

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, December 10, 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 (by phone)
Jay Soriano	GMS Community Manager
Darrin Mossing	GMS
Hannah Smith	GMS
Two Residents	
Billy Genovese	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Resolution 2019-01, Declaring a Vacancy for Seat 2

Mr. Perry stated we have a vacancy for seat two, which was held by Barry Morton. I don't know if we have any nominations at this time. We can keep it open as long as you'd like. I know it's been difficult getting people to participate. Your sister board is having the same issue.

Mr. Horton stated I have someone in mind but I haven't approached them.

Mr. Perry stated okay we will just keep it on the agenda for next month.

B. Consideration of Appointing a New Supervisor

This item was tabled.

C. Oath of Office for New Elected and/or Appointed Supervisors

This item was tabled.

D. Consideration of Resolution 2019-02, Designating Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

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

Mr. Perry stated the financial statements are only for one month so there's not a lot of activity there. We're just starting to get in the bulk of our assessment receipts. The check register is for \$148,026.30.

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

Consideration of Landscape Proposals

Mr. Perry stated Jay has compiled the rankings based upon the input from all of the supervisors and staff. As you all know the proposals were all pretty thorough and it was kind of a hard process to go through because a number of the firms are pretty highly qualified but I think over all we feel pretty good that both boards ranked the proposers relatively the same. I'll let Jay go through that with you.

Mr. Soriano stated first I want to make sure I thank the vendors. This was a long process with two separate RFPs and we had three that went through the last one. After compiling all of your grading sheets we went through and graded as a total which helps guarantee you guys pick the same vendor for both districts. Just to be safe I graded both ways in case anyone questioned it. Each District was down a supervisor so we had a total of eight scorings and they worked out exactly the same for the number 1, 2, 3 and 4 rankings. For the total in points, VerdeGo was number one with 95.91 points, Duval was number two with 94.25 points, R&D was number three with 92 points, and the Budd Group was number four with 57 points. I would look for a motion from you guys to accept those grading sheets and the rankings. If there were any problems with contract negotiations with the number one ranked firm we would move down the rankings.

Mr. Horton asked when would we switch over?

Mr. Soriano responded the new contract would start January 1st and everything is pretty much handled with R&D and the representative from VerdeGo is here and was here for the last meeting as well so they know we're ready. R&D was given their notice a couple of months ago. I'll work with VerdeGo and R&D to try to get a good transition.

Ms. Nelsen stated thank you, I know it was a long process.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the rankings of the landscape proposers, VerdeGo #1, Duval Landscape #2, R&D Landscape #3 and The Budd Group #4, with staff authorized to enter into a contract was approved.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

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 just went through one of our District run events, the Turkey Trot. It's a fun run free event. It's nice because the kids are out of school that whole week so we get a lot of families bringing their extended families that are in town. We give out prizes and t-shirts and everyone really enjoys it. We have Cocoa with Claus coming up at your sister district next Thursday the 20th. Last year was the first time we had to charge for this event because we got to the point we were getting 500 registrations and my concern was that Santa only has so much time and I never want to see a kid not be able to get their picture taken so we had to start charging and demanding registration. We did get one or two complaints that they didn't like having to pay the \$3 or \$5 if they're late but we will continue to do that next year.

Mr. Horton asked how many have signed up so far?

Mr. Soriano responded a little over 100. Last year we had 270 by the end of registration and that is including staff and volunteers and their families. 200-300 is a little more manageable.

Mr. Horton asked no more than 300 is what you're saying?

Mr. Soriano responded it makes it hard on timing. We almost have to limit it to 15-20 seconds per kid to see Santa. They're allowed to hang out and we have activities and crafts for the kids. We also have a cocoa bar with all kinds of flavors, frosting, sprinkles and marshmallows.

Moving on, just to let you guys know everything has been posted with regard to your sister district's heated pool. We've started to use the covers and when that happens we're limited to the daytime hours of 10:00-4:00 so we let all of the residents know. We have also lowered the temperature a little bit because we spent a lot of money last year. On days like today if at that 10:00 time it's not 45 degrees or higher we won't open. We want to keep those covers on and try to keep it heated.

There is one item I'm going to go over with you because it has become a problem, mostly at your sister district. There is a resident that's been here for the last couple of meetings. She has been renting this room and putting on an expo kind of like what you have at your facility. She is a little upset that we won't allow her to continue. We don't allow people to rent the facility for them to run businesses, same at your facility. Carla's expo is something you guys have been doing for years. She would come to you and get approval and you would approve it each time on a per event basis and she jumps through a lot of hoops to get that done. Even to the point that she became so big this last year she even has some concerns. The concern coming from the resident on this side is she doesn't think it's fair that one person would be able to do it and she can't. It's looked at a little different because we did approve that. She rented this room at and would never come to us for approval. Because of that, we will have to create a policy just to make it a little clearer. We do have the ability to operate in a way we see fit but we don't want to open the door to people to come in and rent this for all reasons regardless of which facility. To make sure it's not happening in the future Jason and I will go through and create some wording for that spring policy approval we normally do at the nighttime meeting. One thing we may want to look at in the future is creating rates, even for those outdoor spaces. We may want to limit the type of events and size of those events because

they open us up to liability. Maybe we create a rate that deters people from using the space for free and bringing thousands of people. If you guys recall the Easter egg incident we had years ago. It is all with good intentions and the residents feel that way too but it opens us up to some concerns.

Mr. Horton asked what's the main concern; just because it's a business?

Mr. Soriano responded yes, the fact that she's running a business in this room. We've tried to keep the rates low for residents to rent for family parties or a wedding but she's creating a business where she charges the vendors to come in and whether she makes money or not, it's still the same issue. That also takes away from those rentals. With the expo held at your facility we can't anything out that day so you lose \$450 just on the clubroom. This room goes anywhere from \$1,000 to \$1,500 on the low end and that's if they are a non-resident. You can get packages up to \$3,000 if you want to rent tables, chairs and all of the equipment so she takes away from that revenue a little bit. We have started to charge her a rental rate. About a year ago this board decided if you were going to be renting it multiple times we cut people off from doing things like wedding planners renting the room out as a resident so they can run a business. We saw it happening a lot so we brought that to the Board and created a policy that if they get to rent it once at a resident rate and then they have to pay a non-resident rate.

Mr. Horton asked what did she pay last time she rented?

Mr. Soriano responded she paid the non-resident rate, which is \$1,500.

Mr. Horton asked she paid \$1,500 for four hours?

Mr. Soriano responded yes. This is something that could open us up to liability. You don't lose that much when you do the expo at your facility. You lose a couple hundred bucks. However we did have about 20+ complaints this last expo due to parking. We had a lot of complaints from the fitness center and playgrounds from residents that weren't taking part in the expo. We also had a tree that was damaged, that very large live oak on Plantation Oaks Parkway. To me, that is a liability safety wise. Carla has already talked to me about the future because she was a little concerned so doing those things does open us up to many other issues. I think a policy would be good.

Mr. Horton asked this board can't make a decision on this issue, right, because it's Middle Village?

Mr. Soriano responded it would be a good idea that the policies match. During the policy meeting in the spring I'll bring forth wording for the policies that limits the usage for our facilities.

Mr. Horton stated I'm having a hard time understanding why we are not going to rent it out if we can limit the amount of people going to the event and the residents are the ones putting on the show.

Mr. Soriano stated just because they're putting it on doesn't mean it's all residents coming in. Right now, our facilities are used for residents only and we're inviting lots of people. The expo is not an event that's residents only. All those people that are coming in and causing problems with parking I can promise are not residents because by now most residents know they will be towed.

Mr. Horton stated I'm looking at the revenue you get. At \$1,500 you've got to be making money from it.

Mr. Perry stated the issue is this. It's \$1,500 and they're using it on prime days which is displacing residents from using it.

Mr. Soriano stated when you look at \$1,500 we could have a wedding that weekend and make even more. We do have some that make less so you could look at it that way. She's saying she wants less because she's saying there are other people that get it free such as your expo.

Mr. Davis stated it's more of a policy thing Tom than it is about the room.

Mr. Horton stated if there's nobody to rent it but you can make \$1,500.

Mr. Soriano stated there are very few weekends that we don't rent any of our facilities, even your facility. I think the \$150 for the clubroom you guys have is kind of low. That room is nice so I think you should take that rate up. Because it's an issue at your sister district we have to look at the policy, especially since her complaints stem from what you guys do at your district. Your sister district tried to cut that off and say it's two different things but it may affect you in the future.

Moving on to the operations side, there are three items I have. We were a little bit stagnant on your entry side. I have not heard much and I have not received an email from the insurance company but we did receive a phone call Friday asking which address to send a

check to. I let our mason know so we're really just on his timeline but I assume everything was approved because of that phone call.

Mr. Davis asked is this the same gentleman that did the front columns?

Mr. Soriano responded yes.

Mr. Davis stated so he's probably anticipating, as are we, a quicker end result.

Mr. Soriano stated yes he knows where to get the brick now. He's also worked with a sign company out of Gainesville that will do the specialized logo. The only thing we may not be able to get is the trim around the edge of the bowl.

There were a few items brought up by a resident last month. I went through the medians and tagged trees with our tree vendors. There were no concerns with any of the trees falling in the road from either one of the vendors but they did give me quotes. There's this thought of a look like he was talking about but they go out there and actually walk through those large medians and there's a couple hundred trees on those two large medians north of the amenity center to the Oakleaf line where the columns and there are 18 dead trees. You can't see most of them and that's the norm when we go through some of our areas off to the side. We have a lot of natural area and preserve area that we can't touch unless there's a tree in danger of falling on someone's home. In that case I can have the arborist write a letter. None of these were a concern but there 18 trees so they gave me a quote. The lower quote was for \$3,600 and the higher was \$4,000. This is where I mentioned that my policy is more on safety and concern of those trees landing in the road or on someone's house. If not, we don't mess with them. They will end up being food for the bugs anyway so it limits how fast those bugs get to another tree. We can't spray in those areas because we don't have that ability so we're kind of limited as far as pest control. Unless we want to make a motion to start spending a lot of money for those, I could see a need for a higher line item if you want to move in that direction.

Mr. Horton asked the estimate you got was for 18 trees?

Mr. Soriano responded yes so on average the lowest tree was about \$180. Most were \$200 a tree.

Mr. Horton asked and they would haul them away?

Mr. Soriano responded yes cut and haul them away. That was just two medians. The third median is the one closest to the fitness center. Chad you had asked me to look at the corner. The first one has a tree that's almost dead. It's probably about 25 feet tall. That's also

the only median that had stumps like the resident had mentioned. That was where there was a very large tree that we cut up and removed during our last hurricane. Grinding that stump out would be about \$800 so I left it to naturally get eaten up by bugs and eventually it will get to the point where I can pull it up later. If we really want to start picking those apart there are some that we can see that don't fall under my operating policies and that's where I would look for direction from you guys to create a policy I can work under.

Mr. Davis stated let's say we pick and choose trees versus doing 18.

Mr. Soriano stated it would still be about \$180-\$200 per tree.

Mr. Horton stated I don't have a problem with taking all of the dead ones out. As more die then we're going to be pretty sparse on trees. Is there a plan to replace any of them?

Mr. Soriano stated we can but pine trees kind of regenerate on their own. None of these dead trees are oaks or magnolias.

Mr. Davis stated in my opinion I think \$200 a tree is a good price. Jay, say for example that tree dies in six months and it falls we're going to have to get rid of it anyway but I don't know that we need to address all 18. Maybe identify some that are more visible than others?

Mr. Soriano stated that's really what I'm looking for and that's the hard part. That's the 18 in the two medians that you guys questioned. He mentioned eight or nine that he can see when he drives by but when you actually go in there, there is 18, 19 if you count the one at the very front of the other median. I can give you a number that's much higher if I go into other areas. If you guys want to come up with something for direction like ten feet into natural areas or anything like that so I can start tagging ones that fall into how we want to operate.

Mr. Thomas stated or do we give him a little leeway and just say not to exceed \$2,500.

Mr. Soriano stated we can do something like that and even start to pick apart the whole neighborhood. We can say let's spend this much every month or every month to take out some trees we know are dead.

Mr. Horton stated for now let's do the more visible ones that show on the main road.

Mr. Soriano stated I'd say there's about four or five that I can see when I drive by.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor tree removal in an amount not to exceed \$2,500 was approved.
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Mr. Soriano stated the other concern was about the benches in the park so I started going around. I believe I mentioned to you guys that I had a walk through with our insurance company and we do extremely when it comes to our operating as far as our policies for safety and trying to keep any potential claims low. One thing that was pointed out was some of our rusty benches. None were where they had to be replaced right away but future concerns. I took a picture of the one at the playground. I don't have any of the eight foot replacement benches where we're replaced some in the past when they are dangerous so we made a temporary repair. The rust is just superficial. Wabash doesn't make the double-sided anymore but they will sell what's left in their supply. If we want to clean out their supply they gave me a quote of \$1,300 a bench. The singles are \$692 and \$280 to ship so just under \$1,000 for each bench. We have about 20 of those that we would eventually get to. I've just been replacing one at a time when they get bad. If you guys want me to move faster than what I've been doing because of those complaints we can always do a not to exceed to give me more money so I don't have to come back to you every month.

Mr. Davis stated in the bench in the photo it looks like we have a 2x10 or 2x12.

Mr. Soriano stated that was my temporary fix due to the complaint. I think it looks great.

Mr. Davis stated I was going to say why couldn't we just replace the upper?

Mr. Soriano stated my concern was the look of the bench but I would be fine with that. I can even engrave that with Oakleaf on it. I can route the edges but leave the metal stands and I could replace all 20 for probably about \$5,000-\$7,000 including staff time compared to \$20,000 worth of benches once we replace just the pocket parks. That does not include the main amenity center. You guys have a lot of small parks in the neighborhoods and then we have the two playgrounds, the soccer field and amenity center.

Ms. Nelsen asked what is the life of the wood?

Mr. Soriano responded they won't last as long but I'll be able to replace probably about 10 of these before you buy one bench.

Mr. Davis stated even if we engrave Oakleaf on it and make it look really nice you're talking \$50 to replace it versus \$1,300 for one bench that's going to need to be replaced after a few years anyway.

Mr. Soriano stated your side we don't use a lot of wood but on this side we have multiple benches and trash can containers that are wood. It doesn't look as heavy duty and commercial but they look nice, they work and it's easier and quicker to replace.

Ms. Nelsen stated my concern is vandalism with knives and pens.

Mr. Horton stated Jay mentioned engraving and I think the kids are going to engrave that wood big time.

Mr. Soriano stated they can break the plastic too, it's just that the wood will be a little bit easier.

Mr. Thomas stated my concern is the damage as well. If this company is looking to get rid of these benches for \$1,300 a piece.

Mr. Davis stated it's not a deal really.

Mr. Soriano stated at that price I can only replace one at a time unless I come to you for approval.

Mr. Horton stated why don't we replace some of the benches with the wood and just see what happens.

Mr. Davis stated I think that's a great idea. It either works or it doesn't.

Mr. Soriano stated it's not a big loss. I can do quite a few with the amount I have discretion of and see how it goes. Maybe in the springtime we can come back to if we want to do the plastic. I would recommend if we were taking out the double-sided to not replace them. They lean back and forth and we have to go out constantly and tighten them up. I'm fine with replacing with wood and I don't need approval.

Mr. Davis stated just monitor them and see how it goes.

Mr. Soriano I have one last thing. We have our own staff now and this is the first year. I only have a few full-time employees and we don't do benefits for them like health insurance or anything like that but I would like to give them a vacation week. I do plan on giving them holiday time. I didn't do this for Thanksgiving but if they are a normal full time employee and their normal working day would be Christmas Day, we've said we're closing down Christmas Day so we're kind of forcing one of their days off so I was planning on paying for that but I would like to give them some kind of sick day or personal day. I was looking at starting with a week. It's not something I can do; it would be something you guys would have to approve. I did present it to Middle Village for their employees and you guys do kind of share them. There

are one or two that stay at each District but I would like to give them that five day period whether it's a sick day or personal day and still get paid.

Mr. Davis asked would this come with some kind of longevity incentive like a lot of jobs you get a week vacation after a year so you don't start off with it and burn it in two months.

Mr. Soriano stated we will go ahead and give them that week but it is something I think I would like to come back to you guys. Typically it would be two weeks. Managers had two weeks through their old contract but GMS absorbed them.

Mr. Davis stated and the two weeks is a week vacation and a week of sick days.

Mr. Soriano stated yeah the managers get that but these are just the District employees so I'm talking about the few full-time people that we have that sit behind the desk or supervisors. Those people we'd start off with a week. We haven't done a full year yet but we're doing great with the staffing dollars and I think it's something we can afford easily and it's one of the few benefits that we can do.

Mr. Davis stated I'm fine with it.

Ms. Nelsen stated I love the idea.

Mr. Thomas stated what about a week of vacation, plus three days of sick days so they don't have to use their vacation time.

Mr. Soriano stated I was just going to start with five paid days. Your sister district went through this too and they are looking to do more but they started off with five. It's something I'd like to get to after looking at numbers. There are those employees that you guys split so if they take two days, one day would be paid for by your district and one day would be paid by theirs so we will look at it and see how much they're using and we may want to give them more before the end of this year.

Mr. Horton asked are we talking five employees?

Mr. Soriano responded right now there is five.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor five paid days of leave a year for full-time District employees was approved.

Mr. Soriano stated that's it for me unless there are any questions. Both districts are running smoothly. This is the off-season and the time I usually get a chance to get out and make repairs to prepare for spring. Right now we're doing well but I will be coming to you guys next month with some items to get ready for the pools opening.

Mr. Thomas stated the fence at the backside of the Oaks where the Clay County trucks drive through that seems to get a frequent hole. Are we replacing that or are they replacing the gate? Every other day I see a hole, it goes away and then it comes back.

Mr. Soriano stated the gate was in the shop because it looks like it was run through with a vehicle so we put a solid wood bottom on it inside of the vinyl so they will be surprised the next time they go through it but it is not really our fence. It goes across what would be a County road. We've talked about this before and that we shouldn't be doing too much work to it but we try to keep it up so it doesn't look terrible. We're a little limited. For a while they were taking trucks down there so I don't know if they are clearing land or what the plan is.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Supervisors' Requests

Mr. Horton I had a question about the Christmas lighting for the amenity center. I thought we were adding some more.

Mr. Soriano stated yes we want lights but we have the lights out there to light up the signs and even our outdoor landscaping lights for the buildings but nothing was really designed with a lot of outdoor outlets that we have to plug all of our Christmas decorations into so the last couple years we've been adding outlets as we go along. I don't have enough time to add outlets everywhere so some places you'll notice the cords hang down and go into the light and we have socket adapters. They are allowed to do that because it's temporary but I prefer actual outlets so in the future, especially since every year we buy more and more lights and it takes the guys a lot longer, it's much easier if we have those actual outlets in place.

Mr. Horton stated I noticed we didn't talk about the Board positions. Are we waiting until we get a full Board again?

Mr. Perry responded yes once you put on a new supervisor the positions are done by resolution.

Mr. Horton stated I noticed the positions changed a little bit and it went from Chairman / Vice Chairman and three Assistant Secretaries to Chairman, Vice Chairman, a Secretary, Treasurer, Assistant Secretary and Assistant Treasurer. I'm just curious why we did that.

Mr. Perry stated we've always had those officers. I serve as Secretary and Treasurer so that's the full slate on that resolution as far as Chair, Vice Chair, Treasurer, Secretary, Assistant Secretary and Assistant Treasurers.

Mr. Horton stated what was on the resolution and what's on the website is slightly different. It's not the end of the world but just curious.

Mr. Perry stated I'll check on that.

Mr. Horton stated the other thing is there's a new website up for the CDD. There are some errors on there under the HOAs. I'm talking about the CDD's.

Mr. Soriano stated yes the Double Branch CDD is the new ADA compliant site.

Mr. Horton stated they list the HOA as PMSI, which is only true for Village Green so it's a little misleading.

Mr. Soriano stated Courtney will help us with that. I think they took some of the original files so they may have some old numbers on there. Just email either of us and we will get with Courtney.

Audience Comments

Ms. Ashley Ambrose, 3088 Williams Fern Court, stated my question is going back to Jay's proposal for vacation time for staff members. Can you specify how many work hours per week would qualify you as a full-time employee per pay period?

Mr. Soriano stated it's going to be 40.

Ms. Ambrose asked is that a consistent 40 or do their hours rotate?

Mr. Soriano responded no it's going to be based on our year so we have some employees that will get 40 no problem during the summer but during the winter they get five or ten and that's something you can take care of with me in the office.

Mr. Billy Genovese stated I'm with VerdeGo. I wanted to make sure we were here to thank you guys. We're excited to take over come January and our goal is to hopefully make sure you don't have to go through that long process for quite a while.

Ms. Nelsen stated that's our goal too. Thank you.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting

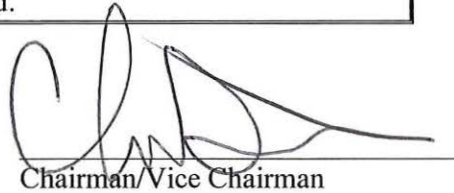
Mr. Perry stated the next scheduled meeting is January 14, 2018 at 4:00 p.m.

TENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary

Chairman/Vice Chairman