2,230
Total Common Area	\$652,035	\$50,123	\$38,878	\$11,244
<u>Recreation Facility</u>				
Aquatics & Fitness Manager/Staff	\$48,495	\$4,041	\$4,963	(\$922)
Pool Attendants	\$94,266	\$7,856	\$7,434	\$421
Refuse Service	\$6,120	\$510	\$0	\$510
Telephone	\$4,500	\$375	\$409	(\$34)
Electric	\$47,000	\$3,917	\$3,940	(\$23)
Cable	\$8,150	\$679	\$556	\$123
Pool Maintenance/Chemicals	\$56,616	\$4,718	\$4,152	\$566
Water/Sewer/Reclaim	\$65,000	\$5,417	\$1,872	\$3,545
Facility Maintenance - General	\$27,500	\$2,292	\$0	\$2,292
Facility Maintenance - Preventative Contracts	\$5,617	\$468	\$1,299	(\$831)
Facility Maintenance - Contingency	\$29,750	\$2,479	\$0	\$2,479
Lighting Repairs	\$8,500	\$708	\$0	\$708
Special Events	\$10,500	\$875	\$0	\$875
Office Supplies and Equipment	\$4,000	\$333	\$0	\$333
Janitorial	\$31,512	\$2,626	\$2,894	(\$268)
Recreation Passes	\$7,565	\$630	\$0	\$630

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

	ADOPTED BUDGET	PRORATED BUDGET THRU 10/31/2018	ACTUAL THRU 10/31/2018	VARIANCE
<u>Recreation Facility-Continued</u>				
Repairs & Replacement	\$79,025	\$6,585	\$5,694	\$892
Pool Pump Reserve	\$6,500	\$542	\$0	\$542
Pool Leak Repairs	\$5,000	\$417	\$0	\$417
Soccer Field	\$21,250	\$1,771	\$0	\$1,771
Total Recreation Facility	\$566,866	\$47,239	\$33,213	\$14,025
<u>Fitness Center</u>				
Staffing	\$47,500	\$3,958	\$0	\$3,958
Telephone	\$1,092	\$91	\$0	\$91
Electric	\$12,300	\$1,025	\$2,073	(\$1,048)
Cable	\$4,169	\$347	\$0	\$347
Facility Maintenance - General	\$8,000	\$667	\$0	\$667
Facility Maintenance - Preventative	\$7,500	\$625	\$0	\$625
Facility Maintenance - Contingency	\$5,000	\$417	\$0	\$417
Office Supplies and Equipment	\$2,664	\$222	\$39	\$183
Janitorial	\$17,500	\$1,458	\$1,174	\$284
Repair and Replacements	\$5,000	\$417	\$0	\$417
Total Exercise Facility	\$110,725	\$9,227	\$3,287	\$5,940
Total Maintenance	\$1,329,626	\$106,588	\$75,378	\$31,210
TOTAL EXPENDITURES	\$1,508,338	\$179,038	\$144,567	\$34,471
EXCESS REVENUES (EXPENDITURES)	\$0		(\$141,199)	
FUND BALANCE - Beginning	\$0		\$725,324	
FUND BALANCE - Ending	\$0		\$584,125	

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
--	---------	----------	----------	---------	----------	-------	-------	-----	------	------	--------	-----------	-------

Revenues:

Assessment - Tax Roll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1

Expenditures:

Administrative

Supervisors Fees	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
FICA Expense	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$611	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$611
Assessment Roll	\$7,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,520
Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$4,997	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,997
Computer Time	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$162
Telephone	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72
Postage	\$316	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$316
Printing & Binding	\$556	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$556
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$7,743	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,743
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
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
Total Administrative	\$23,229	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,229
Excess Revenues (Expenditures)	(\$23,228)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$23,228)

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
<u>Revenues:</u>													
Maintenance Assessments-Tax Roll	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	\$177	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$177
Amenities Revenue	\$3,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,192
Soccer Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$3,368	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,368
<u>Expenditures:</u>													
<u>Administrative</u>													
Management Fees - Onsite	\$9,206	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,206
Insurance	\$59,799	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,799
Other Current Charges	\$184	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$184
Permit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative	\$69,189	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$69,189
<u>MAINTENANCE- Common Area</u>													
Security	\$4,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,236
Security - Clay County Off Duty Sheriff	\$521	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$521
Water - Irrigation	\$185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$2,373	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,373
Electric	\$3,220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,220
Landscape Maintenance	\$26,315	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,315
Common Area Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$2,029	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,029
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
Total Common Area	\$38,878	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,878

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
<u>Recreation Facility</u>													
Aquatics & Fitness Manager/Staff	\$4,963	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,963
Pool Attendants	\$7,434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,434
Refuse Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$409	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$409
Electric	\$3,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,940
Cable	\$556	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$556
Pool Maintenance/Chemicals	\$4,152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,152
Water/Sewer/Reclaim	\$1,872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,872
Facility Maintenance - General	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - Preventative Contracts	\$1,299	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,299
Facility Maintenance - Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lighting Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Janitorial	\$2,894	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,894
Recreation Passes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Replacement	\$5,694	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,694
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
	\$33,213	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,213
<u>Exercise Facility</u>													
Staffing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$2,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,073
Cable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - General	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - Preventative	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance - Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies and Equipment	\$39	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39
Janitorial	\$1,174	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,174
Repair and Replacements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Exercise Facility	\$3,287	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,287
Total Expenses	\$144,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144,567
Excess Revenues (Expenditures)	(\$141,199)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$141,199)

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

	ADOPTED BUDGET	PRORATED THRU 10/31/2018	ACTUAL THRU 10/31/2018	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$1,000	\$83	\$209	\$126
Landscape Reserve - Transfer In	\$35,000	\$0	\$0	\$0
Capital Reserve - Transfer In	\$15,565	\$0	\$0	\$0
Pool Pump Reserve - Transfer in	\$6,500	\$0	\$0	\$0
General Reserve - Transfer in	\$26,759	\$0	\$0	\$0
General Fund Reserve- Transfer in	\$15,829	\$0	\$0	\$0
TOTAL REVENUES	\$100,653	\$83	\$209	\$126
<u>EXPENDITURES:</u>				
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
EXCESS REVENUES (EXPENDITURES)	\$100,653		\$209	
FUND BALANCE - Beginning	\$938,919		\$1,045,821	
FUND BALANCE - Ending	\$1,039,572		\$1,046,030	

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 October 31, 2018

	ADOPTED BUDGET	PRORATED THRU 10/31/2018	ACTUAL THRU 10/31/2018	VARIANCE
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$1,962,561	\$0	\$0	\$0
Assessments- Prepayment	\$0	\$0	\$0	\$0
Interest Income	\$6,000	\$500	\$2,325	\$1,825
TOTAL REVENUES	\$1,968,561	\$500	\$2,325	\$1,825
<u>Expenditures:</u>				
<u>Series 2013 A-1</u>				
Interest Expense - 11/1	\$397,144	\$0	\$0	\$0
Interest Expense - 5/1	\$397,144	\$0	\$0	\$0
Principal Expense 5/1	\$955,000	\$0	\$0	\$0
<u>Series 2013 A-2</u>				
Interest Expense - 11/1	\$60,663	\$0	\$0	\$0
Prepayment Call 11/1	\$25,000	\$0	\$0	\$0
Interest Expense - 5/1	\$60,663	\$0	\$0	\$0
Principal Expense 5/1	\$85,000	\$0	\$0	\$0
Principal Expense 5/1 (Prepayment)	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,980,614	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$12,053)		\$2,325	
<u>Other Sources/(Uses)</u>				
Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0
<i>Net change in Fund Balance</i>	(\$12,053)		\$2,325	
FUND BALANCE - Beginning	\$589,465		\$1,537,965	
FUND BALANCE - Ending	\$577,412		\$1,540,290	

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

		<div>SERIES 2013 A-1 AND A-2</div>
<u>REVENUES:</u>		
Interest Income		\$75
TOTAL REVENUES		<div>\$75</div>
<u>EXPENDITURES:</u>		
Capital Outlay - Series 2013 A1 and A2		\$0
Cost of Issuance		\$0
TOTAL EXPENDITURES		<div>\$0</div>
EXCESS REVENUES (EXPENDITURES)		<div>\$75</div>
FUND BALANCE - Beginning		<div>\$49,619</div>
FUND BALANCE - Ending		<div>\$49,694</div>

Double Branch

Community Development District

Long Term Debt Report

Series 2013 A-1 Special Assessment Refunding Bonds	
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)
Less: May 1, 2018 (Mandatory)	(\$930,000)
Current Bonds Outstanding	\$20,385,000

Series 2013 A-2 Special Assessment Refunding Bonds	
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)
Less: May 1, 2018 (Mandatory)	(\$80,000)
Less: May 1, 2018 (Prepayment)	(\$5,000)
Current Bonds Outstanding	\$2,130,000

C.

Fiscal Year 2019 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	45,481	1,962,703.38	177,889.82	1,461,865.84	3,602,459.05
TOTAL ASSESSED	45,481	1,962,703.38	177,889.82	1,461,865.84	3,602,459.05

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	11/14/18	71,071.28	38,721.28	3,509.51	28,840.49
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		71,071.28	38,721.28	3,509.51	28,840.49

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	1.97%	1.97%	1.97%

D.

Double Branch

Community Development District

Check Run Summary

November 30, 2018

<i>Fund</i>	<i>Date</i>	<i>Check No.</i>	<i>Amount</i>
<i>General Fund</i>			
<i>Payroll</i>	11/13/18	50743-50746	\$ 738.80
<i>Sub-Total</i>			\$ 738.80
<i>Accounts Payable</i>	11/8/18	1484-1486	\$ 5,876.21
	11/21/18	1487-1490	\$ 3,499.60
<i>Sub-Total</i>			\$ 9,375.81
<i>Recreation Fund</i>			
<i>Accounts Payable</i>	11/8/18	5677-5686	\$ 113,451.04
	11/21/18	5687-5702	\$ 24,460.65
<i>Sub-Total</i>			\$ 137,911.69
<i>Capital Reserve Fund</i>			
<i>Accounts Payable</i>			
<i>Sub-Total</i>			\$ -
<i>Total</i>			\$ 148,026.30

Attendance Sheet

District Name: Double Branch, CDD

Board Meeting Date: November 5, 2018

	Name	In Attendance	Fee
1	Cindy Nelsen <i>Chairperson</i>		YES-\$200
2	Charles Horton <i>Assistant Secretary</i>		YES - \$200
3	Barry Morton <i>Vice Chairman</i>	NO	YES - \$200
4	Chad Davis <i>Assistant Secretary</i>		YES - \$200
5	Scott Thomas <i>Assistant Secretary</i>		YES - \$200

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

Approved for Payment:



District Manager Signature

11/5/18

Date

PLEASE RETURN COMPLETED FORM TO HANNAH SMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/08/18	00053	10/01/18 72270	201810 310-51300-54000		*	175.00	
		FY19 SPECIAL DISTRICT FEE					
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 001484
11/08/18	00013	10/16/18 63396645	201810 310-51300-42000		*	19.05	
		OCT FEDEX POSTAGE					
				FEDEX			19.05 001485
11/08/18	00035	11/01/18 2019	201811 310-51300-34000		*	4,996.92	
		NOV MANAGEMENT FEES					
		11/01/18 2019	201811 310-51300-35100		*	161.83	
		NOV INFORMATION TECH					
		11/01/18 2019	201811 310-51300-31300		*	111.08	
		NOV DISSEMINATION SERVICE					
		11/01/18 2019	201811 310-51300-51000		*	41.35	
		OFFICE SUPPLIES					
		11/01/18 2019	201811 310-51300-42000		*	46.19	
		POSTAGE					
		11/01/18 2019	201811 310-51300-42500		*	295.35	
		COPIES					
		11/01/18 2019	201811 310-51300-41000		*	29.44	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			5,682.16 001486
11/21/18	00013	11/06/18 63605369	201810 310-51300-42000		*	137.56	
		OCT FEDEX POSTAGE					
				FEDEX			137.56 001487
11/21/18	00007	9/21/18 3091284-	201809 310-51300-48000		*	625.05	
		FY19 MEETING SCHEDULE					
				THE FLORIDA TIMES-UNION			625.05 001488
11/21/18	00015	10/31/18 103718	201809 310-51300-31500		*	958.00	
		SEP GENERAL COUNSEL					
				HOPPING GREEN & SAMS			958.00 001489
11/21/18	00015	10/31/18 103719	201809 310-51300-31500		*	1,778.99	
		SEP MONTHLY MEETING					
				HOPPING GREEN & SAMS			1,778.99 001490
				TOTAL FOR BANK A		9,375.81	
				TOTAL FOR REGISTER		9,375.81	

DBBR DOUBLE BRANCH HSMITH

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2018/2019 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 72270			Date Invoiced: 10/01/2018
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/03/2018: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY

Double Branch Community Development District
Mr. Jason M. Walters
Hopping, Green & Sams
119 South Monroe Street, Suite 300
Tallahassee, FL 32301

2. Telephone:	(850) 222-7500
3. Fax:	(850) 224-8551
4. Email:	jasonw@hgslaw.com
5. Status:	Independent
6. Governing Body:	Elected
7. Website Address:	www.doublebranchcdd.com
8. County(ies):	Clay
9. Function(s):	Community Development
10. Boundary Map on File:	08/08/2002
11. Creation Document on File:	08/08/2002
12. Date Established:	07/03/2002
13. Creation Method:	Rule of the Governor and Cabinet
14. Local Governing Authority:	Clay County
15. Creation Document(s):	Rule 42FF-1.001 - 1.003, Florida Administrative Code
16. Statutory Authority:	Chapter 190, Florida Statutes
17. Authority to Issue Bonds:	Yes
18. Revenue Source(s):	Assessments
19. Most Recent Update:	10/19/2017

RECEIVED
OCT 31 2018

BY:

131,513.54
53

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date _____

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
1. _____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 2. _____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
 3. _____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2016/2017 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



Invoice Number	Invoice Date	Account Number	Page
6-339-66457	Oct 16, 2018		1 of 2

Billing Address:

GMS/MIDDLE VILLAGE
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

Shipping Address:

GMS/MIDDLE VILLAGE
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
Internet: fedex.com

Invoice Summary**FedEx Express Services**

Total Charges USD \$19.05
TOTAL THIS INVOICE USD \$19.05

1-31-513-42
13

Other discounts may apply.

OCT 22 2018

FedEx News!

Your FedEx invoice has been enhanced to provide you additional details and make it easier to read. For more information regarding the changes, please go to fedex.com/invoiceupdates. If you have any questions, please contact the FedEx Revenue Services Department at 1.800.622.1147. Thank you for using FedEx. - FedEx Revenue Services Department. If you need to request a billing adjustment for any reason, please go to fedex.com/billingadjustment.

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.

Invoice Number	Invoice Amount	Account Number
6-339-66457	USD \$19.05	

Remittance Advice

Your payment is due by Oct 31, 2018

6339664572000001905985100376280000000000000000190590

0041226 01 AB 0.405 **AUTO T9 0 1288 32092-364939 -C01-P41267-11



GMS/MIDDLE VILLAGE
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649



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



60011880014372

1288-01-00-0041226-0001-0070858

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 2019

Invoice Date: 11/1/18

Due Date: 11/1/18

Case:

P.O. Number:

Bill To:

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

RECEIVED
NOV 05 2018

BY:

Description	Hours/Qty	Rate	Amount
Management Fees - November 2018 1.31.513.34		4,996.92	4,996.92
Information Technology - November 2018 1.31.513.351		161.83	161.83
Dissemination Agent Services - November 2018 1.31.513.313		111.08	111.08
Office Supplies 1.31.513.51 35		41.35	41.35
Postage 1.31.513.42		46.19	46.19
Copies 1.31.513.425		295.35	295.35
Telephone 1.31.513.41		29.44	29.44

Total \$5,682.16

Payments/Credits \$0.00

Balance Due \$5,682.16



Invoice Number	Invoice Date	Account Number	Page
6-360-53695	Nov 06, 2018		1 of 4

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**

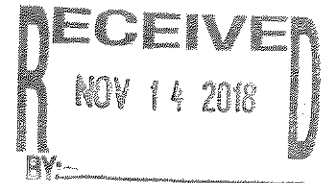
Phone: 800.622.1147
M-F 7 AM to 8 PM CST
Sa 7 AM to 6 PM CST
Internet: fedex.com

Invoice Summary**FedEx Express Services**

Total Charges	USD	\$137.56
TOTAL THIS INVOICE	USD	\$137.56

Other discounts may apply.

1-31-513-42
13

**FedEx News!**

Your FedEx invoice has been enhanced to provide you additional details and make it easier to read. For more information regarding the changes, please go to fedex.com/invoiceupdates. If you have any questions, please contact the FedEx Revenue Services Department at 1.800.622.1147. Thank you for using FedEx. - FedEx Revenue Services Department. If you need to request a billing adjustment for any reason, please go to fedex.com/billingadjustment.

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.

Invoice Number	Invoice Amount	Account Number
6-360-53695	USD \$137.56	

Remittance Advice

Your payment is due by Nov 21, 2018

63605369540000137562873430486100000000000000001375620

0037931 01 AB 0.405 **AUTO T2 0 1309 32092-364939 -C01-P37968-11



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



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



60003090010597

1309-01-00-0037931-0002-0067768



Invoice Number	Invoice Date	Account Number	Page
6-360-53695	Nov 06, 2018		3 of 4

Ship Date: Oct 29, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 8.75% 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

Automation	INET	Sender	Recipient
Tracking ID	773590288397	Shelby Stephens	Chad Davis
Service Type	FedEx 2Day	475 West Town Place	600 Longcrest Lane
Package Type	FedEx Pak	SAINT AUGUSTINE FL 32092 US	ORANGE PARK FL 32065 US
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Oct 30, 2018 13:15	Transportation Charge	17.52
Svc Area	A2	Fuel Surcharge	1.90
Signed by	see above	Residential Delivery	4.15
FedEx Use	00000000/5980/02	Total Charge	USD \$23.57

Ship Date: Oct 29, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 8.75% 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

Automation	INET	Sender	Recipient
Tracking ID	773590305371	Shelby Stephens	Cindy Nelson
Service Type	FedEx 2Day	475 West Town Place	1394 CANOPY OAKS DR
Package Type	FedEx Pak	SAINT AUGUSTINE FL 32092 US	ORANGE PARK FL 32065 US
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Oct 30, 2018 13:06	Transportation Charge	17.52
Svc Area	A2	Fuel Surcharge	1.90
Signed by	see above	Residential Delivery	4.15
FedEx Use	00000000/5980/02	Total Charge	USD \$23.57

Ship Date: Oct 29, 2018**Cust. Ref.:** Double Branch CDD**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 8.75% 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

Automation	INET	Sender	Recipient
Tracking ID	773590313645	Shelby Stephens	Charles T. Horton
Service Type	FedEx 2Day	475 West Town Place	2958 Thorncrest Drive
Package Type	FedEx Pak	SAINT AUGUSTINE FL 32092 US	ORANGE PARK FL 32065 US
Zone	02		
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Oct 30, 2018 13:24	Transportation Charge	17.52
Svc Area	A2	Fuel Surcharge	1.90
Signed by	see above	Residential Delivery	4.15
FedEx Use	00000000/5980/02	Total Charge	USD \$23.57

Ship Date: Oct 29, 2018**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

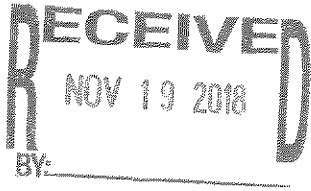
- Fuel Surcharge - FedEx has applied a fuel surcharge of 8.75% to this shipment.
- Distance Based Pricing, Zone 2
- FedEx has audited this shipment for correct packages, weight, and service. Any changes made are reflected in the invoice amount.
- The package weight exceeds the maximum for the packaging type, therefore, FedEx Pak was rated as Customer Packaging.

Automation	INET	Sender	Recipient
Tracking ID	773590322823	Shelby Stephens	Jason Walters
Service Type	FedEx 2Day	475 West Town Place	Hopping Green and Sams
Package Type	Customer Packaging	SAINT AUGUSTINE FL 32092 US	119 S MONROE ST
Zone	02		TALLAHASSEE FL 32301 US
Packages	1		
Rated Weight	3.0 lbs, 1.4 kgs		
Delivered	Oct 31, 2018 11:15		

Continued on next page

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/30		Balance Forward						\$625.05	
PREVIOUS AMOUNT OWED:					\$625.05				
NEW CHARGES THIS PERIOD:					\$0.00				
CASH THIS PERIOD:					\$0.00				
DEBIT ADJUSTMENTS THIS PERIOD:					\$0.00				
CREDIT ADJUSTMENTS THIS PERIOD:					\$0.00				
We appreciate your business.									
So that we may serve you better, please remit the amount due. New business is dependent on prompt payments. Please include the remittance stub and input your account number on your check. Thank you.									

1-31-513-48



INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

SBI™

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE	
	\$0.00		\$625.05	\$0.00	\$0.00	\$0.00		\$625.05	
SALES REP/PHONE #		ADVERTISER INFORMATION							
Sharon Walker 904-359-4170		1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
			10/01/2018 - 11/04/2018		37018		37018		DOUBLE BRANCH CDD

MAKE CHECKS PAYABLE TO

The Florida Times Union Dept 1261
PO Box 121261
Dallas, TX 75312-1261

Payment is due upon receipt.

The Florida Times Union

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

The Florida Times-Union
jacksonville.com

The Florida Times Union 1261
PO Box 121261
Dallas, TX 75312-1261

1		BILLING PERIOD		2		ADVERTISER/CLIENT NAME													
		10/01/2018 - 11/04/2018				DOUBLE BRANCH CDD													
COMPANY		23		TOTAL AMOUNT DUE		* UNAPPLIED AMOUNT		3		TERMS OF PAYMENT									
JV 5				\$625.05		\$0.00				NET 15 DAYS									
21		CURRENT NET AMOUNT		22		30 DAYS		60 DAYS		OVER 90 DAYS									
		\$0.00				\$625.05		\$0.00		\$0.00									
4		PAGE #		5		BILLING DATE		6		BILLED ACCOUNT NUMBER		7		ADVERTISER/CLIENT NUMBER		24		STATEMENT NUMBER	
						11/04/2018				37018				37018					

BILLING ACCOUNT NAME AND ADDRESS

REMITTANCE ADDRESS



11
8 - 3821

DOUBLE BRANCH CDD
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649



The Florida Times Union
Dept 1261
PO Box 121261
Dallas, TX 75312-1261

Florida Times-Union

DOUBLE BRANCH CDD
475 WEST TOWN PLACE STE 114
SAINT AUGUSTINE, FL 32092

ACCT: 37018
AD# 0003091284-01

State of Florida
County of Duval

Before the undersigned authority personally appeared Sharon Walker who on oath says he/she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she 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 said newspaper.

PUBLISHED ON: 09/21/2018

FILED ON: 09/21/2018

NOTICE OF MEETINGS
DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Double Branch Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2019 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 on the second Monday of each month as follows, except where indicated:

October 15, 2018 (**third Monday)
November 5, 2018 (*first Monday)
December 10, 2018
January 14, 2019
February 11, 2019 @ 6:00 p.m.
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019
July 8, 2019
August 12, 2019 @ 6:00 p.m.
September 9, 2019

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for each meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meetings. 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 the 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 proceedings is made, including the testimony and evidence upon which such appeal is to be based.

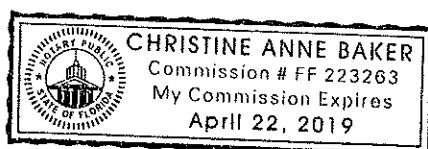
James A Perry
Manager

Name: Sharon Walker Title: Legal Advertising Representative

In testimony whereof, I have hereunto set my hand and affixed my official Seal the day and year aforesaid.

NOTARY:

Christine Baker



Hopping Green & Sams

Attorneys and Counselors

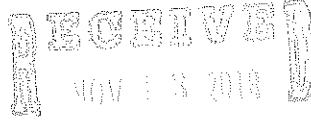
119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

October 31, 2018

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

Bill Number 103718
Billed through 09/30/2018



General Counsel (O&M)

DBRNCH 00001 JMW

BY:

1,311.513.315
15

FOR PROFESSIONAL SERVICES RENDERED

09/04/18	JMW	Research procurement issues; confer with Perry and Soriano.	0.80 hrs
09/11/18	JMW	Confer with Perry and Soriano; prepare notice of rejection of all proposals.	0.90 hrs
09/20/18	JMW	Prepare RFP notice; confer with Soriano.	0.40 hrs
09/21/18	JMW	Review and revise updated RFP documents; confer with staff regarding same.	1.40 hrs
09/25/18	JMW	Confer with Soriano and Perry regarding RFP issues.	0.50 hrs
09/28/18	JLK	Continue review and negotiation of master services agreement for ADA compliance on websites, documents and transmittals; confer with various district managers regarding processes for ADA compliance; confer regarding SOW for recreational software for ADA compliance; confer regarding insurance coverage with district's insurer.	0.10 hrs

Total fees for this matter \$958.00

MATTER SUMMARY

Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
Walters, Jason M.	4.00 hrs	235 /hr	\$940.00

TOTAL FEES \$958.00

TOTAL CHARGES FOR THIS MATTER \$958.00

BILLING SUMMARY

Kilinski, Jennifer L.	0.10 hrs	180 /hr	\$18.00
Walters, Jason M.	4.00 hrs	235 /hr	\$940.00

TOTAL FEES \$958.00

TOTAL CHARGES FOR THIS BILL \$958.00

=====

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

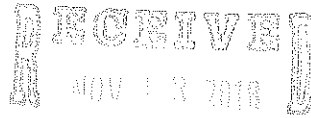
119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

October 31, 2018

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

Bill Number 103719
Billed through 09/30/2018



Monthly Meeting (O&M)

DBRNCH 00101 JMW

BY:

1-31-513-315
15

FOR PROFESSIONAL SERVICES RENDERED

09/04/18 JMW Review agenda items; prepare for meeting.

09/07/18 JMW Meeting preparation; review agenda package materials; conference with staff.

09/10/18 JMW Meeting preparation; travel to and attend regular board meeting; return travel.

09/11/18 JMW Meeting follow-up.

Total fees for this matter \$1,700.00

DISBURSEMENTS

Travel 75.75

Travel - Meals 3.24

Total disbursements for this matter \$78.99

MATTER SUMMARY

TOTAL FEES \$1,700.00

TOTAL DISBURSEMENTS \$78.99

TOTAL CHARGES FOR THIS MATTER \$1,778.99

BILLING SUMMARY

TOTAL FEES \$1,700.00

TOTAL DISBURSEMENTS \$78.99

TOTAL CHARGES FOR THIS BILL \$1,778.99

Please include the bill number on your check.

CHECK		VEND#INVOICE.....		...EXPENSED TO...			VENDOR NAME	STATUS	AMOUNTCHECK.....	
DATE			DATE	INVOICE	YRMO	DPT	ACCT# SUB	SUBCLASS			AMOUNT	#
11/08/18	00506		11/04/18	8335511	201810	320	57200-34500		*	4,235.79		
				10/1/18-10/31/18			SECURITY					
							ALLIED UNIVERSAL				4,235.79	005677
11/08/18	00661		11/06/18	11062018	201811	300	36900-10300		*	250.00		
				RENTAL DEPOSIT REFUND								
							CHRISTINA RISCO				250.00	005678
11/08/18	00285		11/06/18	SSI08524	201810	320	57200-34510		*	333.00		
				OCT EMPLOYMENT FEE								
			11/06/18	SSI08524	201810	320	57200-34510		*	187.50		
				OCT SCHEDULING FEE								
							CLAY COUNTY SHERIFF'S OFFICE				520.50	005679
11/08/18	00002		10/26/18	10262018	201811	320	57200-43100		*	2,950.00		
				NOV REC ELECTRIC								
			10/26/18	10262018	201811	320	57200-43000		*	2,898.00		
				NOV COMMON ELECTRIC								
			10/26/18	10262018	201811	330	57200-43110		*	1,816.00		
				NOV FITNESS CENTER								
			10/26/18	10262018	201811	320	57200-42900		*	2,373.00		
				NOV STREETLIGHTING								
							CLAY ELECTRIC COOPERATIVE, INC				10,037.00	005680
11/08/18	00262		8/29/18	7541	201810	310	51300-45000		*	67,542.00		
				FY19 INSURANCE								
							EGIS INSURANCE ADVISORS LLC				67,542.00	005681
11/08/18	00092		10/25/18	2018	201810	300	36900-10300		*	715.00		
				EVENT STAFF THRU 10/25/18								
							GOVERNMENTAL MANAGEMENT SERVICES				715.00	005682
11/08/18	00508		10/09/18	0110171-	201810	320	57200-63100		*	1,049.75		
				WEG VFD DRIVE/VARI DRIVE								
							KG POWER SYSTEMS				1,049.75	005683
11/08/18	00024		11/01/18	393723	201811	320	57200-46800		*	2,029.00		
				NOV LAKE MAINTENANCE								
							THE LAKE DOCTORS, INC.				2,029.00	005684
11/08/18	00208		11/05/18	11052018	201810	300	20700-10100		*	757.50		
				10/26/18-11/1/18			SECURITY					
							MIDDLE VILLAGE CDD				757.50	005685
11/08/18	00518		11/01/18	18771	201811	320	57200-46200		*	26,314.50		
				NOV LANDSCAPE MAINTENANCE								
							R&D LANDSCAPE & IRRIGATION				26,314.50	005686
							DBBR DOUBLE BRANCH HSMITH					

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 11/30/18		PAGE 2	
*** CHECK DATES 11/01/2018 - 11/30/2018 ***		DOUBLE BRANCH - REC FUND													
		BANK B RECREATION FUND													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/21/18	00329	11/13/18 M20299	201811 320-57200-46300	NOV POOL MAINTENANCE	*	2,083.73	
				CRYSTAL CLEAN POOL SERVICES, INC			2,083.73 005687
11/21/18	00092	11/01/18 2020	201811 310-51300-34000	NOV FACILITY MANAGE- REC	*	9,205.83	
				GOVERNMENTAL MANAGEMENT SERVICES			9,205.83 005688
11/21/18	00092	11/01/18 2021	201811 310-51300-34000	NOV FACILITY MANAGE-AMEN	*	4,963.17	
				GOVERNMENTAL MANAGEMENT SERVICES			4,963.17 005689
11/21/18	00092	11/07/18 2022	201811 300-36900-10300	EVENT STAFF THRU 11/8/18	*	735.50	
				GOVERNMENTAL MANAGEMENT SERVICES			735.50 005690
11/21/18	00650	11/15/18 11152018	201811 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				JOSHUA RENICK			100.00 005691
11/21/18	00647	11/08/18 98698	201811 330-57200-47200	ANNUAL FIRE ALARM INSPECT	*	485.00	
				JSC SYSTEMS			485.00 005692
11/21/18	00662	11/12/18 11122018	201811 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				KARLEEN ETHERIDGE			100.00 005693
11/21/18	00664	11/15/18 11152018	201811 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				MEGAN LINDEMAN			100.00 005694
11/21/18	00663	11/12/18 11122018	201811 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00	
				MICHELLE LEDGISTER			100.00 005695
11/21/18	00208	11/13/18 11132018	201811 300-20700-10100	11/2/18-11/8/18 SECURITY	*	705.00	
				MIDDLE VILLAGE CDD			705.00 005696
11/21/18	00208	11/19/18 11192018	201811 300-20700-10100	11/9/18-11/15/18 SECURITY	*	810.00	
				MIDDLE VILLAGE CDD			810.00 005697
11/21/18	00297	11/01/18 231	201811 320-57200-61000	NOV JANITORIAL - AMENITY	*	2,079.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			2,079.00 005698

DBBR DOUBLE BRANCH HSMITH

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/21/18	00297	11/01/18 232	201811 330-57200-61100		*	1,005.42	
		NOV JANITORIAL - FITNESS		RIVERSIDE MANAGEMENT SERVICES, INC			1,005.42 005699
11/21/18	00264	1/11/18 440	201801 320-57200-63100		*	290.00	
		5X5 POST CAPS		T FENCEMAN INC			290.00 005700
11/21/18	00512	10/24/18 5959809	201810 320-57200-63100		*	809.85	
		LIGHT BULBS/SOCKET		1000 BULBS			809.85 005701
11/21/18	00512	11/15/18 6036276	201811 320-57200-63100		*	888.15	
		LED LIGHT		1000 BULBS			888.15 005702
TOTAL FOR BANK B						137,911.69	
TOTAL FOR REGISTER						137,911.69	

DBBR DOUBLE BRANCH HSMITH



161 Washington Street, Suite 600
Eight Tower Bridge
Conshohocken, PA 19428

Invoice Date
11/04/2018

Invoice Number
8335511

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

Double Branch Community Development
370 OAKLEAF VILLAGE PKWY
ORANGE PARK FL 32065-4259

RECEIVED
NOV 07 2018

BY:

Total Amount Due:

\$ 4,235.79

Terms:

Due Upon Receipt

Service Location: **AB364297** Customer: **AB364297** Billing Period: **10/01/2018 - 10/31/2018**

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
Subtotal				4,235.79

APPROVED

Code to:

Double Branch Security

2-320-572-345

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

Subtotal	\$ 4,235.79
Sales Tax	\$ 0.00
Total Amount Due	\$ 4,235.79

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of rental & deposit - CANCELLED - CHRISTINA RISCO
Date: November 6, 2018 at 5:15 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Oakleaf Venues venuerentals@oakleafresidents.com

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR aka Oakleaf Clubroom (SATURDAY) 2:30 p.m. to 6:30 p.m.
- o DATE OF VENUE – DECEMBER 8, 2018
- o RESIDENT – CHRISTINA RISCO
- o ADDRESS – 3232 CHESTNUT RIDGE WAY, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$250.00
 - DEPOSIT REFUND for RENTAL FEE of \$150.00 and DEPOSIT of \$100.00 - cancelled via email dated 11/6/18 - enti
- o DEPOSIT was via VISA (4428)
 - DATED: 9/29/18
 - INVOICE#: 1
 - BATCH#: 76
 - SEQ#: 1
 - APPROVAL CODE: 035558D
 - AMOUNT: \$150.00 - RENTAL FEE
 - DATED: 9/29/18
 - INVOICE#: 2
 - BATCH#: 76
 - SEQ#: 2
 - APPROVAL CODE: 04415D
 - AMOUNT \$100.00 - DEPOSIT FEE

RECEIVED
NOV 07 2018

BY:

2,300.369.103
6661

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
09/29/18	09/29/18	12/08/18	Christina Risco - OVCR	4	\$ 150.00
09/29/18	09/29/18	12/08/18	Christina Risco - 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, November 7, 2018 and Thursday, November 8, 2018, therefore, if you require immediate attention please email me or leave a message at my earliest opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. The disclosure of such information under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately. If you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information contained in this communication. If you are not the intended recipient, please notify the sender by e-mail and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.



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

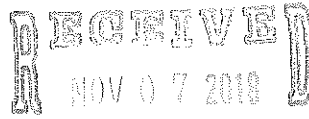
(904) 284-7575

Invoice Number: SSI08524
Invoice Date: 11/6/2018

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

BY:

2.32.572.34510
285

Due Date 11/21/2018
Terms Net 15 Days

Customer ID C0000168
P.O. Number
P.O. Date 11/6/2018
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-OCTOBER 2018		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 US0
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	10/1/2018	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	10/2/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	10/3/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/4/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/5/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/6/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/6/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/7/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/8/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/9/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	10/10/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/11/2018	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	10/12/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	10/12/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	10/13/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	10/13/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/14/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/15/2018	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	10/16/2018	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/17/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	10/18/2018	25117	HILLS, STEVEN L.	8.00
OAKLEAF PLANTATION CDD	10/19/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	10/19/2018	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/20/2018	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/21/2018	6839	SMITH, BRYAN	5.50
OAKLEAF PLANTATION CDD	10/22/2018	7321	DRURY, JOHN R.	6.00
OAKLEAF PLANTATION CDD	10/23/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/24/2018	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	10/25/2018	6028	WILLIAMS, MATTHEW L	5.50
OAKLEAF PLANTATION CDD	10/26/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/26/2018	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	10/27/2018	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/27/2018	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	10/28/2018	6534	SIMMONS, BENJAMIN A	6.00
OAKLEAF PLANTATION CDD	10/29/2018	6028	WILLIAMS, MATTHEW L	5.00
OAKLEAF PLANTATION CDD	10/30/2018	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	10/31/2018	6839	SMITH, BRYAN	6.00

				TOTAL	222.00
--	--	--	--	-------	--------



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

Statement Date: 10/26/2018

GROUP BILLING

Page 2



Web Address
 clayelectric.com

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

Sub ID	Account	Reading From	To	Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
1121032-1	4995700	09/11/2018	10/09/2018	1,356.00	-1,356.00	.00	1,187.00	1,187.00
	4995718	09/11/2018	10/09/2018	545.00	-545.00	.00	532.00	532.00
	5217088	09/11/2018	10/09/2018	3,940.00	-3,940.00	.00	2,950.00	2,950.00
	5347943	09/11/2018	10/09/2018	136.00	-136.00	.00	104.00	104.00
	5379615	09/28/2018	10/26/2018	2,158.00	-2,158.00	.00	2,158.00	2,158.00
	5715289	09/28/2018	10/26/2018	188.00	-188.00	.00	99.00	99.00
	5774021	09/07/2018	10/05/2018	25.00	-25.00	.00	25.00	25.00
	6875140	09/07/2018	10/05/2018	54.00	-54.00	.00	51.00	51.00
	6912612	09/11/2018	10/09/2018	25.00	-25.00	.00	25.00	25.00
	6912620	09/11/2018	10/09/2018	25.00	-25.00	.00	25.00	25.00
	6912653	09/11/2018	10/09/2018	26.00	-26.00	.00	26.00	26.00
	6912661	09/11/2018	10/09/2018	25.00	-25.00	.00	25.00	25.00
	6912687	09/11/2018	10/09/2018	25.00	-25.00	.00	25.00	25.00
	6912695	09/11/2018	10/09/2018	26.00	-26.00	.00	26.00	26.00
	6912703	09/11/2018	10/09/2018	28.00	-28.00	.00	28.00	28.00
	6912729	09/11/2018	10/09/2018	26.00	-26.00	.00	26.00	26.00
	6912737	09/11/2018	10/09/2018	26.00	-26.00	.00	26.00	26.00
	6912752	09/11/2018	10/09/2018	26.00	-26.00	.00	25.00	25.00
	6912760	09/07/2018	10/05/2018	-40.78	.00	-40.78	31.00	-9.78
	6912778	09/07/2018	10/05/2018	26.00	-26.00	.00	26.00	26.00
	6912786	09/07/2018	10/05/2018	26.00	-26.00	.00	26.00	26.00
	6912810	09/07/2018	10/05/2018	30.00	-30.00	.00	28.00	28.00
	6912828	09/08/2018	10/08/2018	25.00	-25.00	.00	25.00	25.00
	6912836	09/08/2018	10/08/2018	25.00	-25.00	.00	25.00	25.00
	6912869	09/07/2018	10/05/2018	25.00	-25.00	.00	25.00	25.00
	6912877	09/07/2018	10/05/2018	27.00	-27.00	.00	27.00	27.00
	6912893	09/07/2018	10/05/2018	25.00	-25.00	.00	25.00	25.00
	6912901	09/07/2018	10/05/2018	25.00	-25.00	.00	25.00	25.00
	6912919	09/07/2018	10/05/2018	25.00	-25.00	.00	25.00	25.00
	6912927	09/07/2018	10/05/2018	25.00	-25.00	.00	25.00	25.00
	6912943	09/11/2018	10/09/2018	29.00	-29.00	.00	29.00	29.00
	6912950	09/08/2018	10/08/2018	25.00	-25.00	.00	25.00	25.00
	6912968	09/11/2018	10/09/2018	26.00	-26.00	.00	26.00	26.00
	6912976	09/11/2018	10/09/2018	26.00	-26.00	.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 8112
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 -31.00

Current Charges Due 10,068.00

Due Date 11/09/2018

Total Amount Due 10,037.00

73622-28A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

000000101



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

Statement Date: 10/26/2018

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	09/11/2018	10/09/2018	26.00	-26.00	.00	26.00	26.00
	7332257	09/07/2018	10/05/2018	216.00	-216.00	.00	203.00	203.00
	7332265	09/28/2018	10/26/2018	215.00	-215.00	.00	215.00	215.00
	8684243	09/11/2018	10/09/2018	26.00	-26.00	.00	26.00	26.00
	8763369	09/11/2018	10/09/2018	2,073.00	-2,073.00	.00	1,816.00	1,816.00
							Subtotal	10,027.22



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

Statement Date: 10/26/2018

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	10/09/2018	69841	70400	20	11180	29	499570	81671894
			Previous Bill Amount					1,356.00	
			Invoice Payment					-1,356.00	
Dem Read	1.610		Previous Balance					.00	
Dem Use	32.200		Energy					908.93	
			Access Charge					23.00	
			Power Cost Adjustment X 11180 KWH					194.53	
			FLA Gross Receipts Tax					28.86	
			Clay Co Public Ser Utility Tax					30.89	
			Operation Round Up					0.79	
						CURRENT CHARGES		1,187.00	
						TOTAL DUE		1,187.00	
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	10/09/2018	6333	6455	40	4880	29	499571	17287884
			Previous Bill Amount					545.00	
			Invoice Payment					-545.00	
Dem Read	0.180		Previous Balance					.00	
Dem Use	7.200		Energy					396.74	
			Access Charge					23.00	
			Power Cost Adjustment X 4880 KWH					84.91	
			FLA Gross Receipts Tax					12.94	
			Clay Co Public Ser Utility Tax					14.00	
			Operation Round Up					0.41	
						CURRENT CHARGES		532.00	
						TOTAL DUE		532.00	
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	10/09/2018	93407	93784	80	30160	29	499532	81671876
			Previous Bill Amount					3,940.00	
			Invoice Payment					-3,940.00	
Dem Read	1.120		Previous Balance					.00	
Dem Use	89.600		Energy					1,809.60	
			Access Charge					80.00	
			Demand					389.76	
			Power Cost Adjustment X 30160 KWH					524.78	
			FLA Gross Receipts Tax					71.85	
			Clay Co Public Ser Utility Tax					73.95	
			Operation Round Up					0.06	
						CURRENT CHARGES		2,950.00	
						TOTAL DUE		2,950.00	
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	10/09/2018	65033	65789	1	756	29	534794	11582907
			Previous Bill Amount					136.00	
			Invoice Payment					-136.00	
						CURRENT CHARGES		104.00	
						TOTAL DUE		104.00	

00000103



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

Statement Date: 10/26/2018

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						61.46
			Access Charge						23.00
			Power Cost Adjustment X 756 KWH						13.15
			FLA Gross Receipts Tax						2.50
			Clay Co Public Ser Utility Tax						2.95
			Operation Round Up						0.94
						CURRENT CHARGES			104.00
						TOTAL DUE			104.00
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
			Previous Bill Amount						188.00
			Invoice Payment						-188.00
Dem Read			Previous Balance						.00
Dem Use			Small Outdoor Light						92.72
			FLA Gross Receipts Tax						2.38
			Clay Co Public Ser Utility Tax						3.71
			Operation Round Up						0.19
						CURRENT CHARGES			99.00
						TOTAL DUE			99.00
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	10/05/2018	334	337	1	3	29	577402	40591048
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
Dem Read			Previous Balance						.00
Dem Use			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

00000104



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

Statement Date: 10/26/2018

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	10/05/2018	5639	5889	1	250	29	687514	26220782
Dem Read Dem Use			Previous Bill Amount					54.00	
			Invoice Payment					-54.00	
			Previous Balance					.00	
			Energy					20.33	
			Access Charge					23.00	
			Power Cost Adjustment X 250 KWH					4.35	
			FLA Gross Receipts Tax					1.22	
			Clay Co Public Ser Utility Tax					1.59	
			Operation Round Up					0.51	
			CURRENT CHARGES					51.00	
		TOTAL DUE					51.00		
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	10/09/2018	7	7	1	0	29	691261	11007694
Dem Read Dem Use			Previous Bill Amount					25.00	
			Invoice Payment					-25.00	
			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	10/09/2018	18457	18458	1	1	29	691262	26220995
Dem Read Dem Use			Previous Bill Amount					25.00	
			Invoice Payment					-25.00	
			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 # 6912653		Name DOUBLE BRANCH COMM DEV DIST			Loc 603 OAKLEAF VILLAGE PKWY # 2			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	10/09/2018	11473	11480	1	7	29	691265	50801500
			Previous Bill Amount					26.00	
			Invoice Payment					-26.00	
			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: 10/26/2018

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						0.57
			Access Charge						23.00
			Power Cost Adjustment X 7 KWH						0.12
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.77
						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	10/09/2018	17789	17789	1	0	29	691266	26220998
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
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 # 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	10/09/2018	10104	10104	1	0	29	691268	26220997
			Previous Bill Amount						25.00
			Invoice Payment						-25.00
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 # 6912695	Name	DOUBLE BRANCH COMM DEV DIST	Loc 529 OAKLEAF VILLAGE PKWY # 1					
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	10/09/2018	16035	16044	1	9	29	691269	26220996
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.73
			Access Charge						23.00
			Power Cost Adjustment X 9 KWH						0.16
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.55
						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: 10/26/2018

GROUP BILLING DETAIL

Page 8



Web Address
clayelectric.com

Sub ID 1	Acct # 6912703		Name		DOUBLE BRANCH COMM DEV DIST		Loc 3925 PLANTATION OAKS BLVD # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	10/09/2018	54429	54457	1	28	29	691270	25203257
Dem Read Dem Use			Previous Bill Amount						28.00
			Invoice Payment						-28.00
			Previous Balance						.00
			Energy						2.28
			Access Charge						23.00
			Power Cost Adjustment X 28 KWH						0.49
			FLA Gross Receipts Tax						0.66
			Clay Co Public Ser Utility Tax						1.00
			Operation Round Up						0.57
					CURRENT CHARGES				28.00
						TOTAL DUE		28.00	

Sub ID 1	Acct # 6912729		Name		DOUBLE BRANCH COMM DEV DIST		Loc 3860 PLANTATION OAKS BLVD # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	10/09/2018	13848	13861	1	13	29	691272	24808397
Dem Read Dem Use			Previous Bill Amount						26.00
			Invoice Payment						-26.00
			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 # 6912737		Name		DOUBLE BRANCH COMM DEV DIST		Loc 3859 PLANTATION OAKS BLVD # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	10/09/2018	16476	16482	1	6	29	691273	26220993
Dem Read Dem Use			Previous Bill Amount						26.00
			Invoice Payment						-26.00
			Previous Balance						.00
			Energy						0.49
			Access Charge						23.00
			Power Cost Adjustment X 6 KWH						0.10
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.87
					CURRENT CHARGES				26.00
						TOTAL DUE		26.00	

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	10/09/2018	20545	20549	1	4	29	691275	24808306
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
					CURRENT CHARGES				25.00
							TOTAL DUE		25.00

00000107



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

Statement Date: 10/26/2018

GROUP BILLING DETAIL

Page 9



Web Address
clayelectric.com

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
Dem Read			Previous Balance						.00
Dem Use			Energy						0.33
			Access Charge						23.00
			Power Cost Adjustment X 4 KWH						0.07
			FLA Gross Receipts Tax						0.60
			Clay Co Public Ser Utility Tax						0.93
			Operation Round Up						0.07
						CURRENT CHARGES			25.00
						TOTAL DUE			25.00
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	10/05/2018	40027	40082	1	55	29	691276	24808305
			Previous Bill Amount						-40.78
Dem Read			Previous Balance						-40.78
Dem Use			Energy						4.47
			Access Charge						23.00
			Power Cost Adjustment X 55 KWH						0.96
			FLA Gross Receipts Tax						0.73
			Clay Co Public Ser Utility Tax						1.07
			Operation Round Up						0.77
						CURRENT CHARGES			31.00
						TOTAL DUE			.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	10/05/2018	9077	9086	1	9	29	691277	26251620
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.73
			Access Charge						23.00
			Power Cost Adjustment X 9 KWH						0.16
			FLA Gross Receipts Tax						0.62
			Clay Co Public Ser Utility Tax						0.94
			Operation Round Up						0.55
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00
Sub ID 1	Acct # 6912786	Name	DOUBLE BRANCH COMM DEV DIST	Loc	465 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	10/05/2018	16550	16564	1	14	29	691278	24808352
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
						CURRENT CHARGES			26.00
						TOTAL DUE			26.00

00000108



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

Statement Date: 10/26/2018

GROUP BILLING DETAIL

Page 11



Web Address
clayelectric.com

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	10/05/2018	27534	27534	1	0	29	691286	26003425

Dem Read Dem Use	Previous Bill Amount	25.00
	Invoice Payment	-25.00
	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 # 6912877	Name	DOUBLE BRANCH COMM DEV DIST	Loc	3219 STONEBRIER RIDGE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	10/05/2018	17465	17482	1	17	29	691287	26251622

Dem Read Dem Use	Previous Bill Amount	27.00
	Invoice Payment	-27.00
	Previous Balance	.00
	Energy	1.38
	Access Charge	23.00
	Power Cost Adjustment X 17 KWH	0.30
	FLA Gross Receipts Tax	0.64
	Clay Co Public Ser Utility Tax	0.97
	Operation Round Up	0.71
	CURRENT CHARGES	27.00
TOTAL DUE	27.00	

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	10/05/2018	11830	11830	1	0	29	691289	26251619

Dem Read Dem Use	Previous Bill Amount	25.00
	Invoice Payment	-25.00
	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 # 6912901	Name	DOUBLE BRANCH COMM DEV DIST	Loc	507 MILLSTONE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	10/05/2018	10036	10036	1	0	29	691290	25007136

Dem Read Dem Use	Previous Bill Amount	25.00
	Invoice Payment	-25.00
	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

00000110



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

Statement Date: 10/26/2018

GROUP BILLING DETAIL

Page 12



Web Address
clayelectric.com

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	10/05/2018	15104	15104	1	0	29	691291	26251621
Dem Read Dem Use	Previous Bill Amount								25.00
	Invoice Payment								-25.00
	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	10/05/2018	9016	9016	1	0	29	691292	25007134
Dem Read Dem Use	Previous Bill Amount								25.00
	Invoice Payment								-25.00
	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 # 6912943	Name	DOUBLE BRANCH COMM DEV DIST				Loc 309 OAKLEAF VILLAGE PKWY # 1		
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	10/09/2018	30287	30328	1	41	29	691294	24808308
Dem Read Dem Use	Previous Bill Amount								29.00
	Invoice Payment								-29.00
	Previous Balance								.00
	Energy								3.33
	Access Charge								23.00
	Power Cost Adjustment X 41 KWH								0.71
	FLA Gross Receipts Tax								0.70
	Clay Co Public Ser Utility Tax								1.03
	Operation Round Up								0.23
	CURRENT CHARGES								29.00
	TOTAL DUE								29.00
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	10/08/2018	19725	19725	1	0	31	691295	26251625
Dem Read Dem Use	Previous Bill Amount								25.00
	Invoice Payment								-25.00
	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

00000111



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

Statement Date: 10/26/2018

GROUP BILLING DETAIL

Page 13



Web Address
clayelectric.com

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	10/09/2018	3251	3260	1	9	29	691296	43357093

Dem Read	Previous Bill Amount	26.00
Dem Use	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.73
	Access Charge	23.00
	Power Cost Adjustment X 9 KWH	0.16
	FLA Gross Receipts Tax	0.62
	Clay Co Public Ser Utility Tax	0.94
	Operation Round Up	0.55
	CURRENT CHARGES	26.00
	TOTAL DUE	26.00

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	10/09/2018	15310	15315	1	5	29	691297	40591147

Dem Read	Previous Bill Amount	26.00
Dem Use	Invoice Payment	-26.00
	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 # 7131527	Name	DOUBLE BRANCH COMM DEV DIST	Loc 3206 SILVER BLUFF BLVD # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
GS	10/09/2018	9458	9468	1	10	29	713152	28837107

Dem Read	Previous Bill Amount	26.00
Dem Use	Invoice Payment	-26.00
	Previous Balance	.00
	Energy	0.81
	Access Charge	23.00
	Power Cost Adjustment X 10 KWH	0.17
	FLA Gross Receipts Tax	0.62
	Clay Co Public Ser Utility Tax	0.95
	Operation Round Up	0.45
	CURRENT CHARGES	26.00
	TOTAL DUE	26.00

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	10/05/2018	85178	86890	1	1712	29	489354	07557514

	Previous Bill Amount	216.00
	Invoice Payment	-216.00
	CURRENT CHARGES	203.00
	TOTAL DUE	203.00



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

Statement Date: 10/26/2018

GROUP BILLING DETAIL

Page 14



Web Address
clayelectric.com

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
Dem Read		7.410	Previous Balance						.00
Dem Use		7.410	Energy						139.19
			Access Charge						23.00
			Power Cost Adjustment X 1712 KWH						29.79
			FLA Gross Receipts Tax						4.92
			Clay Co Public Ser Utility Tax						5.51
			Operation Round Up						0.59
						CURRENT CHARGES			203.00
						TOTAL DUE			203.00
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
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	10/09/2018	323	328	1	5	29	868424	40935673
			Previous Bill Amount						26.00
			Invoice Payment						-26.00
Dem Read			Previous Balance						.00
Dem Use			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	10/09/2018	86127	3361	1	17234	29	8763369	13794545
			Previous Bill Amount						2,073.00
			Invoice Payment						-2,073.00
Dem Read			Previous Balance						.00
Dem Use			Energy						1,401.12
			Access Charge						23.00
			Power Cost Adjustment X 17234 KWH						299.87
			FLA Gross Receipts Tax						44.18
			Clay Co Public Ser Utility Tax						47.12
			Operation Round Up						0.71
						CURRENT CHARGES			1,816.00
						TOTAL DUE			1,816.00

00000113



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

Statement Date: 10/26/2018

GROUP BILLING DETAIL

Page 15



Web Address
clayelectric.com

Sub-Group # 1 Current Charges

10,068.00



INVOICE

Customer	Double Branch Community Development District
Acct #	282
Date	08/29/2018
Customer Service	Kristina Rudez
Page	1 of 1

Double Branch Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

Payment Information	
Invoice Summary	\$ 67,542.00
Payment Amount	
Payment for:	Invoice#7541
100118544	

Thank You

Please detach and return with payment



Customer: Double Branch Community Development District

Invoice	Effective	Transaction	Description	Amount
7541	10/01/2018	Renew policy	Policy #100118544 10/01/2018-10/01/2019 Florida Insurance Alliance Package - Renew policy Due Date: 9/28/2018 <div style="text-align: right;">2,31,513.45 262</div> <div style="text-align: center;"> BY: </div>	67,542.00

				Total
				\$ 67,542.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC	(321)320-7665	Date
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	cbitner@egisadvisors.com	08/29/2018

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

Invoice

Invoice #: 2018
Invoice Date: 10/25/18
Due Date: 10/25/18
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
Event Staff through October 25, 2018	28.6	25.00	715.00
<div>Amenities Revenue 2,369,103 35</div>			
Total			\$715.00
Payments/Credits			\$0.00
Balance Due			\$715.00

2 MW
10,31,18

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

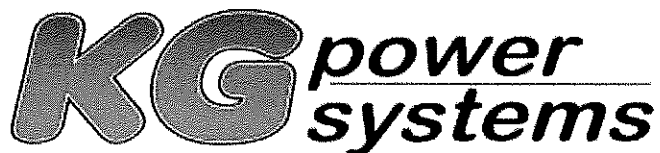
DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
28.60	Facility Event Staff	\$ 25.00	\$ 715.00

Covers Period End: October 25, 2018

Amenities Revenue # 2-369-103



150 LASER COURT, HAUPPAUGE, NY 11788
 631-342-1171 • FAX 631-342-1172
 www.kgpowersystems.com

RECEIVED
 NOV 07 2018

BY:

ADDRESS

**Gardner
 Denver**

Air Compressors
 Electric Motors
 Variable Frequency Drives
 Pumps
 Service

SOLD TO:

Double Branch Community Devel
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065

SHIP TO:

Double Branch Community Devel
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065

INV#: 0110171-IN

INV DATE: 10/9/2018

ORD#: 0022637

SP#: OS DG DL

CUST#: DOUBLED

PH: 914-342-1991

FX:

CONFIRM TO: Jay Soriano

CUSTOMER P.O.		SHIP VIA	F.O.B.	TERMS			
		TRK		Net 30 Days			
LINE	ITEM NO.	ITEM DESCRIPTION	ORDERED	SHIPPED	B. O.	PRICE	AMOUNT
00001	CFW110016T2ON1Z	WEG VFD Drive (Single/Three Phase 200-240V Input, 3 Ph 230V Output, 5HP, NEMA 1	1.00	1.00	0.00	789.00	789.00
00002	CFW110024T2ON1Z	WEG Vari Drive 7.5 HP	1.00	1.00	0.00	1,034.00	1,034.00

Code to:Split

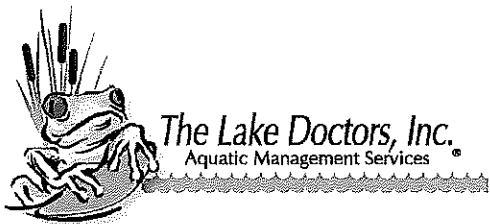
2-320-572-63100

**Double Branch Repairs and Replacements
 (\$1049.75)**

34-600-538-64000

**Middle Village Repair and Replacements
 (\$804.74)**

Net Invoice:	1,823.00
Shipping & Handling:	31.49
NONTAX Sales Tax:	0.00
Invoice Total:	\$1,854.49



3543 State Road 419, Winter Springs, FL 32708
PH: 800-666-5253

RECEIVED
NOV 07 2018

BY:

INVOICE

Invoice #	393723
Account #	708477
Invoice Date	11/1/2018
Due Date	11/11/2018
Rep	MAS

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

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

P.O. No.	Terms	Invoice Date Reflects Month of Service Provided	
	NET 10 DAYS		
Item	Description	Amount	
	Monthly Water Management Service (R)	2,029.00	
Code to: 2-320-572-4680 Double Branch Lake Maintenance			
Customer Total Balance		\$4,058.00	
Total Invoice		\$2,029.00	

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 visit www.lakedoctors.com for your local office contact information.

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 #	393723
Account #	708477
Date	11/1/2018

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at Frontdesk@lakedoctors.com.

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



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
____ Mastercard	____ Visa
Card #	____ American Express
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: NOVEMBER 5, 2018
WEEK OF: 10/26-11/01/18

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
10/26/18	BRYAN SMITH	1700-2300	6	30.00	180.00
10/26/18	STEVEN HILLS	1700-2300	6	30.00	120.00
10/27/18	BEN SIMMONS	1700-2300	6	30.00	180.00
10/27/18	BRYAN SMITH	1700-2300	6	30.00	180.00
10/28/18	BEN SIMMONS	1645-2245	6	30.00	180.00
10/29/18	MATTHEW WILLIAMS	1815-2315	5	30.00	135.00
10/30/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
10/31/18	BRYAN SMITH	1700-2300	6	30.00	180.00
11/01/18	STEVEN HILLS	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:**TOTAL****\$1515.00****\$757.50**

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

THANK YOU FOR YOUR BUSINESS!

R&D Landscaping & Irrigation
 8850 Corporate Square Court
 Jacksonville, FL 32216
 (904) 737-9733



November 2018
Invoice #18771

Billing Address

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

Shipping Address

DOUBLE BRANCH CDD
 C/O GMS LCC
 ST. AUGUSTINE FL 32092
 United States

Project/Job	Invoice Date	Due Date	Terms	PO #
	11/01/2018	12/01/2018	Net 30	

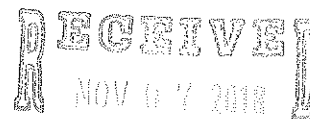
Item	Qty	Rate	Amount
Monthly Maintenance Description: Monthly - Property Maintenance - November 2018	1	\$26,314.50	\$26,314.50

Please Remit Payments To:
 R&D Landscaping & Irrigation
 7887 Safeguard Circle
 Valley View, OH 44125

Subtotal	\$26,314.50
Payments/Credits	\$0.00
Balance Due	\$26,314.50

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance.

Code to:
2-320-572-4620
Double Branch Landscape Maintenance



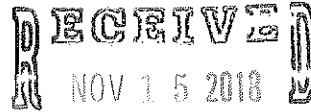
BY:

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



BY:

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
M20299	11/13/2018	\$2,083.73	12/13/2018	Net 30	

P.O. NUMBER

Nov. - Double Branch

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

BALANCE DUE

\$2,083.73

Code to:

02-320-572-4630

Double Branch Pool Maintenance

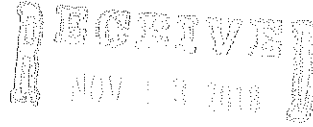
392

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

Invoice

Invoice #: 2020
Invoice Date: 11/1/18
Due Date: 11/1/18
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 Management - Oakleaf Plantation - November 2018/ Rec. Fund		9,205.83	9,205.83
<hr/>			
Total			\$9,205.83
Payments/Credits			\$0.00
Balance Due			\$9,205.83

2,310,513.340

92

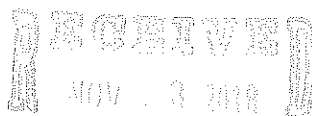
RMW
11.7.18

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

Invoice

Invoice #: 2021
Invoice Date: 11/1/18
Due Date: 11/1/18
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 Management - Oakleaf Plantation - November 2018/ Amenity Staff		4,963.17	4,963.17
2,310,513.340 92			
Total			\$4,963.17
Payments/Credits			\$0.00
Balance Due			\$4,963.17

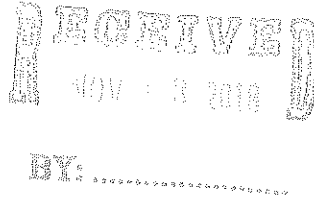
RMW
11, 7, 18

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

Invoice

Invoice #: 2022
Invoice Date: 11/7/18
Due Date: 11/7/18
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Event Staff through November 8, 2018	29.42	25.00	735.50
<i>Amenities Revenue</i> <i>2,369,103</i> <i>92</i>			
Total			\$735.50
Payments/Credits			\$0.00
Balance Due			\$735.50

RHW
11.12.18

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>
29,42	Facility Event Staff	\$ 25.00	\$ 735.50

Covers Period End: November 8, 2018

Amenities Revenue # 2-369-103

From: Hannah Smith hsmith@gmstnn.com
Subject: Fwd: DBCDD refund of deposit request - JOSHUA RENICK
Date: November 15, 2018 at 2:11 PM
To: Daniel Laughlin dlaughlin@gmsnf.com

Hannah Smith
Governmental Management Services
1001 Bradford Way
Kingston, TN 37763
Direct: (865) 935-4570
Cell: (865) 617-8194
Email: hsmith@gmstnn.com

Begin forwarded message:

From: Oakleaf Venues <venuerentals@oakleafresidents.com>
Subject: Fwd: DBCDD refund of deposit request - JOSHUA RENICK
Date: November 15, 2018 at 2:05:18 PM EST
To: Hannah Smith <hsmith@gmstnn.com>

Good afternoon Hannah,

Please check on the status of this deposit refund request. The resident stated they have not received yet.

Thank you.

----- Forwarded message -----

From: Oakleaf Venues <venuerentals@oakleafresidents.com>
Date: Fri, Sep 28, 2018 at 10:20 AM
Subject: DBCDD refund of deposit request - JOSHUA RENICK
To: Hannah Smith <hsmith@gmstnn.com>
Cc: Daniel Laughlin <dlaughlin@gmsnf.com>

2,300.369.103
656

Good morning Hannah,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO aka Oakleaf Village Patio (SATURDAY) 2:30 p.m. to 6:30 p.m.
- o DATE OF VENUE – AUGUST 11, 2018
- o RESIDENT – JOSHUA RENICK
- o ADDRESS – 3521 LIVE OAK HOLLOW DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- o DEPOSIT was via VISA (3969)
 - DATED: 6/30/18
 - INVOICE#: 2
 - BATCH#: 45
 - SEQ#: 2
 - APPROVAL CODE: 03063B
 - AMOUNT: \$100.00

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
06/30/18	06/30/18	08/11/18	Joshua Renick - 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 TUESDAY, October 2, 2018 and WEDNESDAY, October 3, 2018, therefore, if you require immediate attention please email me or leave a message at my earliest opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com



5021 Stepp Avenue
Jacksonville, FL 32216
Phone (904) 737-3511

INVOICE

Invoice Date	Invoice #
11/8/2018	98698
Customer PO #	

Remit Payments To:
P.O. Box 551629
Jacksonville, FL 32255

Bill To: OA003
Double Branch Systems
Middle Village
370 Oak Leaf
Orange Park, FL 32065



BY:

Ship To:
Oakleaf Plantation Fitness Cnt
Oakleaf Plantation Fitness Cnt
382 Oak Leaf Village Parkway
Orange Park, FL 32065

Conditions of Sale

JSC Systems, Inc. (JSC) shall have the title to and the right to possession of the equipment until the receipt of total payment. All accounts are payable in Duval County, Florida. Failure to pay the amount due shall constitute a default and JSC may repossess the equipment without notice. Purchaser agrees to pay JSC's cost and expense of collection and/or repossession, including the maximum attorney's fees permitted by law.

JSC Job #	Terms	Date Shipped	Ship Via
X041430	Due Upon Receipt	11/08/2018	

Quantity	Item / Description	Unit Price	Amount
1.00	ANNUAL FIRE ALARM INSPECTION START WITH FITNESS CENTER FIRST & GET KEYS FOR OTHER INSPECTIONS. Pls call Jay in route 562-0249.	485.00	485.00

Code to:
2-330-572-4661
Double Branch Preventative contracts
647

Sub-Total	Sales Tax	Total Due
485.00	0.00	485.00

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit - CANCELLED - KARLEEN ETHERIDGE
Date: November 12, 2018 at 5:01 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good afternoon Hannah,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Clubroom (SATURDAY) 7:00 p.m. to 11:00 p.m.
- DATE OF VENUE – DECEMBER 8, 2018
- RESIDENT – KARLEEN ETHERIDGE
- ADDRESS – 1402 CANOPY OAKS DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND ONLY - cancelled via email dated 11/12/18
- DEPOSIT was via VISA (1535)
 - DATED: 08/24/18
 - INVOICE#: 2
 - BATCH#: 61
 - SEQ#: 2
 - APPROVAL CODE: 031111
 - AMOUNT \$100.00

2300-369-103
662
RECEIVED
NOV 13 2018

BY:

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT
08/24/18	08/24/18	12/08/18	Karleen Etheridge - OVCR DEPOSIT	DEPOSIT	\$ 100.

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

Thank you.

I will be out of the office TUESDAY, November 13, 2018 and Wednesday, November 14, 2018, and from November 20, 2018 thru FRIDAY, November 23, 2018, therefore, if you need my assistance, please contact me at my earliest opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

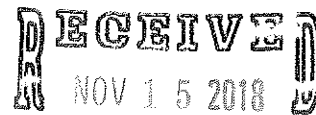
venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. The information contained in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender and delete the email and/or attachment(s).

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MEGAN LINDEMAN
Date: November 15, 2018 at 5:23 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com



Good afternoon Hannah,

BY:

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Clubroom (SATURDAY) 10:00 a.m. to 2:00 p.m.
- DATE OF VENUE – NOVEMBER 3, 2018
- RESIDENT – MEGAN LINDEMAN
- ADDRESS – 3639 LIVE OAK HOLLOW DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via VISA (1473)
 - INVOICE#: 2
 - BATCH#: 68
 - SEQ#: 2
 - APPROVAL CODE: 896550
 - AMOUNT: \$100.00

2-300-369-103
lot 4

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOU
09/13/18	09/13/18	11/03/18	Megan Lindeman - OVCR DEPOSIT	DEF

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

Thank you.

--

I will be out of the office TUESDAY, November 13, 2018 and Wednesday, November 14, 2018, and from November 20, 2018 thru FRIDAY, November 23, 2018. I will respond at my earliest opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, please contact the Information Privacy Officer at (904) 375-9285. Information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to whom it is addressed. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please do not print, copy, retransmit, disseminate, or otherwise use this information. If you are not the intended recipient, please notify the sender by e-mail and delete the message from your system.

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request - MICHELLE LEDGISTER
Date: November 12, 2018 at 5:52 PM
To: Hannah Smith hsmith@gmstnn.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com

Good afternoon Hannah,

2-300-369-103
663

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR aka Oakleaf Clubroom (SATURDAY) 7:00 p.m. to 11:00 p.m.
- DATE OF VENUE – NOVEMBER 3, 2018
- RESIDENT – MICHELLE LEDGISTER
- ADDRESS – 3309 HORSESHOE TRAIL DRIVE, ORANGE PARK, FL 32065
- AMOUNT OF REFUND - \$100.00
 - DEPOSIT REFUND
- DEPOSIT was via CHECK drawn on NAVY FEDERAL
 - DATED: 9/29/18
 - CHECK#: 157
 - DEPOSITED: 10/1/18
 - AMOUNT: \$100.00

RECEIVED
NOV 13 2018
BY:

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

Thank you.

--

I will be out of the office TUESDAY, November 13, 2018 and Wednesday, November 14, 2018, and from November 20, 2018 thru FRIDAY, November 23, 2018, therefore, if you require immediate attention please email me or leave a message at 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
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services

www.OakLeafResidents.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to which it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.

Clay County Sheriff's Office

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

INVOICE

INVOICE DATE: NOVEMBER 13, 2018
WEEK OF: 11/02-11/08/18

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
11/02/18	BEN WASE	1700-2300	6	30.00	180.00
11/02/18	BRYAN SMITH	1700-2300	6	30.00	180.00
11/03/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
11/04/18	BRYAN SMITH	1700-2300	6	30.00	180.00
11/05/18	MATTHEW WILLIAMS	1825-2325	5	30.00	150.00
11/06/18	JOHN DRURY	1700-2300	6	30.00	180.00
11/07/18	BEN SIMMONS	1700-2300	6	30.00	180.00
11/08/18	JOHN DRURY	1700-2300	6	30.00	180.00

DEPUTY SIGNATURE:

TOTAL

\$1410.00/2

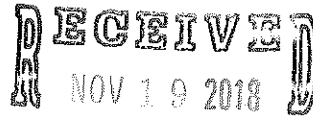
\$705.00

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

THANK YOU FOR YOUR BUSINESS!

Clay County Sheriff's Office

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

**INVOICE****BY:**

INVOICE DATE: NOVEMBER 19, 2018
WEEK OF: 11/09-11/15/18

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
11/09/18	STEVEN HILLS	1700-2300	6	30.00	180.00
11/09/18	BEN SIMMONS	1715-2315	6	30.00	180.00
11/10/18	WAYNE SIMANDL	1700-2300	6	30.00	180.00
11/10/18	BEN SIMMONS	1700-2300	6	30.00	180.00
11/11/18	BEN SIMMONS	1645-2245	6	30.00	180.00
11/12/18	BRYAN SMITH	1700-2300	6	30.00	180.00
11/13/18	BEN SIMMONS	1700-2300	6	30.00	180.00
11/14/18	STEVEN HILLS	1700-2300	6	30.00	180.00
11/15/18	BRYAN SMITH	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 Alyssa Rosenbaum.

THANK YOU FOR YOUR BUSINESS!

Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
11/1/2018	231

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

RECEIVED
NOV 13 2018

BY:

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - November 2018/ Amenity 2,320,572.6100 297	2,079.00	2,079.00
		Total	\$2,079.00

RHW
11.2.18

Riverside Management Services, Inc

9655 Florida Mining Blvd West
Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
11/1/2018	232

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

RECEIVED
NOV 1 8 2018

BY:

P.O. No.	Terms	Project

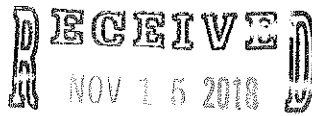
Quantity	Description	Rate	Amount
	Janitorial Services - November 2018/ Fitness 2,33,572.6110 297	1,005.42	1,005.42
		Total	\$1,005.42

RHW
11, 2, 18

T Fenceman Inc.

" Built With Pride and Quality "

1506 Summit Oaks Drive West
Jacksonville Fl. 32221
904.759.5875 Fax: 904.683.1432



BY:

DATE: 1/11/2018
INVOICE # 440
FOR: Post Caps

Bill To:

Double Branch
370 Oakleaf Village parkway
Orange park, Fl. 32065
Jay S. 904 562-0249

DESCRIPTION	AMOUNT
160 - 5 x 5 post caps	\$ 290.00
Code to: Split 50/50	
Double Branch Repair and Replacements	
2.320.57200.63100 #145	
Middle Village Repair and Replacements	
34-600-538-64000 264	
TOTAL	\$ 290.00

Please make check payable to **T fenceman Inc.**

If you have any questions concerning this invoice, contact Nate Terry at 904-683-1432 cell 904.759.5875

THANK YOU FOR YOUR BUSINESS!

RECEIVED
NOV 15 2018

1000Bulbs.com

BY: 1-800-624-4488

HOME

CUSTOMER SERVICE

RETURN POLICY

Thank you for your order! - You will receive an email with tracking information when your package(s) ships.

Please contact our customer service department if you have additional questions. We appreciate your business!

Account Manager:

Moni Rubio
2140 Merritt Dr.
Garland, TX 75041
mrubio@1000bulbs.com
p. 972-535-0911
f. 972-535-0912

Order # 5959809

Order Date: 10/24/2018 **PO #:** JaSo10241802 **Customer #:** 1705529

Payment Method

Invoice: Net 30

Bill To

Jay Soriano
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
9045620249

Ship To

Jay Soriano
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
9045620249

	Product	Qty	Price	Cost
	LED-10104 14,400 Lumens - 5000 Kelvin - Type III - 120-277V - Comes with Slipfitter Mounting Bracket - LED-10104	3	\$132.79ea	\$398.37
	LED-8087M40A 4171 Lumens - 30 Watt - LED Wall Pack Retrofit Lamp - 100W MH Equal - 4000 Kelvin - Mogul Base - Universal Mount - Operates by Bypassing Existing Ballast - 120-277V - 5 Year Warranty	5	\$71.15ea	\$355.75
	IRT-10127 4600 Lumens - 2x2 Ceiling LED Panel Light - 40 Watt - 4000 Kelvin Cool White - Opaque Smooth Lens - DLC 4.0 - 2 Pack - 5 Year Warranty	4	\$77.41Pack	\$309.64
	GREENCREATIVE-57948 9300 Lumens - 80 Watt - LED Corn Bulb - 250W Metal Halide Equal - 4000 Kelvin - Mogul Base - 120-277V - 5 Year Warranty	5	\$135.69ea	\$678.45
	GREENCREATIVE-28377 LED G24 PL Lamp - 4-Pin - 9.5 Watt - Replaces 13W, 18W, 26W, 32W, or 42W CFL Lamps - 1020 Lumens - 4000 Kelvin - Vertical Mount Only - Plug and Play with Compatible Ballast Only	4	\$14.12ea	\$56.48
	CL-10008 Mogul Base Socket - 12 in. Lead - No. 14 AWG - 200 Deg. C - 600V Pulse Rated - For Standard MH, Pulse Start MH and HPS Lamps - PLT 48-2610-99	6	\$3.58ea	\$21.48

Code to: Split

Double Branch Repair and Replacements

2.320.57200.63100 (\$809.85) 512

Middle Village Repair and Replacements

34-600-538-64000 (\$1119.50)

Total Savings \$181.75

Subtotal \$1,820.17

Grand Total \$1,929.35

Total \$1,929.35



Notice: This automated email is not monitored for replies.

1000Bulbs.com

BY:

1-800-624-4488

HOME

CUSTOMER SERVICE

RETURN POLICY

Thank you for your order! - You will receive an email with tracking information when your package(s) ships.

Please contact our customer service department if you have additional questions. We appreciate your business!

Account Manager:

Moni Rubio
2140 Merritt Dr.
Garland, TX 75041
mrubio@1000bulbs.com
p. 972-535-0911
f. 972-535-0912

Order # 6036276

Order Date: 11/15/2018 **Customer #:** 1705529

Payment Method


Invoice: Net 30

Bill To

Jay Soriano
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
9045620249

Ship To

Jay Soriano
Jay Soriano
370 Oakleaf Village Pkwy
Orange Park, FL 32065
9045620249

Product	Qty	Price	Cost
 LED-10124-4K 36,000 Lumens - 4000 Kelvin - Type III - 120-277V - Comes with Slipfitter Mounting Bracket - LED-10124-4K	6	\$273.30ea	\$1,639.80

Total Savings \$242.88
Subtotal \$1,639.80
Ground \$136.49
Total \$1,776.29

1000Bulbs.com 2140 Merritt Dr., Garland, TX 75041

Code to: Split 50/50

Double Branch Repair and Replacements

2.320.57200.63100 ~~\$888.15~~ 512

Middle Village Repair and Replacements

34-600-538-64000

SEVENTH 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

Memorandum

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

Community:

Special Events

- Turkey Trot - report
- Upcoming events – Cocoa with Clause, Polar Plunge

Aquatics

- Pools closed for the off-season
- Lap pool - heater is on, operational hours and planning has been posted. Covers in use for winter months.

AMENITY USAGE

- *Total Facilities usage – 6401*
- *Average daily usage – 213*

Card Counts:

DB Owners	30
DB Renters	14
DB Replacements	5
DB Updated	19

Total cards printed: 98 (both districts)

Rentals

- 19 of 30 days rented in November , 4 of 4 weekends had rentals
- 17 clubroom rentals, 0 patio rentals
- 22 tours (approx.35 hours) / 55 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

Memorandum

Operations:

Open Items:

- Entry sign damaged at Intersection of Oakleaf Village pkwy and Plantation Oaks
- Report of trees at Medians on north West section of Oakleaf village Pkwy
- Replacement benches at "Pocket Parks"

MAINTENANCE

- Begin Access card Audit
- Repair landscape uplighting at Building
- Custom install LED lighting on steps at Amenity Center
- Remove damaged fencing at Elementary School
- Replace post lights at Multi-use fields (LED replacement progress)
- Tighten Bench at Amenity Center playground area
- Remove damaged light pole at Elementary School
- Coordinate valve replacement at multi-use fields well
- Remove dead tree at median on Oakleaf Village pkwy
- Trace short, diagnose issues with building exterior lighting at Amenity Center
- Coordinate control panel replacement for Village Center green well
- HVAC preventative maintenance performed on Clubhouse kitchen unit
- HVAC preventative maintenance performed on Fitness Center units
- HVAC preventative maintenance performed on Clubhouse Clubroom unit
- Place Christmas lighting at Entries
- Install "perma posts" for future electrical outlets at Amenity Center (Christmas lighting)
- Repair trim work at Clubroom
- Coordinate replacement of large LED fixture at Basketball court (Warranty)
- Preventative Maintenance performed on Fitness Equipment
- *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 11/8 . Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 11/16.*

Landscaping

- *over seeding completed on Multi-use field*
- *Replaced damaged Annuals at multiple endcaps*
- *Remove dying / dead grasses throughout*
- *Fertilization of multi-use fields and roadsides completed*
- *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



GENERATED BY THE GIS DEPARTMENT 05/29/2013

Double Branch CDD 2013 Clay County, Florida

